



BYLAWS

made under the powers
and subject to the provisions of the

STATUTES

made in 1926 for

JESUS COLLEGE, OXFORD

by the

UNIVERSITY OF OXFORD COMMISSIONERS

Acting in Pursuance of the
Universities of Oxford and Cambridge Act, 1923
as amended from time to time

Prepared Dec 2014. Version 2.0
This version supersedes all previous versions.

(ii) SECTION 1**THE PRINCIPAL****1.1 Fellows' declaration at election of the Principal**

In the election of the Principal, every Fellow electing shall, in the Chapel, immediately before the election, make the following declaration: "I, A.B., do declare that I will elect as Principal the person best qualified in my judgment for that office".

(Ref. III.2)

1.2 Special service for admission of the Principal

Such special service may be any service approved by resolution of the Governing Body at a Stated Meeting.

(Ref. III.3)

1.3 Principal's declaration to the Visitor and in the Chapel

The declaration made by the person elected to the office of Principal shall be as follows: "I, A.B., do declare that I will faithfully perform the duties of my office as Principal, and will observe the Statutes and Bylaws of the College in force for the time being".

(Ref. III.3)

1.4 Principal's emoluments

Under the provisions of Statute III, Clause 7 the stipend of the Principal shall be a sum equivalent to that payable, for the time being, to a Schedule 'A' professor in the University of Oxford in receipt of a merit award at the fourth highest of the five levels of distinction available.

(Ref. III.7 (a) and (b))

1.5 Principal's Lodgings

There shall be set apart as the Principal's Lodgings:

- (i) such public rooms as are reasonably required for the performance of the Principal's duties and the maintenance of the Principal's position;
- (ii) such private rooms as are reasonably required for the accommodation of the Principal, and the Principal's household and guests;
- (iii) a garden, garage and other necessary outbuildings.

(Ref. III.8)

1.6 Decoration and repair of Lodgings

The College shall undertake the interior decoration and repair of all rooms in the Lodgings.

(Ref. III.8)

1.7 Furnishing and cleaning of Lodgings

- a) The College shall furnish the public rooms.
- b) The Principal shall furnish the private rooms.
- c) The College shall make provision for the cleaning of the public rooms and the private rooms.

(Ref. III.8)

1.8 Heating and lighting of Lodgings

The College shall provide heat and light as appropriate in all rooms in the Lodgings.

(Ref. III.8)

1.9 Maintenance of garden attached to Lodgings

The College shall provide for the necessary maintenance of the garden attached to the Lodgings.

(Ref. III.8)

1.10 DACC's schedule relating to Lodgings

The DACC shall keep a schedule of the public and private rooms comprised in the Lodgings, as approved from time to time by the Governing Body, and an inventory of College furniture in the Lodgings.

(Ref. III.8)

1.11 Release of Principal from duties

- a) Approval by the Governing Body of a period of absence of the Principal under the provisions of Statute III, Clause 6 shall not be given unless the following conditions are satisfied:
 - (i) The Principal shall notify the Governing Body in writing of the proposed period of absence, and the reasons therefor. The period shall be specified by calendar dates and shall not normally start or finish on a date in Full Term. Notice shall normally be given not later than the first Stated Meeting in Hilary Term preceding the academic year in which lies the first day of any Full Term which is partly or wholly within the period.
 - (ii) The Governing Body shall be satisfied that proper arrangements can be made for the performance of the duties of the Principal, that the revenues of the College are sufficient to meet any resulting additional expenditure and that it is in the general interests of the College having regard to all the circumstances that approval be given.
- b) The Principal shall appoint person(s) to Vice-Chair all Standing Committees for the period of any such absence, and shall report the appointments to the Governing Body normally not later than the second Stated Meeting in the Term preceding any such absence.

- c) During the period of absence the Principal shall not engage in any administrative work within the University, and, if the Principal shall during the period hold or undertake any paid office or appointment outside the University, approval of such absence may be made subject to a reduction in emoluments during the period, such reduction being determined on the same principles and procedures as those currently in operation under the provisions of Bylaw 2.13(b).

(Ref. III.6)

1.12 Research and other assistance

- a) The Principal may apply for assistance towards the following purposes:
 - (ii) the cost of attending conferences or other meetings of learned societies or of attending any advanced course of instruction;
 - (iii) the cost of carrying out research in any branch of study or of the publication of the results of such research.

There must in all cases be a connection with the Principal's field of study or with the office of Principal.

- b) The Governing Body shall determine by resolution not later than Michaelmas Term of each academic year the maximum amount that the Principal may receive during that academic year under Sub-clause (a) to this Bylaw.
- c) The Principal shall make application in writing to the Academic Director and set out the purpose for which assistance is sought and the amount desired. The Academic Director shall consider whether the application is a proper one and, if so satisfied, shall authorise it, provided always that the amount authorised shall be within the financial limits set by the College for such payments. In any case of doubt or difficulty, the Academic Director may refer the application to the Academic Committee or, in the case of urgency, to the Governing Body.

(Ref. XII.6)

(iii) SECTION 2**THE FELLOWS****2.1 Offices qualifying the holder for and entitling the holder to election to an Official Fellowship**

The College offices qualifying the holder for and entitling the holder to election to an Official Fellowship shall be:

- (i) any Tutorship;
- (ii) such other offices as the Governing Body shall determine by resolution at a Stated Meeting.

(Ref. IV.1)

2.2 Requirements for vote on motion to elect to Official or Research Fellowship

The Governing Body shall not vote on a motion to elect any person to an Official or Research Fellowship unless either:

- (i) notice shall have been given at a previous Stated Meeting of the intention to propose the election of that named person, or
- (ii) a resolution shall have been passed at a previous Stated Meeting to consider an election after receiving the report of a special committee.

(Ref. IV.2)

2.3 Cases where motion and ballot required for election

No Official or Research Fellow shall be elected except on a motion so to elect him or her; and voting on any such motion shall be by ballot.

(Ref. IV.2 and see Bylaw 2.7)

2.4 References on candidates for election

Where notice is given of intention to propose the election of a named person to an Official or Research Fellowship, the Governing Body shall determine what persons are to be asked for references relating to that person's suitability for such election, unless it considers that exceptional circumstances are present which justify it in dispensing with such references. Such references shall be collected by the Principal, and shall be available in College for consultation by any member of the Governing Body for a period of at least seven days before the Stated Meeting at which the resolution for election is to be proposed.

(Ref. IV.2)

2.5 Fellowship Committees

- a) When a resolution has been passed to consider an election to an Official or Research Fellowship after the report of a special committee, the Governing Body shall appoint such a committee, except as provided in Sub-clause (b) below.
- b) If the Official or Research Fellowship to which it is proposed to make an election is to be held jointly with an appointment by the University, the Governing Body may appoint at least two members to a committee of the University, instead of or in addition to appointing a special committee of the Governing Body.
- c) If the Official or Research Fellowship to which it is proposed to make an election is to be held jointly with an appointment by another college or society of the University, the Governing Body may invite such college or society to appoint such members of any special committee appointed by the Governing Body as the Governing Body shall determine.

(Ref. IV.2)

2.6 Duties of Fellowship Committees

The duties of any committee appointed by the Governing Body under this Bylaw shall include the advertising, where appropriate, of the Official or Research Fellowships, the consideration of applications received as a result of such advertisement and the consideration of any other names which the committee considers desirable or which the committee is instructed to consider. The Academic Director shall be the secretary of any such committee, but shall not be a member of any such committee nor have the right to vote. If the Academic Director is unable to act the Governing Body (or in the case of urgency, the Principal) shall determine who shall be the secretary. Any such committee shall report its views and recommendations to the Governing Body.

(Ref. IV.2)

2.7 Cases to which Bylaws 2.1-2.6 do not apply

The provisions of Bylaws 2.1-2.6 shall not apply to elections to Visiting Senior Research Fellowships, or to re-elections to Official or Research Fellowships.

(Ref. IV.2)

2.8 Re-elections to Fellowships

- a) The Secretary to the Governing Body shall report to the first regular Stated Meeting prescribed by Bylaw in each term the date of expiry of any Official or Research Fellowship which is due to expire by the effluxion of time in the following twelve months and has not previously been so reported.
- b) In the case of any Fellowship which may, under the Statutes and Bylaws, be extended by re-election but which is not an Official Fellowship, Senior Research Fellowship expressly made non-renewable at the time of election, Hugh Price Fellowship, or a Junior Research Fellowship, if the Fellow concerned has not informed the Principal in writing that he or she does not seek re-election, the Governing Body shall consider the re-election of the Fellow at the next regular Stated Meeting prescribed by Bylaw in the same term.
- c) The Governing Body shall not extend by re-election an Official Fellowship expressly made non-renewable at the time of election; but this shall be without prejudice to its power to elect the holder of any such Fellowship to another Official or Research Fellowship.

(Ref. IV.2, IV.6, IV.11)

2.9 Joint and other appointments

- a) When an Official Fellow is elected or re-elected and holds or is being concurrently or jointly appointed or re-appointed to a University post included in the annexed Schedule, the terminal date of the period of such election or re-election shall not be later than the terminal date of the period of the appointment or re-appointment to such University post. Any Official Fellow may be elected subject to a probationary period not exceeding one year as the Governing Body may determine.
- b) When an Official Fellow is elected or re-elected the period of such election or re-election shall normally be five years in the case of a first election and not more than seven years in the case of a re-election.

Schedule

University Readership or Praelectorship
 University Lecturership
 University Senior Research Officership
 Common University Fund Lecturership
 Faculty lecturership
 Junior Research Officership

(Ref. IV.6)

2.10 Fellows' Declaration on Admission

The declaration to be made by a Fellow on admission to his or her Fellowship shall be: "I, A.B., do declare that I will faithfully perform the duties of my place and office for the time being as Fellow of the College, that I will be true and

faithful to the College and that I will obey the Statutes and Bylaws of the College in force for the time being, so far as they may concern me”.

(Ref. IV.17)

2.11 Residence elsewhere than in College

If the Governing Body shall, at a Stated Meeting, give to an Official Fellow leave to reside elsewhere than in College, this shall entitle such Official Fellow to reside within a distance of 25 miles from the College, provided that the Governing Body may give permission to such Official Fellow to reside at a stated address being outside such distance.

(Ref. IV.7)

2.12 Absence from Oxford in Full Term

a) No Tutorial Fellow shall be absent from Oxford in Full Term (save for reasons of illness or emergency or where leave of absence has been granted in accordance with Bylaw 2.13 or 2.14 hereof) without the consent of the Governing Body previously obtained, unless both:

(i) the absence is for a period of not more than 120 consecutive hours excluding any hours falling on a Saturday or Sunday, and

(ii) no substantial re-arrangement of the Tutorial Fellow's teaching is required.

b) A Tutorial Fellow shall inform the Principal if the Fellow intends to be absent from Oxford in Full Term for a period of more than 48 consecutive hours but less than 120 consecutive hours (excluding any hours falling on a Saturday or Sunday).

For the purposes of this Bylaw “Oxford” shall mean either the College, the customary place of residence of the Tutorial Fellow if within 25 miles from the College, or the stated address, if outside such distance, at which a Tutorial Fellow has been given permission to reside.

(Ref. IV.8)

2.13 Sabbatical leave: Tutorial Fellows

a) The Governing Body may grant to a Tutorial Fellow sabbatical leave from the Fellow's duties as Fellow or as Tutor or other College officer, during one term for every six terms of service which the Fellow has completed, provided that:

(i) such service shall normally accumulate up to a maximum of eighteen terms, from which six terms shall be deducted whenever a term of leave is granted;

(ii) the Governing Body may disallow from any such accumulation any terms during which the Tutorial Fellow has been dispensed by the Governing Body from the whole or part of the Fellow's duties as Fellow, Tutor or other College officer; cf. Bylaw 2.15(d).

- b) A Tutorial Fellow shall during sabbatical leave retain the Fellow's full stipend as Fellow and Tutor but shall normally vacate any other College office the Fellow may hold. If however a Tutorial Fellow receives payments from other sources during the period of sabbatical leave, the College shall be entitled to take these payments into account and to make such deduction as is deemed reasonable from the Fellow's College stipend. In considering what deduction, if any, shall be made from stipend, the Governing Body shall, so far as is practicable, adopt the same principles and procedures in respect of College stipend as those currently operated by the University in respect of sabbatical leave granted by it; and if any Tutorial Fellow shall either hold a University post not carrying a stipend or shall not have taken leave from the University, those principles and procedures shall nevertheless, so far as is practicable, apply to the Fellow.
- c) A Tutorial Fellow shall during sabbatical leave, unless the Governing Body shall otherwise determine, be required effectively to give up all teaching and administrative work in Oxford. For the avoidance of doubt and without prejudice to other cases which may arise, this restriction shall not prevent a Tutorial Fellow from supervising research students including those reading Part II Chemistry and Part II Metallurgy and the Science of Materials in the Final Honour School of Natural Science.
- d) Not more than ten Tutorial Fellows shall be on sabbatical leave in any one term, subject however to the following provisions:
- (i) when more than ten Tutorial Fellows apply to be on sabbatical leave in the same term, the Principal shall consult with the Professorial Fellows as to how the matter should be resolved, and shall inform the Governing Body of any such advice;
 - (ii) the Governing Body may by resolution allow, in respect of any particular term, that more than ten Fellows may be on sabbatical leave.
- e) Applications for sabbatical leave shall normally be made to the Principal not later than the end of the fourth week of Michaelmas Full Term preceding the academic year in which the Fellow proposes to begin such leave. The Principal shall refer applications to the Academic Committee. When the Academic Committee has considered any such applications, it shall report thereon to the Governing Body at its next Stated Meeting.
- f) Applications for sabbatical leave shall be accompanied by outline proposals as to provision for performance of the Fellow's tutorial duties during the period of leave applied for. In particular, any such application shall state whether or not it is envisaged that substitute teaching will need to be provided otherwise than by way of payment at capitation rates or by way of appointment of a retained lecturer.
- g) When considering applications for sabbatical leave from Official Fellows the Governing Body shall satisfy itself that:

- (i) the funds of the College will be sufficient to allow for such sabbatical leave being granted;
 - (ii) due provision can be made for the performance of the Fellow's tutorial duties;
 - (iii) if a Fellow holds any other College office, due provision can be made for the performance of the duties thereof.
- h) A Fellow granted sabbatical leave shall, by the end of the first week in the Full Term next before that in which his or her period of leave is to begin, notify the Secretary to the Governing Body of which, if any, of the Committees of which the Fellow is a member he or she wishes to continue to serve on during the period of such leave. A vacancy shall arise in respect of any Committee in respect of which no such notification shall by then have been received.
- i) Such Fellow shall, before taking leave, and, if possible by the end of the first week in the Full Term next before that in which his or her period of leave is to begin, provide the Academic Director with full details of teaching arrangements made for the period of the Fellow's leave.

(Ref. IV.8)

2.14 Special leave of absence: Tutorial Fellows

- a) A Tutorial Fellow may make application to the Principal for special leave of absence.
- b) Without prejudice to the provisions of Bylaw 2.13, the Governing Body may grant a Tutorial Fellow special leave of absence from the Fellow's duties as Fellow, Tutor or other College officer for such period and on such terms and conditions as the Governing Body may determine. Such leave shall normally be without stipend other than that arising from his or her Fellowship and without allowances other than the prescribed allowances.

(Ref. IV.8)

2.15 Partial dispensation from teaching duties: Tutorial Fellows

- a) Without prejudice to the provisions of Bylaws 2.13 and 2.14, the Governing Body may grant a Tutorial Fellow dispensation from a proportion of the Tutor's stint applicable to that Fellow under the Table to Bylaw 9.3 hereof. In the case of such partial dispensation arising as a result of the provision of alternative teaching by an outside body (hereafter called "Special Teaching Reduction"), the partial dispensation shall be of such proportion of the teaching expectation applicable to that Fellow under the Table to Bylaw 9.3 hereof as it shall think fit, and for such period and on such terms and conditions as it may determine. In the case of such partial dispensation arising as a result of the Tutor's wish to take leave granted in respect of terms of tutorial service as partial rather than as full leave (hereafter called "Sabbatical Teaching Reduction"), the partial dispensation shall be of such proportion of the

Tutor's stint applicable to that Fellow under the Table to Bylaw 9.3 hereof as the Governing Body shall think fit, the number of terms of such reduction to be calculated by reference to the ratio of terms of service to terms of full leave stated in Bylaw 2.13(a) (e.g. six terms of service would entitle the Tutor to apply for two terms of Sabbatical Teaching Reduction in which half of the Tutor's stint would be removed).

- b) In the case of Tutors seeking Special Teaching Reduction, the Governing Body shall not grant such a partial dispensation from teaching unless it is satisfied that:
 - (i) due provision can be made for the performance by some other person or persons of that proportion of the Tutor's stint in respect of which relief is sought;
 - (ii) the cost of making due provision for replacement teaching shall not be borne by the College, unless the Governing Body shall have specifically resolved itself to meet the cost of replacement teaching;
 - (iii) the Tutor will continue to perform all other duties owed to the College.
- c) In the case of Tutors seeking Sabbatical Teaching Reduction, the Governing Body shall not grant such a partial dispensation from teaching unless it is satisfied that:
 - (i) due provision can be made for the performance by some other person or persons of that proportion of the teaching expectation in respect of which relief is sought;
 - (ii) the funds of the College will be sufficient to allow for such Sabbatical Teaching Reduction to be granted.
- d) Any term in which a Tutorial Fellow has enjoyed Special Teaching Reduction shall, notwithstanding Bylaw 2.13(a)(ii), count as a term of service for the purposes of Bylaw 2.13. Any term in which a Tutorial Fellow has enjoyed Sabbatical Teaching Reduction shall count, for the purposes of Bylaw 2.13, as only such fraction of a term of service as corresponds to that fraction of the Tutor's stint remaining for performance by the Tutor after that Reduction.
- e) Neither Sabbatical Teaching Reduction nor Special Teaching Reduction shall count as sabbatical leave for the purposes of Bylaw 2.13(d).
- f) Applications for partial dispensation from teaching duties (both Sabbatical Teaching Reduction and Special Teaching Reduction) shall normally be made to the Principal not later than the beginning of the Full Term preceding the term in which the Fellow proposes to begin to enjoy such dispensation. The Principal shall refer applications to the Academic Committee. When the Committee has considered any such applications, it shall report thereon to the Governing Body at its next Stated Meeting.

- g) Application for partial dispensation from teaching duties shall be accompanied by outline proposals as to provision for performance of the dispensed duties during the period of dispensation applied for. In particular, any such application shall state whether or not it is envisaged that substitute teaching will need to be provided otherwise than by way of payment at capitation rates or by way of appointment of a retained lecturer.
- h) A Tutorial Fellow granted dispensation from teaching duties shall, before the beginning of the period of dispensation (and normally by the end of the first week in the Full Term next before that period of dispensation) provide the Academic Director with full details of teaching arrangements made for the period of leave.

2.16 Leave of absence: Fellows not being Tutorial Fellows

The Governing Body may at a Stated Meeting grant to a Fellow not being a Tutorial Fellow leave of absence from the Fellow's duties on such terms as may appear reasonable, having regard to the terms of the Fellow's appointment and the provisions of Bylaws 2.13 and 2.14.

(Ref. IV.8)

2.17 Saving clause: dispensation from residence

Nothing in Bylaws 2.11-15 shall be held to restrict the rights of the Governing Body to dispense Fellows from residence in accordance with the provisions of Statute IV, Clause 8.

(Ref. IV.8)

2.18 Teaching by Junior Research Fellows

A Junior Research Fellow shall not accept any paid appointment or undertake teaching outside the College without the consent of the Governing Body. In no case shall the Junior Research Fellow undertake teaching whether in the College or outside which in total exceeds in any one term an average of six hours a week.

A Junior Research Fellow shall consult the Principal in all cases before asking the consent of the Governing Body to undertake outside teaching, or, as the case may be, before agreeing to be put forward for a post within the College. After such consultation the Principal shall satisfy himself or herself both that the teaching and/or office in question will not be such as to result in undue interference with the research duties of the Junior Research Fellow, and that the Junior Research Fellow has not been under pressure in any way to undertake such teaching or accept such post.

(Ref. IV.14, IV.22)

2.19 Salaried office or appointment of Tutorial Fellow

A Tutorial Fellow shall not be required to give notice to the Governing Body of his or her intention of accepting a salaried office or appointment if he or she is relieved of such obligation in respect of his or her Tutorship by Bylaw 9.9.

(Ref. IV.22)

2.20 Salaried office or appointment of Senior Research Fellow

A Senior Research Fellow who is a University Lecturer or University Reader shall not be required in respect of his or her Fellowship to give notice to the Governing Body of his or her intention of accepting a salaried office or appointment, provided always that the Fellow shall make to the University any application which is required by the terms of his or her University appointment for permission to accept any such additional office or appointment.

(Ref. IV.22)

2.21 Financial assistance for Official or Research Fellows

- a) Any Professorial, Official or Research Fellow of the College may apply for assistance towards the following purposes:
- (i) the cost of attending conferences or other meetings of learned societies or of attending any advanced course of instruction;
 - (ii) the cost of carrying out research in any branch of study or of the publication of the results of such research.

There must in all cases be a connection with the Fellow's field of study or with a College office held or to be held by the Fellow.

- b) The Governing Body shall determine by resolution not later than Michaelmas Term in the current academic year the maximum amount that any person may receive during that academic year under Sub-clause (a) to this Bylaw.
- c) Applications shall be made in writing to the Academic Director and must set out the purpose for which assistance is sought and the amount desired. The Academic Director shall consider whether the application is a proper one and, if so satisfied, shall authorise it, provided always that the amount authorised shall be within the financial limits set by the College for such payments. In any case of doubt or difficulty, the Academic Director may refer the application to the Academic Committee or, in case of urgency, to the Governing Body.
- d) If a Fellow shall use any funds granted to him or her for the purchase of an item, that item shall remain the property of the College, but the Fellow, on retirement or on the resignation of his or her Fellowship, has the right to purchase the item at a valuation determined by the Estates Bursar, who shall take such advice as the Estates Bursar considers appropriate.

(Ref. IV.24)

2.22 Fellows' use of rooms and furniture

- a) For the purpose of this Bylaw the term "use of rooms in College" shall be understood to imply the use also of such furniture as is appropriate to the uses to which a Fellow is required or expected by the Governing Body to put the Fellow's rooms. The term "furniture" shall include, inter alia, furniture, furnishings, fittings, and appliances, but shall not include fixtures other than bookshelves.

- b) The furniture provided for the use of Fellows shall be of good quality and, so far as is consistent with reasonable economy and its suitability for use elsewhere in the College, shall be to each Fellow's own taste or choosing. In particular, when furniture is being newly acquired for the use of a Fellow the Fellow's wishes shall as far as is reasonable be taken into account. The College shall, however, in no case provide for the use of a Fellow furniture more expensive than is normal and reasonable.
- c) A Fellow has the right to provide all or any part of the furniture of his or her rooms at the Fellow's expense.
- d) The rooms provided for the use of Fellows shall be kept in a good state of decoration and should as a general rule be redecorated once in every seven years. When rooms are redecorated they shall be done to the Fellow's choice, provided that the Governing Body approves the said choice, such approval not to be unreasonably withheld, and provided that the Fellow shall himself or herself bear any additional cost over the sum which would have been sufficient adequately to redecorate the rooms.
- e) Any entitlement of an Official or Research Fellow to occupy rooms in the College under the provisions of Statute IV, Clause 24 shall not extend beyond 31st July immediately preceding or coinciding with the date of the retirement or resignation of the Fellow under the provisions of Statute IV, Clause 6 or Statute IV, Clause 11, or with the date of his or her earlier retirement if this lies in the period 31st July to 30th September inclusive; provided that such Fellow may be granted by the Principal at the Principal's discretion a licence to occupy the same or other rooms free of all charges for a further period not extending beyond the tenure by the Fellow of his or her Official or Research Fellowship. If an Official or Research Fellow shall retire or resign at any time in the year other than within the period 1st August to 31st July, his or her entitlement to occupy rooms in College shall terminate at the date of the Fellow's retirement or resignation, unless the Governing Body shall have given the Fellow reasonable notice that the Fellow's entitlement shall cease at an earlier date; if this be the case, the Fellow may be granted a licence by the Principal to occupy other rooms on the terms set out above.
- f) The DACC shall exercise the functions of the College and Governing Body in respect of this Bylaw, subject to the decision of the Governing Body in case of any disagreement.

(Ref. IV.7, IV.24)

2.23 Election to Honorary Fellowships

- a) A resolution to consider the election of Honorary Fellows shall be placed on the agenda of the first regular Stated Meeting prescribed by Bylaw in each Trinity Term. A member of the Governing Body may propose such a resolution at any other Stated Meeting provided that notice thereof shall have been given in writing.

- b) If the College shall resolve to consider the election of an Honorary Fellow or Fellows, a Special Committee shall be appointed.
- c) The duties of the Committee shall be to consider names put before it, and also the names of others whom it considers desirable to bring to the notice of the College, and to report thereon to a Stated Meeting of the Governing Body.
- d) The Governing Body shall not vote on the election of an Honorary Fellow unless that name shall previously have been notified as being under consideration.
- g) No Honorary Fellow shall be elected except on a motion so to elect the Fellow; and voting on any such motion shall be by ballot.
- h) Each name shall be voted on separately, and they shall be put before the Governing Body in alphabetical order; provided always that any member of the Governing Body may request a ballot to determine the order in which the Governing Body shall vote on names before it.
- i) Before proceeding to the election of any person, the Governing Body shall decide whether so to proceed, or whether to express a firm intention to elect. In the event of the latter, the Principal shall inform that person of the College's intention with a view to ascertaining whether such person would accept election. If that person is prepared to accept, then the College shall proceed to an election.

(Ref. IV.23)

2.24 Senior and Junior Research Fellows: incapacity for work

The provisions of Bylaw 9.12 shall apply to Senior and Junior Research Fellows.

(iv) SECTION 3**ACADEMIC STAFF****I Redundancy Procedure****A Governing Body Meeting**

- 3.1 In the event that a reduction in academic staff or activity is contemplated for any reason whatsoever, the Principal shall call a meeting of the Governing Body to consider and determine upon the matters set out in Clause 10(2) of Statute V.
- 3.2 If any member is unavoidably unable to attend and reasonably considers that he or she may be personally affected by a decision under Clause 10(2) of Statute V, for example because the Governing Body may be considering deleting a subject altogether, he or she shall be entitled to seek a postponement of the meeting by written notice to the Principal to be delivered to him or her at least three days prior to the date set for the meeting.
- 3.3 Prior to the special meeting, the Principal shall cause a detailed memorandum of information to be prepared on a confidential basis for the Governing Body. The memorandum shall contain all relevant available information including financial and academic matters, setting out in detail the position of the College and the matters to be considered both in favour of and against making any reductions in general terms and in so far as possible without reference at this stage to the position of any individual members of academic staff who may be affected.
- 3.4 The memorandum shall put all considerations forward fairly and in an even-handed manner and shall not make recommendations for any specific course of action. The memorandum shall evaluate as far as possible the impact of any reduction on the principles established by Clause 1 of Statute V.
- 3.5 To provide members with an opportunity to consider, and respond to, the memorandum of information, it shall be circulated at least seven days before the relevant meeting of the Governing Body and representations shall be invited. Any representations which are received by the Principal by 12 noon on the third day before the day of the meeting shall be circulated to all members of the Governing Body.
- 3.6 Prior to making any decision under Clause 10(2) of Statute V the Governing Body shall consider the impact of such a decision on relevant Faculty and subject boards and shall consult with the relevant University bodies. Such consultation may be commenced at any stage by the Principal (or his or her delegate).

B Initial Stage

- 3.7 Once a decision has been reached in principle under Clause 10(2) of Statute V the Governing Body shall appoint a Redundancy Committee ("the Committee") unless it determines that it will carry out the task of handling any redundancies itself.
- 3.8 Members of the Committee shall be selected in accordance with the provisions of Clause 11(3) of Statute V. However no members who appear to be personally affected or likely to be so affected shall be chosen. The person Chairing the Committee shall be expressly so appointed by the Governing Body.
- 3.9 In the case of potential "collective redundancies" (as defined in any relevant legislation) the Governing Body shall, and in all other cases may, consider and establish appropriate procedures for consultation with representatives of the members of staff potentially affected. Such consultation shall generally be carried out by the Redundancy Committee or, if none is appointed, the Governing Body itself. Such consultation shall be either with a recognised trade union or specially elected "workplace" representatives as defined by any relevant legislation currently in force, and shall commence in good time with a view to reaching agreement in relation to the matters set out in any legislation in force for the time being.
- 3.10 The Redundancy Committee (or if none is appointed, the Governing Body) shall meet as soon as is reasonably practicable to establish a time-table for consideration of the issues. The Committee shall consider the identification of those who are potentially at risk of redundancy and shall seek to identify any alternatives to redundancy to avoid redundancy and/or to mitigate the effects. It shall also consider, where applicable, selection criteria for the determination of who is to be chosen from among those who are potentially redundant.
- 3.11 No decision shall be taken upon any of the relevant matters without the Committee's ensuring that there has been full and proper consultation with the affected persons and, where relevant, their representatives. For this purpose, and prior to any decision being made, the Committee shall ensure that each person is afforded an opportunity to meet members of the Committee (accompanied by a representative if they wish), to be provided with relevant information and to make representations on any aspect of the case.
- 3.12 After having considered all relevant matters the Redundancy Committee shall meet to formulate its recommendations together with the reasons for them. A written report of the recommendations and reasons for them shall be provided to the Governing Body and to the affected person or persons as well as their representative(s), if any.

C Decision to Dismiss

- 3.13 Upon receipt of the report and recommendations of the Redundancy Committee a meeting of the Governing Body shall be convened to consider the matter further.
- 3.14 Any member, whose dismissal on grounds of redundancy is recommended by the Redundancy Committee, shall be permitted at least two weeks between the date of the Committee's report and the meeting of the Governing Body to prepare and submit any representations he or she considers appropriate to the Governing Body. Any representations which are received by the Principal by 12 noon on the third day before the day of the meeting shall be circulated to all members of the Governing Body.
- 3.15 In addition to submission of written representations, the person concerned shall have the opportunity to make oral representations to the Governing Body at the special meeting prior to any decision being made and shall be entitled to be accompanied and/or represented by a person (who may be a professional and/or trade union representative) of his or her choice.
- 3.16 The Governing Body may request a member of the Redundancy Committee (where appointed), being the person acting as Chair of that Committee or their delegate, to attend the Governing Body formally in that capacity to present the Committee's recommendations and to answer questions from the Governing Body and/or the person or persons concerned. If the Governing Body so determines, the Redundancy Committee may be asked to carry out further consultation with affected members or any other appropriate person.
- 3.17 No meeting of the Governing Body at which a decision to dismiss under Part II of Statute V is taken shall be quorate unless at least 50% of those members of the College entitled to attend are present. No vote at such a meeting shall be effective unless at least 50% of those attending vote in favour. Members of the Governing Body who are affected by the Redundancy Committee's decision or who are members of the Committee shall be entitled to vote.
- 3.18 Prior to making any decision to dismiss in accordance with recommendations of the Redundancy Committee, the Governing Body shall specifically canvass any alternative employment opportunities or any other means of avoiding a dismissal for redundancy. In addition the Governing Body shall ensure that it has been fully appraised of any USS options which the person affected may be able to exercise in the event of redundancy.
- 3.19 In the event that the Governing Body accepts the recommendations of the Redundancy Committee and votes to dismiss any member on grounds of redundancy, a written note of the decision of the Governing Body together with a copy of the procedures establishing a right of appeal shall be provided to the person affected and his or her representative. No decision shall be implemented until after any appeal has been determined under Part V of Statute V.

II Disciplinary Procedure

A Informal Stage

- 3.20 Where it appears to the Principal that the conduct or performance of a member of academic staff is falling below an acceptable standard, the Principal may arrange to meet that person on an informal basis to explore the situation and to consider what action can be taken to improve his or her conduct or performance. The Principal may appoint a colleague (being a Fellow or Emeritus or Honorary Fellow of the College) to assist him or her in the conduct of the informal discussion with the person concerned. If the Principal believes it appropriate, he or she may appoint a colleague or colleagues to conduct the discussions. The informal discussion shall not be viewed as a disciplinary act but as an opportunity to explore together any problems that appear to have arisen and consider solutions that may be available. A record of this initial meeting shall be kept, provided the member of staff agrees, and a copy of the record shall be made available to him or her. If the person concerned prefers, the discussion may be kept confidential at this stage.

B Disciplinary Warnings

- 3.21 In any case where it seems to the Principal that the performance and/or conduct of a member of academic staff appears not to meet acceptable standards but where the circumstances do not appear to raise prima facie grounds for dismissal (for example, after investigation of a complaint submitted to the Principal under Clause 14(1) of Statute V which is not to be referred to an Academic Disciplinary Committee), the Principal may convene a meeting with the individual for the purpose of considering the matter and any appropriate sanction. No disciplinary sanction shall be imposed unless the person concerned has had reasonable notification of the allegations made against him or her and an opportunity to respond and until the matter has been properly investigated by or at the behest of the Principal.
- 3.22 Prior to the disciplinary meeting, the person concerned shall be provided with written notification of the date and nature of the meeting and the matters to be considered, together with copies of any relevant statements. He or she shall have the opportunity to be accompanied or represented by a colleague or representative from any professional body or trade union of which he or she is a member. The individual shall not normally be permitted legal representation at this stage.
- 3.23 In the event that it appears to the Principal that the individual's conduct and/or performance has fallen below acceptable standards, and depending on the gravity of the situation and all the circumstances of the case, the Principal may issue an oral or written warning.
- 3.24 The oral warning is the first stage of the disciplinary procedure. It shall state clearly that it comprises the first stage of the disciplinary process. The reasons for the warning shall be specified, together with any agreed plan of action for improvement, where applicable. The oral warning shall be recorded

in a dated written note, a copy of which shall be provided to the individual. The note shall be kept by the Principal and shall be regarded and marked as spent after one year.

- 3.25 In the event that the person's conduct and/or performance does not improve, or gives further cause for concern whether of a similar nature or not, within the twelve month period during which the oral warning remains "live", and in any case where the seriousness of the matter so merits, the disciplinary action which the Principal may take short of dismissal is a written warning. The written warning shall specify the reason and set out the improvement required and the time for achieving it. It shall be dated and a copy shall be provided to the individual as well as being kept by the Principal. A written warning remains "live" for a period of two years after which it shall be regarded and marked as spent.
- 3.26 In the event that either an oral or a written warning is issued, the person concerned shall be notified of his or her right of appeal under Clause 13(3) of Statute V.

C Dismissal

- 3.27 In any case before the Principal, whether on a complaint under Clause 14(1) of Statute V or otherwise, he or she shall consider all the circumstances of the case including the outcome of any enquiries instituted under Clause 14(2) thereof and any comments from the person concerned invited under Clause 14(3) thereof. If, after such consideration, it appears to the Principal that there are prima facie grounds for dismissal for good cause as defined in Clause 5 of Statute V, the Principal may call on the Governing Body to appoint an Academic Disciplinary Committee to consider and report on the case in accordance with Clauses 16-19 of Statute V. The Principal may suspend the person concerned at this stage in accordance with Clause 14(3) of Statute V.
- 3.28 Upon receipt of a request under Clause 15 of Statute V from the Principal, the Governing Body shall appoint the Academic Disciplinary Committee ("the Committee") as soon as reasonably practicable and shall inform the person to be charged by written notice that the Committee has been appointed to consider any charge or charges to be brought. The written notice shall include the names of the three members of the Committee and shall enclose a copy of this Bylaw. At the same time the Governing Body shall appoint one of its members, a solicitor or other suitable person to formulate the charge or charges and to conduct or arrange for the conduct of the hearing. The Governing Body shall appoint one of the three members to act as Chairperson.
- 3.29 Subject to the provisions of Statute V and any provision to the contrary in this Bylaw, the Committee shall have power to regulate its own proceedings. The Committee shall be quorate at any time provided at least two members including the Chairperson are present, and in the event of any vote of the Committee which is tied, the Chairperson shall have a casting vote. The

Committee shall be entitled to appoint a secretary to support it in discharging its function at any time and to take notes of evidence at any hearing.

- 3.30 The person appointed to formulate the charge or charges ("the appointed person") shall notify the person charged of the date and time set for the hearing of the charge or charges.
- 3.31 The person charged shall notify the appointed person of any representative he or she has appointed to act for him or her. Any fees or expenses payable to the representative shall be at the charge of the person accused.
- 3.32 The Committee Chairperson may make any interlocutory directions he or she considers necessary for the fair conduct of the hearing, including but not limited to any directions as to the hearing date(s), whether at the request of either party or otherwise of his or her own motion. The Chairperson may also remit any matters to the Principal for further consideration and has power to join further parties to the case if he or she considers it appropriate to do so upon notice to the parties of such joinder. The Chairperson of the Committee shall set the date, time and place for the hearing and may also set appropriate time limits for each stage (including the hearing), to the intent that any matters be heard and determined expeditiously.
- 3.33 At least 21 days before the date set for the hearing, the appointed person shall forward the following to the Committee and person charged and any other parties to the hearing:
 - a) the charge or charges;
 - b) copies of any documents specified or referred to in the charge or charges;
 - c) a list of witnesses to be called by the appointed person;
 - d) copies of statements containing the witnesses' evidence.
- 3.34 At least seven days before the date set for the hearing, the person charged shall forward to the appointed person copies of any documents on which he or she wishes to rely, a list of his or her witnesses and copies of their statements of evidence. The appointed person shall ensure that copies of all these are prepared and forwarded to the Committee as soon as practicable.
- 3.35 The jurisdiction and power of the Committee shall not be restricted by the fact that 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 proceedings before the Committee. However, the Committee shall not normally proceed to a hearing unless and until it is satisfied either that any criminal proceedings in respect of the act or conduct in question have been completed, whether by conviction, acquittal or discontinuance of the proceedings, or that the person charged is unlikely to be prosecuted in a court of law in respect of that act or conduct.

- 3.36 Subject to the consent of the Committee, both the appointed person and the person charged may introduce new evidence at the hearing save that in the case of the appointed person such new evidence shall not be admitted except for good reason. In the event that new evidence is admitted, the other party shall have the right to an adjournment to allow him or her time to consider the evidence and its effect on the case and may then submit further evidence in response, provided that the Committee consents, such consent not to be unreasonably withheld.
- 3.37 The Committee may proceed with the hearing in the absence of any party but shall not do so in the absence of the person charged or his or her representative or both unless it is satisfied that it is reasonable to do so in all the circumstances of the case or unless the person charged agrees or so requests.
- 3.38 Subject to Bylaw 3.37, the person charged, his or her representative and the appointed person to be present throughout the hearing, the Committee may decide whether to admit any persons to, or exclude them from, the hearing or any part of it.
- 3.39 Each party to the proceedings shall be entitled to give evidence at the hearing, to make an opening statement, to call witnesses, and to question any witness. Closing statements may be made by the appointed person first and then any other parties, with the person accused being given the opportunity to speak last.
- 3.40 Without prejudice to the Committee's general power to regulate its own conduct, it shall specifically have the power to set time and other limits on the evidence to be called for each side consistent with providing a fair opportunity for each party to present its relevant evidence whilst ensuring that the charge is heard and determined as expeditiously as is reasonably practicable. The Committee shall have power to adjourn the proceedings from time to time as it sees fit.
- 3.41 The Committee shall ensure that its secretary or some other appropriate person is present throughout the hearing so that a full and accurate record of the evidence may be taken.
- 3.42 It is for the appointed person to prove the charge or charges. In deciding whether any charge has been proved the Committee shall apply a civil standard of proof, namely proof on the balance of probabilities.
- 3.43 If the Committee decides that a charge has been proved, it shall give each party an opportunity either orally or in writing at the option of the Committee to address it on the question of penalty and/or mitigation prior to determining any recommendations that it may make to the Principal.
- 3.44 The decision of the Committee shall be recorded in a document in which the Committee's findings of fact, its reasons for the decision and any recommendations as to penalty are contained. The document shall be signed by the Chairperson of the Committee, who shall send it directly to the person

charged and to his or her representative in addition to the other parties specified in Clause 19 of Statute V. The Chairperson shall notify the person charged of his or her right to appeal against action taken by the Principal under Clause 20 of Statute V following any decision of the Committee to uphold any charge and of the period of time within which any such appeal should be made. The Chairperson shall provide the person charged with a copy of Part V of Statute V.

- 3.45 Where any charge has been upheld and the Committee has recommended dismissal, the Principal or his or her delegate shall inform and consult the Governing Body prior to making any decision as to penalty. He or she shall arrange for a meeting of the Governing Body for this purpose and shall keep the person charged informed as to the process. No further representations shall be made to the Principal at this stage, those representations being relevant, if at all, on any appeal under Part V of Statute V.
- 3.46 If the Principal decides to dismiss the person charged, he or she may do so forthwith or upon such terms as he or she considers fit. If the Principal decides not to dismiss, the actions he or she may take are as set out in Clause 20(2) of Statute V. Any warning given under Clause 20(2)(c) of Statute V shall be recorded in writing and shall remain “live” for two years. In all cases the Principal’s decision shall be communicated to the person charged in writing as well as to the Governing Body.

(Ref. V.13-21)

III Procedure for a Medical Board

A Medical Board

- 3.47 If after considering all the circumstances of the case the Principal concludes that the removal on medical grounds of the member of staff (hereafter “the person concerned”) should be considered, he or she shall so inform the person concerned. The notification shall be provided in writing and shall be presumed to have reached the person concerned two days after being sent. The Principal shall notify the person concerned that a Medical Board (“the Board”) is to be appointed to consider whether he or she shall be removed from office on medical grounds, and shall request the person concerned to nominate someone to sit on the Board. If, within a reasonable period of time, the person concerned fails to nominate a person who is willing and able to sit on the Board reasonably expeditiously, the Principal shall presume a default and shall himself or herself nominate someone.
- 3.48 At the same time as notifying the individual, the Principal shall also convene a meeting of the Governing Body to consider the matter confidentially at which meeting the Governing Body shall nominate a member to sit on the Board. The Governing Body shall propose the names of two medically qualified people to the person concerned to act as Chairperson of the Board. In the event that agreement cannot be reached between the Governing Body and the person concerned as to the appropriate person to Chair the Board, the Governing Body shall request the President for the time being of the Royal

College of Physicians to nominate a Chairperson. The Governing Body shall nominate one of its number to act as secretary to the Board. The secretary shall not be a member of the Board.

B Procedures for a Medical Board Hearing

- 3.49 Where a Medical Board has been appointed to determine a case referred to it under Clause 23(3) of Statute V, the Chairperson shall appoint the time, date and place for the hearing and the secretary shall notify all parties in writing. The Board shall have power to adjourn the hearing from time to time as it sees fit.
- 3.50 At least 21 days before the hearing, the Principal shall refer whatever relevant evidence he or she has in confidence to the Board and shall make the evidence available to the person concerned and/or any representative he or she has nominated to act for him or her, except for information for which a medical practitioner has claimed exemption from disclosure under the provisions of section 7 of the Access to Medical Reports Act 1988.
- 3.51 The Principal shall appoint a person to present the case for removal as well as the relevant oral and documentary evidence to the Board. Witnesses may be called by the person presenting the case, in which case copies of their statements shall be made available to the Board and the person concerned at least 21 days prior to the date set for hearing.
- 3.52 The person concerned shall be entitled to an oral hearing before the Board before the matter is determined. The parties to the hearing shall be the person concerned (including any person appointed to act for or instead of him or her), any one appointed to present the case for removal and any other party which the Board may join at its own discretion. The secretary to the Board, the person concerned and/or his or her representative and the person presenting the case shall be entitled to remain throughout the hearing; otherwise it shall be for the Board to determine who may be present at any time.
- 3.53 The person concerned shall be entitled to present whatever evidence he or she considers relevant, subject to the overall right of the Board to regulate its own conduct of the hearing. Not less than 7 days before the hearing, the person concerned shall provide the secretary to the Board with copies of any evidence, including medical evidence, on which he or she wishes to rely. The secretary to the Board shall be responsible for ensuring that copies are made available to Board members and other parties as soon as possible. The person concerned and the person presenting the case for removal shall not normally call more than one expert witness. The statement of any such witness shall first be presented in writing to the other parties.
- 3.54 Any party may produce additional evidence during the hearing subject to the Board's consent and subject to any adjournment that may be required to give the parties time to consider and respond.

- 3.55 Each party to a hearing shall be entitled to give evidence at the hearing, to make opening and closing statements (either personally or through a representative) and to call witnesses and to question any witness concerning any relevant evidence. Subject to the provisions of this Part of Section 3 of the Bylaws and of Statute V, the Board may regulate its own procedure and shall ensure that the case is heard and determined as expeditiously as is reasonably practicable.
- 3.56 The Board may proceed with the hearing in the absence of any party but shall not do so in the case of the person concerned and/or his or her representative unless it is satisfied that it is reasonable to do so in all the circumstances of the case or the person concerned agrees or so requests. Provided that the Chairperson remains on the Board throughout, no proceedings of the Board shall be invalid because a member has been unable to continue.
- 3.57 The person presenting the case for removal shall specifically draw the attention of the Board to the provisions of the Disability Discrimination Act 1995, or of any subsequent legislation replacing or amending the same, and provide the Board with such information, if any, as to what adjustments have been considered to avoid the removal of the person concerned from his or her employment, together with information as to cost and effectiveness of the adjustment(s).
- 3.58 At any stage before making its decision the Board may call for additional information and may require the person concerned to undergo medical examination by a medical practitioner chosen or agreed by the Board, at the College's expense. In the event that the person concerned fails to undergo any medical examination required by the Board, or if the medical evidence is inconclusive, the Board shall exercise its judgement on the basis of the evidence available to it.
- 3.59 The Board shall not determine that the person concerned shall be required to retire on medical grounds unless it is satisfied that the person's physical or mental incapacity has been established, and it shall apply a civil standard of proof, namely proof on the balance of probabilities, in so satisfying itself.
- 3.60 The Board's decision shall be recorded in writing and shall contain its findings on the main facts and on the medical evidence available to it, as well as its conclusion as to whether the person concerned should be required to resign on medical grounds. The Board shall specifically record the matters it has taken into consideration in determining whether any reasonable adjustments can be made to enable the person concerned to remain in employment. If the Board concludes that the person concerned should be required to retire on medical grounds it shall clearly so state and, in the case where the person concerned is a member of the USS, confirm that in its opinion he or she is suffering from permanent ill-health or infirmity.
- 3.61 It is the responsibility of the secretary to the Board to ensure that the Principal and all the parties to the hearing receive a copy of the decision. The decision document which shall be signed by the Chairperson, shall be sent to the person concerned as well as his or her representative, except in the case

where it is clear that the representative has authority to act in place of the person concerned, or in any other case with the written consent of the person concerned.

- 3.62 Upon receipt of the Board's decision, the Principal shall consult the Governing Body prior to making any decision to terminate the employment of the person concerned on medical grounds. He or she shall arrange for a meeting of the Governing Body for this purpose and shall keep the person concerned and/or his or her representative informed as to the process. Prior to making any decision to terminate the employment of the person concerned on medical grounds, and depending on the circumstances of the case, including the length of time taken, the Principal may afford him or her an opportunity to retire on such grounds in accordance with the rules of the USS where applicable.
- 3.63 In the event that the Board does not determine that the person concerned should be required to retire on medical grounds, for example because it is not satisfied that he or she is incapacitated on medical grounds, the Principal shall consider the position and, if he or she so determines, may invoke the Disciplinary Procedure under Part III of Statute V at any stage including requesting the Governing Body to appoint an Academic Disciplinary Committee.
- 3.64 In the event that such a Committee is appointed, it shall proceed in accordance with the procedures established under Part III of Statute V. The record of the Medical Board's decision in the case shall be made available to the Committee.

(Ref. V.22-24)

IV Appeals Procedure

- 3.65 Any Notice of Appeal against a decision under Parts II, III or IV of Statute V must be served on the Principal within 28 days of the decision. The Principal shall bring the fact that an appeal has been made to the attention of the Governing Body within 28 days and inform the appellant in writing that he or she has done so. The Principal shall consider any appropriate action, including suspension, that may be required in relation to the appellant and/or his or her position in the College pending the outcome of the appeal.
- 3.66 The Governing Body shall appoint a person to hear the appeal in accordance with Clause 29 of Statute V who shall be called the Chairperson. It shall also appoint two further persons in accordance with Clause 29(4) of Statute V to sit with the Chairperson if the Chairperson shall have decided under Bylaw 3.68 to sit with two other persons.
- 3.67 In the event that the Notice of Appeal is served on the Principal but not within the period prescribed by Clause 28 of Statute V, the Governing Body shall nonetheless appoint a Chairperson. He or she shall consider the circumstances of the case including the length and the reason for the delay

and the grounds of appeal and shall determine whether justice and fairness require that the appeal shall be permitted to proceed.

- 3.68 The Chairperson shall consider whether to sit alone or with two other persons. In the event that he or she decides to sit with two other persons, they shall be appointed by the Governing Body in accordance with Bylaw 3.66 above and the body so constituted shall be referred to as the Appeal Body, which term shall also refer to the Chairperson in the event that the Chairperson sits alone.
- 3.69 The Chairperson shall appoint a date, time and place for the hearing and shall make such other directions for the disposal of the case as appear to him or her appropriate including the joinder of other parties, and any directions that may be required to clarify the grounds of appeal. The Appeal Body shall have power to adjourn the hearing from time to time as it sees fit.
- 3.70 Notice of the date, time and place and any directions made by the Chairperson shall be served in writing on all parties to the appeal at least 14 days before the date appointed and the appellant shall be notified of his or her right at his or her own expense to be represented by another person who may, but need not, be legally qualified. The appellant and any other party shall also be notified of their right to call witnesses with the consent of the Appeal Body.
- 3.71 Any committee, board or other body shall, if joined as a party to the appeal by the Chairperson, appoint one or more persons either from among their number or otherwise, who may, but need not, be legally qualified, to prepare and present the response to the appeal, such response to be served on the Appeal Body, the appellant and any other parties at least seven days before the day appointed for the hearing of the appeal.
- 3.72 Any hearing of the appeal may be adjourned or postponed at the discretion of the Chairperson. The Appeal Body may dismiss the appeal for want of prosecution. However no decision to dismiss in such circumstances shall be made without first having provided the appellant with an opportunity to make representations whether orally or in writing.
- 3.73 Except as provided in Bylaw 3.72 no appeal may be determined without an oral hearing, due notice of which has been served on the appellant and any persons appointed by him or her to represent him or her.
- 3.74 Each party to the hearing shall be entitled to make a statement and to address the Appeal Body. Witnesses may be called with the consent of the Appeal Body. Leave to adduce fresh evidence and/or the calling of witnesses examined at first instance shall only be given if the Appeal Body is satisfied that it is necessary or expedient in the interests of justice.
- 3.75 Subject to the provisions of Statute V and of this part of Section 3 of the Bylaws, the Appeal Body shall determine its own procedure. The Chairperson may at his or her discretion set time limits at each stage of the proceedings to the intent that any appeal shall be heard and determined as

expeditiously as is reasonably practicable. In deciding any matter of fact arising in an appeal, the Appeal Body shall apply a civil standard of proof, namely proof on the balance of probabilities, in favour of the appellant.

- 3.76 In accordance with the provisions of Clause 30(3) of Statute V the Appeal Body may allow or dismiss an appeal in whole or in part or remit the appeal in such manner and for such purpose as it sees fit within the provisions of Clause 30(3) of Statute V. In the event that the Appeal Body remits the appeal in accordance with Clauses 30(3)(a)-(d) of Statute V the Chairperson may set such time limits for further consideration as he or she considers appropriate.
- 3.77 The reasoned decision of the Appeal Body, including any decision under Clauses 30(3)(a)-(d) of Statute V, shall be recorded in writing and shall be sent to the Principal and to the parties to the appeal.
- 3.78 The Chairperson may, by an appropriate certificate in writing, correct any accidental errors and/or any omissions in documents recording the decisions of the Appeal Body.

(Ref. V.25-31)

V Grievance Procedures

A Bringing a Complaint

- 3.79 A member of academic staff to whom Statute V applies may bring a complaint under Clause 34(1) of that Statute about the matters specified in Clause 33 thereof provided that he or she has exhausted any other relevant avenues of complaint.
- 3.80 Any complaint shall be addressed in the first instance to the Principal and shall be in writing. (Any complaints against disciplinary warnings under Clause 13 of Statute V should be in writing and should specify with sufficient detail the grounds of complaint and any supporting information.) The complainant should specify whether he or she wishes any aspect of the matter to be kept confidential at this stage.

B Investigating a Complaint

- 3.81 The Principal (which expression includes anyone appointed to act instead of him or her) shall consider any complaint made to him or her as quickly as he or she reasonably can and shall take steps to investigate the matter. At this stage he or she may appoint one or more people to investigate the issues on his or her behalf but shall whenever possible meet with the complainant for the purpose of considering the complaint generally and agreeing or establishing the further steps which may be taken. In any case where the complaint relates directly to the conduct of the Principal, the latter shall appoint an alternate to act in his or her stead, such alternate to be one or other of the two most senior Fellows being members of the Governing Body.

- 3.82 The Principal shall consider in the first instance whether other remedies available to the complainant have been exhausted and may, if in all the circumstances of the case it seems right, refer the complainant to the appropriate channels for resolution of his or her complaint prior to taking any further action.
- 3.83 If in any case other than an appeal against a disciplinary warning the Principal forms the prima facie view that the complaint should be dismissed or that no further action should be taken for the reasons set out in Clause 34(2) of Statute V, he or she shall so inform the complainant and invite his or her views before taking further action. Upon receipt of the complainant's response, or in the event that no response is received within 28 days, the Principal shall consider the matter further and shall take such action as seems to him or her right including dismissing the complaint. The Principal shall notify the complainant and the Vice-Principal of his or her decision at the earliest opportunity.
- 3.84 In any case where, upon due consideration, the Principal is satisfied that the subject matter of the complaint may properly be considered with, or forms part of, a complaint under Part III, or a determination under Part IV or an appeal under Part V of Statute V, he or she shall so inform the complainant and defer any further action on it until such time as the complaint, determination or appeal has been heard or the time for instituting it has passed.

C Informal Resolution

- 3.85 In any case where the Principal does not dispose of the appeal or defer it under Clause 34(3) of Statute V or under the provisions of this procedure, he or she shall consider whether it may be capable of informal resolution. The Principal shall take into consideration the nature and ambit of the complaint and the wishes of the complainant and have particular regard to the interests of justice and fairness. Before attempting informal resolution the Principal shall consider whether the complainant or any other person may benefit from the assistance of a third party in connection with the complaint.
- 3.86 If the complainant objects to informal resolution the Principal shall consider whether to refer the matter to a Grievance Committee or take any other action as he or she sees fit.
- 3.87 In any attempt at informal resolution the Principal shall have regard to confidentiality as far as possible and shall ensure that the interests of the parties to the matter are considered at all stages.

D Grievance Committee

- 3.88 In any case where the complaint has not been disposed of by the Principal, or where an appeal is made under Clause 13(3) of Statute V, the Principal shall refer the matter to a Grievance Committee ("the Committee") established in accordance with the provisions of Clause 36 thereof. The Governing Body shall appoint one of its members to act as Chairperson. The Principal shall

notify the Committee of the nature of the complaint or appeal and shall provide the Committee with copies of any statements or other relevant documents which he or she considers will assist in the fair disposal of the matter. Any appeal under Clause 13(3) of Statute V shall be in writing and shall specify with sufficient detail the grounds of appeal and any supporting information.

- 3.89 The Principal shall notify the individual concerned that the matter has been referred to the Committee and shall provide the individual concerned with copies of the documents which he or she has provided to the Committee.
- 3.90 The Committee shall meet as soon as is reasonably practicable to consider the matter on a preliminary basis. At this stage, the Committee may appoint a member of the Governing Body, not being a member of the Committee, to act as secretary or clerk to assist in all aspects of the matter before the Committee. The Committee may call for written statements from the individual concerned or any other person and may cause such investigations to be conducted as appear appropriate, if necessary by an independent person specifically appointed for the purpose. The Committee shall appoint a time for the matter to be heard and may make such arrangements as it considers fit for the fair and just hearing of the matter. The Committee may appoint its Chairperson to act in its stead in all preliminary matters. The Committee shall have power to adjourn the proceedings from time to time as it sees fit.
- 3.91 The matter shall not be disposed of without an oral hearing at which the individual concerned, and any person against whom the grievance or appeal lies, shall be entitled to be heard and to be accompanied by a friend or representative, save that the hearing may proceed in the absence of the individual concerned, or any other party, who fails to attend without reasonable cause.
- 3.92 Provided that due regard is had to the interests of justice and fairness, the conduct of the hearing and any associated matters may be determined by the Committee. In particular, the Committee may determine whether and to what extent oral examination of witnesses shall be permitted, whether any evidence may be taken in the absence of the individual concerned (or the person against whom any complaint is made) and whether and what time limits shall be set for the proceedings.
- 3.93 The reasoned decision of the Committee as to whether the complaint or appeal is well-founded shall be notified in writing to the individual concerned and any person against whom any complaint is made, as well as to the Governing Body. In the event that any part of the grievance or appeal is upheld, the Committee shall also notify the Governing Body of its recommendations as to the proper redress for the individual concerned and any other recommendations as it sees fit.
- 3.94 No appeal lies from the decision and/or recommendations of the Committee.

(v) SECTION 4**THE SCHOLARS, EXHIBITIONERS AND COMMONERS****4.1 Classes of Scholar and Exhibitioner**

The Scholars and Exhibitioners of the College may be of any or all of the following classes, namely:

- (i) Undergraduate Scholars, who shall be junior members of the College who satisfy the requirements of Statute VI, Clauses 1 and 2 and who are pursuing an undergraduate course of studies (as defined in Section 18 of these Bylaws);
- (ii) Exhibitioners, who shall be junior members of the College who satisfy the requirements of Statute VI, Clauses 3 and 4 and who are pursuing an undergraduate course of studies (as defined in Section 18 of these Bylaws);
- (iii) Graduate Scholars, who shall be junior members of the College who satisfy the requirements of Statute VI, Clauses 1 and 2 and who are pursuing either research or a course of studies which is not an undergraduate course of studies (as defined in Section 18 of these Bylaws);
- (iv) Organ Scholars, as defined by Statute VI, Clause 5;
- (v) Organ Exhibitioners, as defined by Statute VI, Clause 5.

(Ref. VI.1, VI.3)

4.2 Lawrence Brothers Memorial Awards and Bahram Dehqani-Tafti Awards

- a) A person who satisfies the requirements of Statute VI, Clauses 1 and 2, the requirements of Bylaw 4.1(i) and the requirements of the Lawrence Brothers Memorial Trust Fund Regulations shall be eligible to be elected to a Lawrence Brothers Memorial Scholarship. A person who satisfies the requirements of Statute VI, Clauses 3 and 4, the requirements of Bylaw 4.1(ii) and the requirements of the Lawrence Brothers Memorial Trust Fund Regulations shall be eligible to be elected to a Lawrence Brothers Memorial Exhibition. A Lawrence Brothers Memorial Scholar or Lawrence Brothers Memorial Exhibitioner shall, by virtue of being such Scholar or Exhibitioner, be an Undergraduate Scholar, or, as the case may be an Exhibitioner, of the College within the meaning of the Statutes and Bylaws.
- b) A Bahram Dehqani-Tafti Scholar and a Bahram Dehqani-Tafti Travel Scholar shall not, by virtue only of being such Scholar or Travel Scholar, be a Scholar of the College within the meaning of the Statutes and Bylaws, but a Bahram Dehqani-Tafti Scholarship or a Bahram Dehqani-

Tafti Travel Scholarship may be held in conjunction with a Scholarship or Exhibition of the College.

(Ref. VI.1, VI.3)

4.3 Tenure of Undergraduate Scholarships, of Exhibitions, of Organ Scholarships and of Organ Exhibitions

a) An Undergraduate Scholarship, Exhibition, Organ Scholarship or Organ Exhibition shall be tenable for such period not exceeding one year as the Governing Body shall determine. A decision to elect or re-elect to an Undergraduate Scholarship or Exhibition and a decision to re-elect to an Organ Scholarship or Organ Exhibition shall normally be taken after the end of Trinity Full Term in each academic year. Unless the Governing Body shall otherwise determine, the election shall be for the period of the academic year next following the date of election.

b) An Undergraduate Scholarship, Exhibition, Organ Scholarship or Organ Exhibition shall be renewable for a further period or further periods in accordance with the conditions laid down by Sub-clause (a) of this Bylaw.

(Ref. VI.10)

4.4 Tenure of Graduate Scholarships

A Graduate Scholarship shall be tenable, in the first instance, for such period not exceeding two years as the Governing Body shall determine. Any such Scholarship shall be renewable for a further period or further periods, but any such period shall not normally be more than one year in duration.

(Ref. VI.10)

4.5 Restriction on elections to Undergraduate Scholarships and Exhibitions

No person who is not already a member of the College shall be elected to an Undergraduate Scholarship or Exhibition and a person who has not completed at least one year of residence shall not normally be so elected.

(Ref. VI.2, VI.4)

4.6 Deprivation of Scholarships and Exhibitions

Nothing in Bylaw 4.3 or 4.4, shall prevent the exercise of the power of the Governing Body under the provisions of Statute VI, Clause 13 to deprive any Scholar or Exhibitioner of his or her Scholarship or Exhibition (including an Organ Scholarship or Organ Exhibition).

(Ref. VI.13)

4.7 Condition for renewal of Scholarships and Exhibitions

a) No Undergraduate Scholarship, Exhibition or Graduate Scholarship shall be renewed unless the Governing Body shall be satisfied that the conditions specified in Statute VI, Clause 2 or, as the case may be, Statute VI, Clause 4 continue to be fulfilled and have declared itself satisfied with the industry and good conduct of the holder.

b) No Organ Scholarship or Organ Exhibition shall be renewed unless the Governing Body shall be satisfied that the holder continues to be

of sufficient ability to hold such Scholarship or Exhibition and to perform the prescribed duties and that those duties have been performed satisfactorily.

- c) Before making the declaration referred to in Sub-clause (a) of this Bylaw, or that referred to in Sub-clause (b), the Governing Body shall receive and consider a report upon the person holding the relevant Scholarship or Exhibition from, if that person be undertaking an undergraduate course of studies, any Fellow of the College appointed by the Governing Body to supervise that person or, if that person be pursuing either research or a course of studies which is not an undergraduate course of studies, the Academic Director or a person appointed by the University to supervise that course of studies.

Ref. VI.10)

4.8 Criteria for election to an Undergraduate Scholarship

In deciding that a member of the college has shown a due degree of ability and promise to be elected to an Undergraduate Scholarship, the Governing Body shall satisfy itself, on consideration of the member's work, including the results of any University examinations, that the member's performance in that year has been of First Class standard. A member of the College who achieved a First Class result (or equivalent) in a University examination, and who has worked well in Term and performed well in Collections shall normally be elected to a Scholarship. A member of the college who achieves a strong First Class result (or equivalent) in a University examination shall be elected to a Scholarship unless, for good reason, and having regard in particular to the member's work during Term and the member's performance in Collections, the Governing Body determines otherwise.

(Ref. VI.2)

4.9 Criteria for re-election to an Undergraduate Scholarship

In considering whether a member of the College has displayed sufficient progress and industry to be re-elected to an Undergraduate Scholarship, the Governing Body shall consider the member's work, including the results of any University examinations, and shall resolve to re-elect the member to such Undergraduate Scholarship, unless it shall be satisfied that the member's performance in that year has not been of at least borderline First Class/Second Class standard. If a member of the college has had one or more Collections marked below a good Upper Second Class level, or if there has been poor work in Term, or if there has been a performance in any end-of-year University examinations below a good Upper Second Class level, then it will normally be the case that the Governing Body will not be so satisfied.

(Ref. VI.2)

4.10 Criteria for election to an Exhibition

In deciding that a member of the College has shown a due degree of ability and promise to be elected to an Exhibition, the Governing Body shall be

satisfied, on consideration of the member's work, including the results of any University examinations, that his or her performance in that year has been at least closely below the standard required of a Scholar. A member of the college who has achieved at least a borderline Upper Second/First Class result in a University examination and who has worked at that standard in Term, and performed well in Collections, shall normally be elected to an Exhibition.

(Ref. VI.4)

4.11 Criteria for re-election to an Exhibition

In considering whether a member of the College has displayed sufficient progress and industry to be re-elected to an Exhibition, the Governing Body shall consider the member's work, including the results of any University examinations, and shall resolve to re-elect the member to such Exhibition unless it shall be satisfied that the member's performance in that year has not been of at least a standard closely below a borderline First Class/Upper Second Class standard. If a member of the college has had one or more Collections marked below a sound Upper Second Class level, or if there has been poor work in Term, or if there has been a performance in any end-of-year University examinations below a sound Upper Second Class level, then it will normally be the case that the Governing Body will not be so satisfied.

(Ref. VI.4)

4.12 Emoluments of Scholars and Exhibitioners

The annual emoluments of the Scholars and Exhibitioners of the College shall be as follows:

- (i) of Undergraduate Scholars, including Meyricke Scholars, Griffiths Scholars, Edwin Jones Scholars, Reginald Stradling Collins Scholars, Holbrooke Scholars, King Charles the First Scholars and Lawrence Brothers Memorial Scholars, such sum as the Governing Body shall from time to time determine;
- (ii) of Exhibitioners, including Meyricke Exhibitioners, Griffiths Exhibitioners, Edwin Jones Exhibitioners, Reginald Stradling Collins Exhibitioners, Thomas Phillips Exhibitioners, Holbrooke Exhibitioners, King Charles the First Exhibitioners and Lawrence Brothers Memorial Exhibitioners, such sum as the Governing Body shall from time to time determine;
- (iii) of Graduate Scholars, including Meyricke Graduate Scholars, such sum as the Governing Body shall from time to time determine;
- (iv) of Organ Scholars, such sum as the Governing Body shall from time to time determine;
- (v) of Organ Exhibitioners, such sum as the Governing Body shall from time to time determine.

(Ref. VI.6)

4.13 Declaration of a Scholar on admission

Every Undergraduate Scholar, Graduate Scholar and Organ Scholar on his or her admission as Scholar shall make the following declaration:

"I, A.B., do declare that I will faithfully perform the duties of my place as Scholar, and will be true and faithful to the College, and will endeavour to promote its interests and studies, and will obey the Statutes and Bylaws of the College in force for the time being so far as they may concern me".

(Ref. VI.8)

4.14 Admission of an Exhibitioner

Every Exhibitioner and every Organ Exhibitioner shall be admitted to his or her Exhibition at a meeting of the Governing Body.

(Ref. VI.9, X.8)

4.15 Admission of a Commoner

Every Commoner shall be admitted to membership of the College at a meeting of the Governing Body.

(Ref. VI.1, X.8)

4.16 Admonition of an Organ Exhibitioner and of a Commoner on Admission

Every Organ Exhibitioner and every Commoner shall on admission to membership of the College be admonished that the Organ Exhibitioner or Commoner as the case may be is admitted on condition that he or she will obey the Statutes and Bylaws of the College in force for the time being so far as they may concern him or her.

(Ref. VI.9, VII.1, X.8)

(vi) SECTION 5**ADMISSIONS****5.1 Undergraduate Admissions: Chief Examiners**

- a) At a Stated Meeting in each Trinity Term the Governing Body shall appoint Chief Examiners for the next academic year in such subjects or groups of subjects as it shall determine. If any such Chief Examiner is unable to act, a substitute Chief Examiner shall be appointed at a subsequent College Meeting.

(Ref. VI.3, VII.1)

- b) Every Chief Examiner so appointed shall give such assistance to the Academic Director as may be necessary for the efficient administration of any Scholarship and Entrance Examinations held in the Chief Examiner's subject or subjects during the period of appointment.

(Ref. VI.3, VII.1)

5.2 Undergraduate Admissions: Committees

- a) At the same Stated Meeting in Trinity Term at which Chief Examiners are appointed the Governing Body shall appoint Admissions Committees of the College for the next academic year for such subjects or groups of subjects as it may from time to time determine. Additional members of such Admissions Committees may if required be appointed at any subsequent College Meeting. These Committees shall be Standing Committees of the College, and the provisions of Bylaw 10.3 shall apply, save that they shall not be required to keep and preserve minutes of their meetings. The Academic Director shall be Secretary to such Committees.

(Ref. VI.3, VII.1)

- b) The Admissions Committees set up under this Bylaw shall consider applications from candidates applying to read for an undergraduate course of studies and shall make recommendations thereon to the Governing Body.

- c) Each Admissions Committee shall contain at least three members entitled to vote, who shall be the Principal and in addition two or more Fellows or Lecturers. Its members shall include all available Tutors and Lecturers in the subjects or groups of subjects concerned. On any occasion when equal numbers of votes shall have been given on each side on any matter the person Chairing the Committee shall have a casting vote. If there are only two members on the Committee the Academic Director shall be eligible to vote.

- d) The Academic Director shall be a member of every such Committee, but shall not be entitled to vote unless the Academic Director has been appointed a voting member under the provisions of Sub-clause (c).

- e) The Academic Director shall convene meetings, and shall ensure that other members are provided with necessary information about applicants. The Academic Director shall also report to each Committee the views of Chief Examiners and of members of other Committees on any matters of concern to more than one Committee.
- f) The Academic Director may invite to a meeting of any such Committee any person, whether a member of the College or not, whose advice the Academic Director may judge likely to be of value, but no such additional member shall be entitled to vote.
- g) An Admissions Committee may authorise one or more of its members to take decisions on its behalf within such limits and for such periods as it may prescribe.
- h) During the period from the last day of Trinity Full Term to the first day of Michaelmas Full Term, the Admissions Committees set up under this Bylaw shall have power (subject to any restrictions that the Governing Body may from time to time impose) to take decisions on the admission of Commoners to read for an undergraduate course of studies. The names of any Commoners so offered admission shall be reported to the first Stated Meeting appointed by Bylaw in the Michaelmas Term immediately following.
- i) If the Academic Director is unable to act, the Governing Body may appoint one of its members to act in his or her stead, or in the absence of such appointment the Vice-Principal shall so act.

5.3 Graduate Admissions

- a) The Academic Director shall make recommendations to the Governing Body concerning applicants for admission wishing to read for a postgraduate degree or for a diploma or certificate. Before recommending either the admission or the provisional admission of any such applicant, and likewise before rejecting any such applicant, the Academic Director shall obtain the opinion of at least one Fellow whose subject is, or is closely related to, that of the applicant's proposed course of study. If no such Fellow is available, the Academic Director shall obtain the opinion of the Principal. The Academic Director shall also keep a record of all rejected candidates which shall be open for inspection in the Tutorial Office to all members of the Governing Body.
- b) The Governing Body may authorise the Academic Director to take decisions on graduate admissions on its behalf within such limits and for such periods as it may from time to time prescribe.
- c) If at any time the Academic Director is unable to act on such applications, the Governing Body may authorise the Vice-Principal or any other Official Fellow to act on the Academic Director's behalf. If no such authorisation shall have been made, the Vice-Principal (or in the Vice-Principal's absence, the senior available Tutorial Fellow) shall act.

(Ref. VII.1)

5.4 Post-doctoral students

Under terms and conditions to be agreed by the Governing Body, from time to time, a small number of post-doctoral students may be admitted to membership of the Middle Common Room, though not to membership of the College.

(vii) SECTION 6**PRIZES AND GRANTS****6.1 Prizes**

The following prizes in books may be awarded:

- (i) For a First Class in any form of Honour Moderations or for a Distinction in a First Public Examination if such Distinction related either to the whole of such Examination or to a part of such Examination, that part consisting of two or more papers.
- (ii) For a Distinction in a Supplementary Subject in the Honour School of Natural Sciences.
- (iii) For a First Class in any Final Honour School.
- (iv) For a Distinction in any postgraduate course leading to a Diploma, to a Certificate, or to a Degree that is taken by examination, or in the examination for an Advanced Subject in Physics.
- (v) For any University Scholarship, Exhibition or Prize competed for by examination or by submission of work, or for being placed "Proxime Accessit" or obtaining Honourable Mention in any such University Scholarship, Exhibition or Prize, with the exception of such prizes listed in the Schedule annexed hereto in respect of which no College Prize shall be awarded. For the purpose of this Bylaw, any award made by the University to a competitor for such a University Scholarship, Exhibition, or Prize shall be regarded as constituting "Honourable Mention".

Schedule**Turbutt Prizes in Practical Organic Chemistry.**

- (vi) College Prizes may be awarded to undergraduate members of the College on the results of Collection papers. A College prize may be recommended by a Tutor or Lecturer if an undergraduate member performs at or above the level needed for a borderline First/Upper Second Class in a University examination.
- (vii) The College shall also have the power to award Progress Prizes in recognition of the progress made by an undergraduate member. A Progress Prize may be recommended by a Tutor or a Lecturer where an undergraduate member has demonstrated a sustained improvement, whether in work in Term, in Collections, or both.

(Ref. X.8)

6.2 General provisions relating to applications for grants

No preference shall be given, in making grants under the provisions of Statute VI, Clause 14 or Statute VII, Clause 4, to any class of members of the College, and no such grant shall be made or promised to any person before that person enters into residence at the College.

(Ref. VI.14, VII.4)

6.3 Provision relating to applications for special courses of study or in respect of other academically beneficial activities

- a) Such grants shall be awarded only in cases where the proposed special course of study or other academically beneficial activity has a direct connection with the course of study pursued by the applicant at the College and where the applicant's Tutor(s) or Supervisor has given his or her approval to the applicant's undertaking such special course of study or engaging in such academically beneficial activity.
- b) The maximum value of any such grant shall be determined by the Governing Body at or as soon as possible after the beginning of each academic year, provided that in exceptional circumstances the Governing Body may award a larger sum.
- c) Applications shall be made in writing to the Secretary of the Academic Committee and shall contain full information as to the nature and connection with the applicant's course of study. Applications shall state what efforts the applicant has made or is making to obtain assistance from other sources.
- d) The Committee shall report to the Governing Body on all such applications, whether it recommends the award of a grant or not.
- e) Any person to whom such a grant is awarded shall, at the earliest opportunity after the completion of the course or activity in respect of which it was awarded, send a brief written report thereon to the Secretary of the Committee, who shall bring it to the notice of the Governing Body at some convenient time. Such person shall, when informed that a grant has been made to him or her, be informed also of the obligation to submit such a report.

(Ref. VI.14, VII.4)

6.4 Grants to junior members for study and research

- a) Without prejudice to the general discretion conferred on the Governing Body concerning disposal of surplus revenue, the Governing Body shall have the power to make grants to junior members of the College to maintain them or to assist them in their studies, such grants to include provision for research expenses (including the cost of attendance at conferences) insofar as such provision cannot be made under Statute VI, Clause 14 or Statute VII, Clause 4. Any application by a member of the College for such a grant shall be made to the Academic Director, who shall consider such application, and shall make a recommendation thereon to the Governing Body.
- b) Grants awarded under this Bylaw shall be subject to such limits as the Governing Body may from time to time determine.

(Ref. XII.6)

6.5 Arming of book prizes

- a) Each book prize awarded by the Governing Body to a junior member of the College shall be stamped with the arms of the College. Each Marie Hall Maddison book prize shall, in addition, be stamped with the arms of the donor.
- b) The cost of stamping book prizes with arms shall, in all cases, be borne by the College.

(Ref. X.8)

(viii) SECTION 7**THE CHAPEL AND CHAPLAIN****7.1 Chapel Services**

The form and times of the Chapel Services during Full Term shall be determined by the Governing Body at a Stated Meeting.

(Ref. VIII.1)

7.2 The Chaplain

- a) The Chaplain shall be appointed by the Governing Body at a Stated Meeting, and for a term of years specified at the time of the Chaplain's appointment.
- b) The Chaplain shall, subject to the provisions of Statute III, Clause 4(b), and of Statute VIII, be responsible for the performance of Services in the College Chapel, and in particular:
 - (i) the Chaplain shall submit to the Governing Body at a Stated Meeting each Full Term proposals for the form and times of the Chapel Services for the following Full Term;
 - (ii) the Chaplain shall arrange and conduct Services in the College Chapel during Full Term in accordance with the scheme approved by the Governing Body;
 - (iii) the Chaplain shall have general supervision over the musical arrangements for Chapel Services.
- c) The Chaplain shall undertake such pastoral duties in the College as the Governing Body may from time to time determine.

(Ref. VIII.2)

7.3 The Organ Scholars and Exhibitioners

- a) Each Organ Scholar or Exhibitioner shall contribute appropriately to the provision of music for the Chapel Services.
- b) Such provision shall include:
 - (i) the recruitment, training and general supervision of the Chapel Choir and its administration;
 - (ii) the selection, subject to the approval of the Chaplain, of the music for Choral Services in the Chapel during Full Term, and the supervision of its performance;
 - (iii) the playing of the Organ at Chapel Services during Full Term.

- c) The distribution of the responsibilities for this provision among the Organ Scholars and Exhibitioners shall be agreed with the Chaplain, and failing such agreement the Principal shall determine the matter.

(ix) SECTION 8**THE ADMINISTRATIVE OFFICERS****8.1 Administrative Officers**

The Administrative Officers of the College shall be the officers for which this section of the Bylaws makes provision.

(Ref. IX.1)

8.2 Appointment and tenure of officers

Every College officer shall be appointed by the Governing Body at a Stated Meeting, and for a term of years specified at the time of the appointment.

(Ref. IX.2)

8.3 The Vice-Principal

- a) The Governing Body shall at a Stated Meeting in Hilary Term of each year appoint a Vice-Principal to hold office during the next academic year. The Vice-Principal shall normally be elected from among the Official Fellows of the College, and shall be re-eligible for a further two years but thereafter shall not normally be immediately re-eligible.
- b) In the absence or sickness of the Principal, or during a vacancy in the Principalship, the Vice-Principal shall have, in addition to the powers conferred by Statute IX, Clause 3, and the duties attendant thereon, all powers duties and functions of the Principal under Bylaws made under the Statutes, saving only:
 - (i) the office of Chairing the meeting of any Standing Committee (which term for the purposes of this provision shall include Admissions Committees and the Estates Committee), or the power to appoint someone to Vice-Chair the meeting thereof; if, however, the Principal is through sickness unfit to exercise the Principal's powers, the Vice-Principal shall have power to Chair such Committee, and to appoint someone to act as Vice-Chair thereof;
 - (ii) the membership of a Special Committee appointed before the absence, sickness or vacancy.
- c) For the removal of doubt it is here declared that when exercising the powers of the Principal which devolve to the Vice-Principal under the Statutes and Bylaws the Vice-Principal may in explanation of his or her authority describe himself or herself as Acting Principal, but there shall be no office or title of that name within the College.
- d) In the absence of the Vice-Principal the senior of the Official Fellows who has not been granted leave of absence from duties and who is not otherwise absent from the University shall take by substitution all the

powers duties and functions of the Principal devolved to the Vice-Principal by Statute IX, Clause 3, or the provisions of this Bylaw.

- e) In respect of duties undertaken in the place of the Principal by the Vice-Principal or by a Fellow acting in substitution for the Vice-Principal, the Governing Body may resolve that an additional emolument be considered, and shall on a report of the Remuneration Committee determine such additional emolument having regard to the extent and duration of such duties.

(Ref. IX.1, IX.3)

8.4 The Estates Bursar

- a) There shall be an Estates Bursar of the College.
- b) The Estates Bursar shall have charge of the endowments and revenues of the College.

(Ref. IX.1)

- c) The Estates Bursar shall be the person responsible for the safe custody of the Common Seal of the College.

(Ref. X.10)

- d) The Estates Bursar shall have charge of all documents which are subject to the provisions of Statute X, Clause 12.

(Ref. X.12)

- e) The Estates Bursar shall be the officer of the College responsible for the preparation of accounts for audit.

(Ref. XI.10)

- f) The Estates Bursar shall keep a register of all Resolutions made under the provisions of Bylaw 11.1 approved by the Governing Body.

(Ref. XI.13)

- g) The Estates Bursar shall be the USS Officer of the College.

(Ref. XVIII)

- h) The normal period of appointment to this office shall be five years.

8.5 The Property Director

- a) There shall be a Property Director of the College.
- b) The Property Director shall have charge of the management of the property endowments and land and buildings used for College purposes (including gardens and sports facilities).

- c) The Property Director shall have charge of the repair, maintenance and improvement of all land and buildings used for College purposes including project management and financial responsibility therefor.
- d) The Property Director shall be secretary of the Property Committee.
- e) The Property Director shall, from time to time as appropriate, report or make recommendations to the Estates Committee, the Property Committee and the Governing Body on matters within the scope of the office.

8.6 The Director of Accommodation, Catering and Conferences

- a) There shall be a Director of Accommodation, Catering and Conferences (DACC) of the College.
- b) The DACC shall have charge of the provision of services in connection with the functional property of the College (insofar as such provision of services is the responsibility of the College) and financial responsibility therefor.
- c) The DACC shall be the Designated Premises Supervisor under the Licensing Act 2003 and the Responsible Person under the Health and Safety at Work Act 1974 and the regulatory Reform (Fire and Safety) Order 2005.
- d) The DACC shall have responsibility for the management of all support staff, except to the extent that the responsibility for the management of any such support staff is assigned to some other College Officer.
- e) The DACC shall be responsible for the care and custody of the contents of the functional property of the College, except for any such items that are expressly made the responsibility of another College officer.
- f) The DACC shall be secretary of the Accommodation, Catering and Conferences Committee.
- g) The DACC shall perform the duties imposed on him or her by Bylaw 14.9(a).

(Ref. IX.1)

8.7 The Director of Human Resources

- a) There shall be a Director of Human Resources of the College.
- b) The Director of Human Resources shall have responsibility for developing and implementing the College's policy as regards human resources, including regulatory compliance generally, and including, for support staff, personal development, recruitment and job descriptions.

- c) In particular, the Director of Human Resources shall be responsible for:
- (i) developing a strategic approach for the College's human resources policy, working with other College Officers;
 - (ii) ensuring that all support staff have up to date and appropriate job descriptions;
 - (iii) providing administrative support for the recruitment of Fellows and support staff;
 - (iv) overseeing support staff training and development and ensuring that the College has appropriate procedures for monitoring support staff performance;
 - (v) in consultation with other College Officers that have management responsibilities with regard to support staff, coordinating proposals to the Human Resources Committee as to the terms and conditions of employment of those staff, including in particular remuneration thereof;
 - (vi) advising on job evaluation policy, and, where appropriate, carrying out job evaluations, whether on some general basis, or in individual cases;
 - (vii) working with the Academic Director in drafting contracts for members of the academic staff;
 - (viii) ensuring that the College has in place appropriate procedures for disciplinary and grievance cases, other than those governed by Statute V, and for complaints of bullying and/or harassment;
 - (ix) ensuring that the procedures referred to in subparagraph (viii) above are followed;
 - (x) in consultation with the Legal Clerk and, as appropriate, with other College Officers, acting as a contact with the College's legal advisers, as regards employment matters and the maintenance of compliance systems.
- d) The Director of Human Resources shall be the Secretary of the Human Resources Committee.
- e) The Director of Human Resources shall act as the College's Equality Officer, ensuring that procedures are consistent with equality principles.

8.8 The Dean of Degrees and Deputy Dean of Degrees

The Dean of Degrees or the Deputy Dean of Degrees shall present to the Vice-Chancellor candidates for Matriculation and shall submit to the University, according to the procedures in force for the time being, the name of any duly qualified member of the College desirous of supplicating for a University degree and shall present, or arrange for the presentation of, all

such candidates. The normal period of appointment to this office shall be three years.

8.9 The Dean, the Junior Dean and the Deputy Junior Dean

- a) The Dean shall assist the Principal in the enforcement of discipline among junior members of the College. The normal period of appointment to this office shall be three years.
- b) There shall be an office of Junior Dean and an office of Deputy Junior Dean.
- c) The normal period of appointment to the office of Junior Dean and Deputy Junior Dean shall be one year. The Junior Dean and Deputy Junior Dean shall be required to reside in College throughout each Full Term.
- d) The Junior Dean shall have all the powers and duties of the Dean during periods when the Dean shall be absent from the College. In the absence of the Junior Dean, the Deputy Junior Dean shall have such powers.
- e) The Dean or, failing the Dean, the Junior Dean shall be within the College every night during the usual College terms; failing the Junior Dean, the Deputy Junior Dean. If the Dean, the Junior Dean and the Deputy Junior Dean shall have the intention of being temporarily absent from the College during the usual College terms the Dean shall arrange for a Fellow, Lecturer or Chaplain of the College to perform the duties of the Dean including that of residence during such absence. If the Dean is unable to make such arrangements, he or she shall inform the Principal, who shall make arrangements.

(Ref. IX.1, III.4(b))

8.10 The Fellow Librarian

The Fellow Librarian shall have charge of all books comprised in the Meyricke, Celtic and Fellows' Libraries and shall superintend the administration of those Libraries, and shall authorise expenditure on books and binding within such limit as the Governing Body may from time to time determine. The normal period of appointment to this office shall be three years.

(Ref. IX.1)

8.11 The Archivist

- a) There shall be an Archivist of the College.
- b) The Archivist shall have charge of all books and manuscripts comprised in the archives. The archives shall be those documents which the Governing Body shall require to be preserved and are neither subject to the provisions of Statute X, Clause 12 nor in current administrative use.

(Ref. IX.1)

8.12 The Academic Director

- a) Subject to the provisions of the Statutes and Bylaws, the Academic Director shall be responsible for the academic administration of the College and the administration of admissions to the College. The Academic Director may also make recommendations to the Governing Body for the development and implementation of the academic strategy for the College, and shall be responsible for the implementation of such academic strategy as the Governing Body has agreed.
- b) In particular, the Academic Director shall be responsible for:
- (i) reviewing and developing the material made available for undergraduate and graduate applicants, and for the organisation of events (whether in College or elsewhere) to encourage such applications;
 - (ii) all administrative arrangements in connection with admission to the College of undergraduate and graduate students;
 - (iii) the administration of all Fellowship Committees appointed under Bylaws 2.5(a) and (c), but shall not be entitled to vote at meetings of such committees;
 - (iv) the recruitment of lecturers;
 - (v) presenting annually to the Academic Committee in Hilary Term of each year a report on undergraduate admission offers made in the Michaelmas Term immediately preceding; the Academic Director shall make recommendations concerning the principles to be followed in the admission of undergraduates for the following academic year; such recommendations may be made at any time;
 - (vi) presenting annually to the Academic Committee in Michaelmas Term a report on graduates admitted in the previous academic year; the Academic Director shall make recommendations concerning the principles to be followed in the admission of graduates in the current academic year; such recommendations may be made at any time;
 - (vii) the making or authorising of all necessary arrangements for the tuition of all junior members of the College;
 - (viii) the entry of names of members of the College for University examinations;
 - (ix) the maintenance of the register required in Statute XIX, Clause 2, so far as it concerns junior members;
 - (x) the overall monitoring of the progress of undergraduates and graduates and reporting thereon to the Governing Body;

- (xi) the administration and authorisation of payment of vacation grants to junior members of the College eligible therefor;
 - (xii) the administration of Hardship Funds and Access Bursaries;
 - (xiii) such welfare and pastoral responsibilities as the Governing Body shall determine; in particular the Academic Director shall be responsible for dealing with issues concerning disabilities of junior members affecting their academic work;
 - (xiv) such induction of Fellows, Tutors and Lecturers as the Governing Body shall determine;
 - (xv) the recruitment of post-doctoral members of the Middle Common Room, in accordance with such principles as the Governing Body shall/may determine.
- c) The Academic Director shall be Secretary of the Academic Committee and of the Hardship Committee.
 - d) The Academic Director shall be Secretary of all Admissions Committees; but shall not have a vote thereon.
 - e) The Academic Director shall be the College's Freedom of Information Officer.

(Ref. IX.1)

8.13 The Development Director

- a) There shall be a Development Director of the College.
- b) Subject to the Statutes and Bylaws of the College, and to any resolutions of the Governing Body to the contrary, the Development Director shall have general responsibility for all development activity within the College (which shall include relations with Old Members) and its administration.
- c) The Development Director shall from time to time report (or as appropriate make recommendations) as appropriate, to the Development Committee, the Governing Body, or both, on matters within the scope of the office.

8.14 The Secretary to the Governing Body

The Secretary to the Governing Body shall draw up Agenda and keep Minutes of College Meetings, shall bring before the Governing Body matters requiring its attention and shall make arrangements for any action necessitated by its decisions. The Secretary to the Governing Body shall have charge of official copies of Statutes and Bylaws and of the Minute Book, supply members of the Governing Body with copies of the Minutes, Statutes and Bylaws and shall undertake all correspondence concerning amendments to Statutes and

concerning Ordination testimonials. The normal period of appointment to this office shall be three years.

(Ref. IX.1)

8.15 The Keeper of the Plate

- a) There shall be a Keeper of the Plate of the College.
- b) The Keeper of the Plate shall be responsible for the care and custody of silver owned by the College not in regular use, for the issue and safe return of such silver which is required for occasional use, for the maintenance of a Catalogue listing all silver owned by the College (whether in occasional or regular use) and the place of keeping, and for any arrangements for the exhibition of such silver. The normal period of appointment to this office shall be three years.

(Ref. IX.1)

8.16 The Garden Master

- a) There shall be a Garden Master of the College.
- b) The Garden Master shall supervise such gardens within the College and its functional properties as the Governing Body shall from time to time determine. The normal period of appointment to this office shall be three years.

(Ref. IX.1)

8.17 The Welfare Fellow

- a) There shall be a Welfare Fellow of the College.
- b) The Welfare Fellow shall oversee the College's provision of welfare on behalf of Governing Body and report to Governing Body when appropriate on the College's welfare provisions. The Welfare Fellow will also advise junior members of the College on any matters which relate to their welfare, and, at his or her discretion, shall communicate to any officers of the College any information relevant to those officers in the performance of their duties. The normal period of appointment to this office shall be two years.

(Ref. IX.1)

8.18 The Fellow Computing Officer

- a) There shall be a Fellow Computing Officer of the College.
- b) The Fellow Computing Officer shall oversee, and advise on, matters relating to information technology within the College. The normal period of appointment to this office shall be three years.

8.19 The Legal Clerk

- a) There shall be a Legal Clerk of the College
- b) The Legal Clerk shall give guidance to the College, and to its officers, upon matters requiring legal expertise, and, in particular, guidance as to whether or not professional legal advice should be taken.
- c) The normal period of appointment to this office shall be three years.

8.20 Officers: stipends and allowances

- a) The stipends of Administrative Officers shall be fixed by the Governing Body from time to time.
- b) The stipend of each Administrative Officer shall be determined by resolution of the Governing Body.
- c) An Administrative Officer holding a qualifying office for an Official Fellowship shall receive such allowances as are made to Tutorial Fellows under Bylaw 9.6, subject to the conditions imposed by that Bylaw.

(Ref. IX.1)

8.21 Officers: vacancies

- a) Notification shall be given by the Secretary to the Governing Body at the Stated Meeting of the College in the First Week of Trinity Term each year of all forthcoming vacancies, including casual vacancies due to leave of absence, in Administrative Offices.
- b) At the Stated Meeting in the Fourth Week of Trinity Term, the Governing Body shall make appointments to the offices notified under Sub-clause (a).
- c) If any vacancy in an Administrative Office shall occur at any other time for any reason, the Secretary to the Governing Body shall notify the Governing Body forthwith.

(Ref: IX.1, IX.2.)

8.22 Administrative Officers: incapacity for work

The Provisions of Bylaw 9.12 shall apply to Administrative Officers.

(Ref. IX.1)

SECTION 9

THE TEACHING OFFICERS

9.1 Teaching officers

The holders of such teaching appointments within the College as the Governing Body may from time to time at a Stated Meeting declare to be full Tutorships shall be called Tutors; the holders of other teaching appointments shall be called Lecturers. The College shall have the first claim upon the services of all Tutors.

(Ref. IX.1)

9.2 Appointment and tenure of officers

Every College officer shall be appointed by the Governing Body at a Stated Meeting, and for a term of years specified at the time of the officer's appointment.

(Ref. IX.2)

9.3 Tutors: teaching duties

- a) The College shall expect and be entitled to require a Tutor to teach for the College for the number of hours specified in the Table to this Bylaw, or for such lower number of hours as shall be appropriate, according to some agreed stint reform scheme in operation of which the Tutor has elected to take advantage, but shall neither expect nor require that Tutor to teach for more than the relevant number of hours. The specified number of hours shall be known as the Tutor's stint. The Governing Body may determine, in the case of any Tutor, that the stint shall be a number of hours less than the relevant figure specified in that Table.
- b) The College, may, in the terms of appointment of a Tutor, stipulate that a specified part of the stint shall be discharged by teaching for one or more other colleges or societies of the University. Any such teaching shall, for the purposes of Sub-clauses (i) and (j) hereof, count as teaching for the College.
- c) The first call on a Tutor's stint shall be teaching for the College and for any other college or society of the University specified by virtue of Sub-clause (b) above.
- d) A Tutor shall not be required to teach for the College otherwise than in Full Term, but any teaching otherwise than in Full Term shall be included by the Tutor in calculating the amount of teaching carried out by the Tutor.
- e) The number of hours specified in the Tutor's stint shall mean the average number of hours of teaching in each week in each Full Term in any academic year.

- f) A Tutor shall include in the number of hours of teaching for the College, as specified in his or her stint, hours of teaching for another college or society of the University, by virtue of any arrangement, for which the Tutor does not receive payment. Any such teaching shall, for the purposes of Sub-clauses (i) and (j) hereof, count as teaching for the College.
- g) The duration of any tutorial, class or other instruction shall be, for the purposes of this Bylaw, the time which that tutorial, class or other instruction is scheduled to occupy, notwithstanding that the actual duration is greater or less.
- h) A Tutor who, for payment, teaches pupils of another college or society of the University shall require that college or society to pay to the College monies due to that Tutor.
- i) Where, without prior agreement of the Governing Body, a Tutor shall have taught for the College, in any academic year, for a number of hours more than 15% below that dictated by his or her stint, he or she may be required to give an explanation, to the Academic Committee, of the shortfall.
- j) Where a Tutor shall have taught for the College, in any academic year, for a number of hours more than 15% above that dictated by his or her stint, and shall seek payment from the College for the excess, he or she shall make a case, to the Academic Committee, for such payment. Any such case shall normally be made to the Academic Committee at or before the beginning of the academic year. If the Academic Committee shall determine that payment should be made to the Tutor, payment shall be made at the applicable Senior Tutors' Committee hourly rate for paired tutorials.
- k) Any Tutor dissatisfied with any decision or action of the Academic Committee under Sub-clauses (i) or (j) above shall be entitled to bring the matter to the Governing Body for its determination.
- l) Where a Tutor shall have been subject to different teaching requirements at different times in any academic year, or where a Tutor shall have held his or her appointment for only part of any academic year, or where a Tutor shall have been on leave of absence for a part of any academic year, or where for any other reason the Governing Body considers such an adjustment to be necessary, the stint of such Tutor shall be adjusted accordingly.
- m) In the case of a Tutor who holds the office of Estates Bursar, the stint shall be halved.
- n) The stint of a Tutor, as referred to in Sub-clause (a) above, shall be calculated either on a weighted hours basis, or, if an agreed stint reform scheme is in operation, and the Tutor has elected to take advantage of

that scheme, rather than rely on the weighted hours basis, according to the terms of that scheme.

- o) For the purpose of a weighted hours calculation, the following ratios between actual contractual hours and the hours to be counted as hours taught shall apply:

No. of students	Contracted hour	Weighted hour
1	1.0	1.0
2	1.0	1.25
3 or more	1.0	1.5

	Contracted hours
University Readers	5
University Lecturers*	6
Faculty Lecturers*	10
CUF Lecturers*	12

* including, in all cases, titular appointments.

(Ref. IX.1, IX.4)

9.4 Tutors: books for teaching

A Tutor shall be entitled to purchase on behalf of the College, and to retain in his or her possession so long as he or she shall continue as a Tutor, books reasonably required for the teaching of College pupils, to a value not exceeding the amount specified by the Governing Body from time to time. If a Tutor relinquishes his or her office, any book purchased by him or her under this provision shall be disposed of by the Academic Director in such manner as the Governing Body shall direct. The Academic Director shall administer the provisions of the Bylaw.

(Ref. IX.1, IX.4)

9.5 Tutorial Fellows: stipend

- a) The stipend of a Tutorial Fellow shall be such sum as shall be determined by the Governing Body, on the recommendation of the Estates Bursar and the Academic Director at the time of the Fellow's appointment. That stipend shall be at a point on a scale or scales for such Fellows, as shall be initiated by the Governing Body from time to time. In determining the point on the scale at which a Fellow is appointed, the Governing Body shall have regard to the teaching experience of the Fellow, as well as to any other matters considered relevant.
- b) The stipend of a Tutorial Fellow who holds appointment as a University Reader shall be such sum as shall be determined by the Governing Body from time to time.
- c) In the case of a Tutorial Fellow whose stipend has been determined according to Sub-clause (a) above, the Fellow's stipend shall move up the relevant scale, in annual increments, until the top of the scale is reached. Such increments shall take effect from the first day of October

next following the date of the Fellow's appointment. In the case of any Tutorial Fellow appointed before 1st October 2006, however, such Fellow shall become entitled to an increment on the first day of January, or of April, or of July, or of October, next following the Fellow's attainment of that age.

- d) The provision of Sub-clauses (a) and (c) shall, so far as is practicable, and unless the individual's contract is to the contrary, apply to Official Fellows who are not Tutorial Fellows.

(Ref. IX.1, IX.4)

9.6 Official Fellows: house allowance or other provision for housing

- a) Save as hereinafter provided, an Official Fellow who has received permission to reside out of College and does so reside shall be entitled to receive as an additional emolument a House Allowance of the amount determined by resolution of the Governing Body.
- b) An Official Fellow (whether or not residing in furnished accommodation provided by the College) who does not reside within the curtilage of the College may reside temporarily in College on payment of such reasonable charges as the Governing Body may determine.
- c) An Official Fellow shall be entitled to participate in any joint equity scheme that the College may from time to time operate. The Estates Bursar (who shall have responsibility for the operation of such scheme) shall not be empowered or expected to make arrangements which are more favourable to a Fellow in any respect than the scheme ordinarily allows.

(Ref. IX.1, IX.4)

9.7 Responsibility Allowance

A Tutorial Fellow shall be entitled to receive as an additional emolument a Responsibility Allowance of the amount specified by resolution of the Governing Body.

9.8 Tutors: reimbursement for entertainment of pupils

A Tutor shall receive by way of reimbursement for entertainment of pupils on behalf of the College such sum in each term during which the Tutor is engaged in College teaching as is specified by resolution of the Governing Body provided:

- (i) a Tutor who has expended in the course of any academic year on such entertainment a smaller sum than the Tutor has received from the College by way of reimbursement shall so inform the Estates Bursar, and the excess of reimbursement shall be recoverable by the College;
- (ii) a Tutor who by reason of absence from teaching duties receives no reimbursement in any term shall notwithstanding be entitled to claim the reimbursement specified in this Bylaw on certifying to the Estates Bursar that the Tutor's expenditure on such entertainment during the academic

year is not less than the reimbursement during the year which would result from the acceptance of the Tutor's claim.

9.9 Tutors: offices or appointments

A Tutor shall not in respect of his or her Tutorship or any other office held in conjunction therewith be required to give notice to the Governing Body of his or her intention of accepting any of the following offices or appointments:

- (i) an examinership for any examination at a British University or comparable institution, for any examination conducted by one of the Schools Examination Boards, or for any examination conducted by a professional body;
- (ii) a supervisorship of any member of the University reading for a degree, diploma or certificate.

(Ref. IX.1, IX.4)

9.10 Lecturers

- a) A Lecturer of the College (whether or not a Fellow) shall receive such stipend and other emoluments as the Governing Body shall determine by resolution in each particular case.
- b) A Lecturer may by resolution of the Governing Body be awarded a grant of up to half the cost of books purchased by the Lecturer and reasonably required for the teaching of College pupils, and up to such limit as the resolution shall in each case specify.
- c) A Lecturer shall not in respect of his or her Lecturership be required to give notice to the Governing Body of his or her intention of accepting any salaried office or appointment, save as may be provided in the contract governing his or her appointment as Lecturer.
- d) The Governing Body may at a Stated Meeting grant to a Lecturer of the College leave of absence from duties on such terms regarding stipend as may appear reasonable, having regard to the terms of his or her appointment and the provisions of Section 2 of these Bylaws.
- e) A Stipendiary Lecturer of the College (but not a Retained Lecturer) may apply for assistance towards the purposes laid down in Bylaw 2.21, subject to the conditions in that Bylaw, save that a Stipendiary Lecturer may not receive a sum greater than half the maximum amount determined by the Governing Body under Bylaw 2.21(b).

(Ref. IX.1, IX.4.)

9.11 Tutors and Lecturers: further academic responsibilities

- a) A Tutor or Lecturer shall normally arrange to see each junior member for which the Tutor or Lecturer is responsible at the end of each Term. This provision shall not apply where the junior member is required to attend Principal's Collections, or where the junior member is in that Term sitting a Public Examination.

- b) A Tutor or Lecturer shall set or arrange for Collections to be set for each junior member pursuing an undergraduate degree for which the Tutor or Lecturer is responsible. The subjects set for Collections should be at the discretion of the Tutor or Lecturer but shall typically relate to work covered by the junior member in the previous Term in which the junior member was in residence. It shall be the responsibility of the Tutor or Lecturer to return the Collection to each junior member, normally by the Wednesday of Fourth Week of the Term in which the Collection has been sat. A Collection will typically not be set on subjects which have been examined by the University in the previous Term; nor will a Collection typically be set when a junior member pursuing an undergraduate degree is engaged solely in research or on a project, an extended essay, a dissertation or study analysis thereto.

9.12 Tutors and Lecturers: incapacity for work

- a) A Tutor or Lecturer shall notify the Principal of any incapacity for work exceeding three days.
- b) In case of incapacity for work of a Tutor or Lecturer, such Tutor or Lecturer shall follow the procedure for the notification and claiming of sickness (or other) benefit operated for the time being by the appropriate Government department.
- c) The amount of sickness (or other) benefit (even if it is not claimed) shall be deducted in full from the stipend of such Tutor or Lecturer.

(x) SECTION 10**THE GOVERNMENT OF THE COLLEGE****10.1 College Meetings**

- a) Stated Meetings shall, unless the Governing Body otherwise decides, be held on the first, fourth, and eighth Wednesday of each Full Term at 2.00pm. No other Stated Meeting shall be held unless at least seven days' notice thereof has been given. There shall also be meetings of the Governing Body in the Tenth Week of Michaelmas Term and in July of each year, of which at least one month's notice shall be given. The meeting in July shall be a Stated Meeting.
- b) 48 hours' notice shall be given of any other meeting of the Governing Body, and such notice shall if possible be given in accordance with the provisions of Statute XIX, Clause 1.
- c) Bylaws may be repealed or varied only at Stated Meetings.
- d) At a Stated Meeting seven shall form a quorum, and at other Meetings three.
- e) Business of which at least 48 hours' notice has not been given to the members of the Governing Body shall not be transacted if one fourth of the members of the Governing Body present object.
- f) Any notice required by this Bylaw shall be deemed to be given at the time of despatch.

(Ref. X.7)

10.2 College Committees

The following provisions shall apply to all Committees of the College, whether Standing or Special Committees:

- a) The Governing Body may refer any particular matter to a Committee, and may give to a Committee executive power to deal with a particular matter, notwithstanding that such matter may be outside the duties of the Committee under the Bylaws or its terms of appointment.
- b) The person Chairing any Committee may authorise the invitation of any person, whether a member of the College or not, to attend a meeting of that Committee. Any person so invited or any person co-opted to membership of a Committee shall not have the right to vote.
- c) Members of a Committee shall be members of the Governing Body unless the Bylaw constituting such Committee shall state otherwise. Members of any Committee who are not members of the Governing Body shall have the right to attend the Governing Body for the presentation of the Report of that Committee.

- d) The Minutes and Reports of a Committee shall be available for inspection by all members of the Committee.

(Ref. X.4)

10.3 Standing Committees

- a) The Principal shall Chair all Standing Committees but may at his or her discretion appoint someone to Vice-Chair of any such Committee for a single meeting or for a period of time, to act in the Principal's place.
- b) In the absence of the Principal, or someone Vice-Chairing the meeting appointed by the Principal, the senior Fellow present at any meeting of such a Standing Committee who is a member of that Committee shall Chair the meeting.
- c) The membership and duties of each Standing Committee shall be defined by Bylaw. Elected members of Standing Committees shall hold office for three years or for such other term as the Bylaw relating to that Committee shall specify.
- d) Each Standing Committee shall keep and preserve minutes of its meetings. The Governing Body may require that the minutes of a Standing Committee be produced.
- e) The Bylaw relating to a Standing Committee shall determine which member of the Committee shall act as Secretary. The duties of the Secretary shall be to arrange meetings of the Committee in consultation with the person Chairing the meeting, to prepare the agenda for each meeting, to keep the minutes and to prepare reports for the Governing Body.
- f) The Bylaws may assign executive powers to a Standing Committee.
- g) In the voting of a Committee on an executive decision the person acting as Chair shall have a casting vote.
- h) Each Standing Committee shall be entitled to appoint Sub-Committees from amongst its own membership. A Standing Committee shall retain responsibility for the action of its Sub-Committees.

(Ref. X.4)

10.4 Special Committees

- a) The Principal shall take the Chair of every Special Committee on which the Principal elects to serve. If the Principal is not a member of the Committee, the senior Fellow who is a member of the Committee shall take the Chair and act as convenor.
- b) The membership and duties of each Special Committee shall be determined by resolution of the Governing Body.
- c) Special Committees shall normally consist of the person Chairing the meeting and not more than three other members.

(Ref. X.4)

10.5 Conflict of Interest

- a) The Governing Body shall establish a Code of Practice relating to conflicts of interest. The Code of Practice shall apply to the Governing Body itself and also the Committees of the College.
- b) The Code of Practice is as follows:
 - (i) Members of the Governing Body (who are in the position of trustees) should ensure that they avoid conflicts of interest. A member of the Governing Body may have a financial or a non-financial conflict of interest. The former might include a decision by the Governing Body on an individual's remuneration, purchase of a property or award of a grant. The latter might arise, for instance, when the Governing Body is discussing investment in the area of interest of an individual through recruitment of a research fellow, the provision of or recruitment to a studentship or the provision of facilities.
 - (ii) When there is a financial conflict of interest the individual should declare the interest and withdraw before the discussion and decision.
 - (iii) For a non-financial conflict, the member should declare the interest and make an initial statement if they wish, but not take part in the discussion or decision, unless specific information is requested. In their role as trustees, Governing Body members are not representing their own subject area, but exercising stewardship of the College as a whole.
- c) The Principal, as the person who Chairs the Governing Body, has responsibility for ensuring that Governing Body members handle conflicts of interest appropriately.

10.6 Estates Committee

- a) The Committee shall consist of the Principal, the Estates Bursar, the Property Director and four or five other members. Such elected members may be elected for any period up to three years and shall be re-eligible on the expiry of their term. The Committee shall have power to co-opt no more than five other members of whom up to three need not be members of the Governing Body. The Estates Bursar shall be the Secretary of this Committee. In the absence of the Principal, or a person Vice-Chairing the meeting appointed by the Principal, the senior Fellow present at any meeting who is a member of the Committee shall Chair the meeting.

(Ref. XI.1)
- b) The duties of the Estates Committee shall be:
 - (i) from time to time to consider general principles which might govern the management or investment of all property of the College and to

report its views thereon to, and to advise, the Governing Body on such matters of general principle;

(ii) from time to time to seek the instructions of the Governing Body as to the general principles which shall govern the management and investment of the property of the College;

(iii) to keep under regular and frequent review the investments and other income-producing property of the College within the general principles laid down by the Governing Body, and to report thereon to the Governing Body and to the ACC Committee when required by either body to do so;

(iv) to recommend to the Governing Body the implementation of such transactions concerning the investments and other income-producing property of the College as it thinks will be desirable and as are within the general principles laid down by the Governing Body;

(v) to authorise the Estates Bursar or any other member of the Governing Body authorised by the Governing Body to act in the Estates Bursar's place to enter into contracts for the sale or purchase of investments either personally or through the agency of persons nominated or approved by the Governing Body for this purpose, provided always that it shall not authorise the entering into any such contract without first seeking the advice of the professional persons selected by the Governing Body for this purpose; it shall in no case act contrary to such advice without the specific authorisation of the Governing Body;

(vi) to report to the Accommodation, Catering and Conferences Committee as soon as is reasonably possible after the completion of the audit of accounts for the previous financial year on the anticipated external revenue position of the College in the current financial year;

(vii) to report and make recommendations to the Governing Body relating to requests and proposals for donations wherever such requests and proposals are made to the College in its capacity as owner or landlord of any property (other than property occupied for College purposes and other than the patronage of any benefice).

c) The Estates Committee shall have power to determine on behalf of the College any question relating to the management of College property other than investments (saving such questions as the Governing Body may by Bylaw or resolution have reserved to itself or empowered an officer or officers or other Committee to determine) and subject to the following provisions and such variations thereof in particular cases as the Governing Body shall from time to time determine.

(i) The Committee shall not, save as specifically empowered by the Governing Body or as hereinafter provided, itself purport to authorise

any transaction which would under the Universities and College Estates Act of 1925 have required the consent of the Minister or to grant a lease or tenancy of any property.

- (ii) Sub-clause (i) shall not apply to any transaction comprised in the First Schedule annexed to this Bylaw.
 - (iii) The powers of the Committee to expend revenues on repairs and improvements to properties shall be subject to such limitations of amount as the Governing Body shall from time to time determine.
 - (iv) The Committee may expend capital on permanent improvements of property within such limitations of amount as the Governing Body may from time to time determine.
 - (v) If the Estates Committee shall deem that the urgency of a matter is such as to necessitate the inception or conclusion of a transaction (which it is not itself empowered to transact) before the next scheduled meeting of the Governing Body it shall circulate to all members of the Governing Body full information as to the proposed transaction and if no member of the Governing Body shall within 72 hours of the despatch of such information have objected to such transaction in a writing addressed to the Estates Bursar it may itself authorise the inception or conclusion of the transaction. If any such objection is received the Committee may request the Principal to summon a special Meeting of the Governing Body to decide upon the proposed transaction.
 - (vi) The Committee shall report to the Governing Body at the first opportunity any sale, purchase, lease or tenancy of land or buildings made in the exercise of its powers under this Bylaw. The Committee shall not be obliged to report any assignment of a lease or tenancy of land or buildings where the consent of the College to such assignment cannot be withheld unreasonably or cannot be withheld at all.
 - (vii) Sub-clause (vi) shall not apply to any transaction comprised in the Second Schedule annexed to this Bylaw.
 - (viii) The Committee shall have power to delegate to the Estates Bursar or other agent any matter which it is empowered to determine by this Sub-Bylaw.
- d) The powers of the Estates Committee shall not extend to the granting without reference to the Governing Body of the consent of the College as patron to any proposal regarding an advowson, which proposal involves matters other than the management or disposal of property. The Principal shall determine in relation to any such proposal whether such matters arise.

First Schedule

The grant to a lessee of a renewal of a lease, where the lessee has entitlement to its renewal.

Sale of the freehold of any property enfranchisable by the lessee under the Leasehold Reform Act.

Grants of wayleaves or easements (permanent or revocable) to local authorities or public undertakings having statutory powers to obtain such grants.

Sales of land to local authorities or public undertakings having statutory powers to acquire such land.

Grants of temporary or revocable wayleaves or easements.

Second Schedule

Grants of temporary or revocable wayleaves or easements.

(Ref. XI.1)

10.7 Property Committee

- a) There shall be a Property Committee of the College.
- b) The Committee shall consist of the Principal, the Estates Bursar, the Property Director, the Director of Accommodation, Catering and Conferences, the Academic Director and three or four other members. Such elected members may be elected for any period up to three years and shall be re-eligible on the expiry of their term. The Committee shall have power to co-opt no more than four other members of whom up to two need not be members of the Governing Body. The Property Director shall be the Secretary of this Committee. In the absence of the Principal, or a person appointed by the Principal, the senior Fellow present at any meeting who is a member of the Committee shall Chair the meeting.
- c) The duties of the Property Committee shall be to report and make recommendations to the Governing Body on:
 - (i) The use of the functional property of the College.
 - (ii) Any necessary or desirable major repairs to the functional property.
 - (iii) Any works, improvements and extensions to functional property.
 - (iv) Any planned new buildings.
- d) The Committee may expend revenues on repairs, improvements to properties, and associated consultants' fees, subject to such limitations of amount as the Governing Body shall from time to time determine.

10.8 Accommodation, Catering and Conferences Committee

- a) There shall be an Accommodation, Catering and Conferences (ACC) Committee of the College.
- b) The Committee shall consist of the Principal, the Estates Bursar, the Director of Accommodation, Catering and Conferences, the Property Director, the Academic Director, the Director of Development, and not more than four other members of the Governing Body, who shall hold office for not more than three years and who shall not normally be immediately re-eligible. The Committee shall have power to co-opt no more than two other members. The DACC shall be the Secretary to this Committee and shall give notice of meetings of the Committee (and the agenda thereof) to all members of the Governing Body. Members of the Governing Body not being members of the Committee shall have the right to attend and speak at meetings of the Committee, but shall not have the right to vote.
- c) The duties of the Accommodation, Catering and Conferences Committee shall be:
 - (i) to prepare for the consideration of the Governing Body at the earliest opportunity in each financial year an estimate of the probable income of the College which will be available for its own purposes during the current year, and proposals for the expenditure of that income during the said year; it shall, if desirable, submit a revised report or proposals as soon as possible after the College Accounts are published; it shall also consider items of expenditure which may be necessary to be incurred during the current year, but arising after the approval by the Governing Body of such proposals;
 - (ii) to exercise supervision over the provision of services in connection with the functional property of the College (insofar as such provision of services is the responsibility of the College), and to oversee the financing thereof;
 - (iii) to take any steps necessary to ensure the efficient functioning of the College and of its support staff;
 - (iv) to authorise the acquisition of any major items of equipment;
 - (v) to decide any differences between any officers of the College as to the application of monies allotted for particular purposes;
 - (vi) to consider any questions not being within the duties of any other Committee of the College, including any questions specifically referred to it by the Governing Body, and to report thereon to the Governing Body.

(Ref. X.4)

10.9 Risk and Audit Committee

- a) There shall be a Risk and Audit Committee
- b) The Risk and Audit Committee shall consist of a Professorial Fellow, two Old Members of the College with appropriate experience, the Principal, the Estates Bursar, the DACC, the Academic Director, the Director of Development and the Property Director.
- c) The Professorial Fellow and two Old Members will be elected by the Governing Body, and will serve terms of two years. They will be eligible for re-election.
- d) The Professorial Fellow will act as Chair of the Committee.
- e) The Estates Bursar will act a Secretary to the Committee, and will keep and preserve minutes of the Committee's meetings and any other documents (such as a Risk Register) that the Committee deems appropriate.
- f) The Committee shall be responsible for preparing and amending a Risk Register to take account of the various risks to which the College is exposed and which are capable of management.
- g) The Committee will be expected to report to the Governing Body once per term. The Michaelmas Term report shall relate to the College's annual financial report.

(Ref. X.4)

10.10 Academic Committee

- a) There shall be an Academic Committee of the College.
- b) The Academic Committee shall consist of the Principal, the Academic Director, the Tutor for Admissions, the Tutor for Graduates, the Estates Bursar and three elected members who shall serve for not more than four years and who shall be immediately re-eligible. In electing members, the Governing Body shall consider the need to balance the membership of the Committee between the Faculties. The Academic Director shall be Secretary of this Committee.
- c) The duties of the Academic Committee shall be to keep under review the academic structure and activities of the College and to make recommendations to the Governing Body on the priorities to be attached to new developments (having regard to the financial and other implications as well as to the academic desirability of such developments), whether involving an expansion or contraction of the College's activities, and in particular:
 - (i) to advise the Governing Body on questions of replacement or re-deployment arising from vacancies (actual or impending) in tutorial appointments;

- (ii) to make recommendations regarding the number of graduates and undergraduates and their distribution among the various Schools or subjects, as the case may be;
- (iii) to make general recommendations each year concerning the offer and award of emoluments;
- (iv) to make recommendations on general principles affecting admissions for post-graduate study;
- (v) to make recommendations to ensure effective teaching and academic supervision of junior members of the College pursuing an undergraduate course;
- (vi) to make recommendations as soon as may be in the Michaelmas Term of each year for the value of College prizes under Section 6 of these Bylaws and of non-endowed subject prizes; and to make recommendation, within the limits laid down by the Trust Deeds and Regulations relating to each, which of the endowed prizes shall be offered or considered for award during the next twelve months, and the value of each prize on that occasion;
- (vii) to receive and make decisions on any application by a junior member of the College to change a course of study and generally to determine any matter on behalf of the Governing Body which affects the course of study of such member provided that all decisions made in the exercise of these powers shall be reported to the Governing Body, and that in any case of doubt the Committee shall refer the question to the Governing Body for decision;
- (viii) in case of urgency to authorise the Academic Director to make teaching arrangements incurring expenditure in excess of normal teaching fees, provided that any such arrangements made for more than one term shall be subject to confirmation by the Governing Body;
- (ix) to consider applications from members of the College for grants under the provision of Statute XII, Clause 6, and to make recommendations thereon to the Governing Body;
- (x) to consider any other matters assigned to it under Bylaw.

(Ref. X.4)

10.11 Statutes Committee

- a) There shall be a Statutes Committee of the College.
- b) The Committee shall consist of the Principal, the Estates Bursar, the Academic Director, the Secretary to the Governing Body, the Tutor or Tutors in Law, the Legal Clerk, the Dean and not more than two elected members who shall serve for not more than three years, and who shall be immediately re-eligible.

The Secretary to the Governing Body shall be the Secretary of this Committee.

- c) The duties of the Statutes Committee shall be:
- (i) to bring to the notice of the Governing Body any Statute or Bylaw which the Committee considers to be in need of amendment or repeal;
 - (ii) to propose new Statutes or Bylaws to the Governing Body;
 - (iii) to produce draft Statutes and Bylaws for the consideration of the Governing Body either at the instance of the Governing Body or of its own volition.

(Ref. X.4)

10.12 Human Resources Committee

- a) There shall be a Human Resources Committee of the College.
- b) The Committee shall consist of the Vice Principal, the Estates Bursar, the Director of Human Resources, the Director of Accommodation, Catering and Conferences, the Academic Director, the member of Governing Body that jointly chairs the Staff Liaison Committee and two or three other members of the Governing Body. Such elected members may be elected for any period up to three years and shall be re-eligible on the expiry of their term. The Committee shall have power to co-opt no more than four other members of whom up to two need not be members of Governing Body.
- c) The duties of the Human Resources Committee shall be:
- (i) to exercise oversight of the development and implementation of the College's policy in relation to human resources, including regulatory compliance, personal development, recruitment and job descriptions;
 - (ii) to ensure, having regard to the advice of the Director of Human Resources, that the College has in place appropriate procedures for assessing support staff performance, for disciplinary and grievance cases other than those governed by Statute V, and for dealing with complaints of bullying or harassment;
 - (iii) to receive reports from the Director of Human Resources upon, and to monitor the application of, such procedures as are referred to in subparagraph (ii) above;
 - (iv) to consider the terms and conditions of the support staff, including, in particular, remuneration thereof and to report thereon to the Governing Body; the Committee shall also have power between the last Stated College Meeting established by Bylaw in the Trinity Term and the first Stated Meeting established by Bylaw in the Michaelmas Term next following to authorise any changes in remuneration of

members of the support staff of the College should such changes in the opinion of the Committee be matters of urgency;

(v) to receive reports from the Staff Liaison Committee on matters relating to human resources, and to consider such reports;

(vi) to report to the Governing Body on any matters relating to human resources that require its consideration, whether arising from a report of the Staff Liaison Committee or otherwise, with recommendations for change, where appropriate.

10.13 Staff Liaison Committee

- a) There shall be a Staff Liaison Committee of the College.
- b) The Committee shall consist of all members of the College's non-academic staff, together with the DACC, the Director of Human Resources and one member elected by the Governing Body.
- c) The Committee shall be jointly chaired by the member of the Governing Body and a member of the College's non-academic staff, the latter to be elected by members of the College's non-academic staff. They shall each hold office for two years, and each shall be re-eligible on the expiry of that term, but only for one further term.
- d) Any member of the Committee shall be Secretary of the Committee.
- e) The Committee shall consider and make recommendations concerning matters affecting the welfare and development of the non-academic staff of the College, and may discuss and report to the Human Resources Committee on all matters affecting non-academic staff of the College.

10.14 Welfare Committee

- a) There shall be a Welfare Committee of the College.
- b) The Committee shall consist of:
 - (i) the Academic Director, the Academic Administrator (who shall be the Secretary for the Committee), the Chaplain, the Dean, the Deputy Director of Accommodation, Catering and Conferences, the Welfare Fellow (who shall chair the Committee), the Junior Dean, the College Nurse and the College Doctors;
 - (ii) the President of the Middle Common Room, two Middle Common Room Welfare representatives, the Middle Common Room peer support representatives, the President of the Junior Common Room, the Junior Common Room female welfare representative, the Junior Common Room male welfare representative and the Junior Common Room peer support representatives.
- c) The Welfare Committee shall:

- (i) keep under review the provision of welfare for junior members of College and ensure it is fit for purpose, aiming to be amongst the best provision made in Oxford colleges;
- (ii) co-ordinate and manage the totality of welfare provision for junior members of College;
- (iii) make recommendations to ACC Committee on the needs for training and support of those involved in providing welfare;
- (iv) promote the welfare support provided in College;
- (v) manage the Jesus College Welfare Fund;
- (vi) make an annual report on its operation to the ACC Committee each year in Trinity Term, reviewing the effectiveness of the welfare provision in College (including the Committee's use of the Welfare Fund) and presenting plans for the year ahead (noting that much of the individual welfare work of College concerning individuals falls within the College's Confidentiality policy and therefore can only be discussed in general terms); this will not preclude the Welfare Committee drawing individual matters to the attention of the ACC Committee as necessary during the year.

10.15 Remuneration Committee

- a) There shall be a Remuneration Committee of the College.
- b) The Committee shall consist of the Principal, a Professorial Fellow, the Estates Bursar, an Old Member and a recently retired Head of House or Estates Bursar from another college. The Estates Bursar shall serve as Secretary of the Committee. The recently retired Head of House or Estates Bursar from another College shall be elected for a period of not more than three years, and shall be immediately re-eligible.
- c) It shall be the duty of this Committee to consider and report on the stipends, emoluments and allowances of the Principal, Fellows, Tutors, Lecturers and other officers of the College, and of the Land Agent, and to bring to the notice of the Governing Body any information which the Committee considers relevant to such stipends or emoluments.

10.16 Development Committee

- a) There shall be a Development Committee of the College.
- b) The Committee shall consist of the Principal, seven members of the Governing Body (including the Estates Bursar and the Development Director) and up to seven Old Members of the College. In addition, the Development and Alumni Relations Manager will serve as Secretary of the Committee.
- c) The Committee shall meet termly and shall advise the Governing Body on the following matters:

- (i) the College's fundraising strategy;
 - (ii) the performance of the College's Development Office (or equivalent);
 - (iii) specific fundraising initiatives, literature, and events;
 - (iv) expenditure on Development activities;
 - (v) scrutiny of potential major donations;
 - (vi) stewardship of Old Members.
- d) The Committee shall itself, subject to any resolution of the Governing Body, be involved in fundraising, provided that any such fundraising shall be consistent with the College's fundraising strategy.

10.17 Benefices Committee

- a) There shall be a Benefices Committee of the College.
- b) The Committee shall consist of the Principal, and not more than three elected members, who shall serve for not more than three years and shall be immediately re-eligible. If the place of an elected member shall become vacant it shall be filled for the remainder of his or her term of office. The person Chairing this Committee shall act as the Secretary of this Committee.
- c) The duties of the Benefices Committee shall be to put forward for the consideration of the Governing Body recommendations on appointments to College Livings, and (subject always to the provisions of Bylaws 10.6 and 10.7) when requested by the Governing Body or by the Principal to report to the Governing Body on the implications of any proposal regarding an advowson.

(Ref. X.4)

10.18 Cultural, Sporting and Travel Grants Committee

- a) There shall be a Cultural, Sporting and Travel Grants Committee.
- b) The Committee shall consist of the Principal, the Academic Director, the DACC, and three elected members of the College, who shall be Fellows of the College, but who need not be members of the Governing Body. They shall serve for not more than three years and shall be immediately re-eligible. The Chaplain and the Senior Organ Scholar shall be entitled to attend a meeting of the Committee for the discussion of any item of business relating to the Chapel Choir. The Academic Director shall be Secretary of the Committee.
- c) The Committee shall consider applications for grants or awards from the following Funds:

Bowers Fund

R Aled Davies Fund (if Regulation 2 of the Fund applies)

Bahram Dehqani-Tafti Memorial Fund
 P.W. Dodd Fund
 Norman Ellis Fund
 Charles Green Fund
 Hide Fund
 Philip Jones Fund
 McKenna Fund
 William Ewart Nicholson Fund
 Paul Paget Fund
 David Rhys Fund
 Baron Segal Fund
 Vaughan Thomas Fund
 Ann Ward Fund

- d) If the Committee considers it appropriate it may determine the maximum amount of any grant either from any Fund or in respect of any class of applicant to a Fund. The Secretary of the Committee shall give due notice to members of the College of the Committee's intention to consider applications for grants, and of the maximum grant (if any) so determined by the Committee. Applications for grants shall be made to the Secretary of the Committee. Applicants shall specify the Fund or Funds in respect of which they wish to apply.
- e) In considering its recommendations, the Committee shall apply the income of the Funds in accordance with their terms.
- f) In considering applications under the Dodd Fund, the Baron Segal Trust Fund, the R Aled Davies Fund (if Regulation 2 of the fund applies) and the Bahram Dehqani-Tafti Memorial Fund, the Committee shall have regard to the matters in Sub-clauses (g) and (h) below.
- g) The object of the Funds is to assist undergraduate members of the College to travel abroad for purposes not directly connected with their course of study at the College.
 - (i) Preference may be given to those whose plans for such travel show enterprise and resource.
 - (ii) No-one may, except in exceptional circumstances, receive more than one grant from any one Fund.
 - (iii) In the exercise of its discretion in making recommendations, the Committee may consider the academic progress of any applicant, and, in particular, may consider whether any applicant has been in neglect of his or her studies.
 - (iv) The Committee shall normally report to the Eighth Week Stated College Meeting in each Term; and grants shall normally be paid as promptly as reasonably possible thereafter. No grant shall be paid unless the recipient of the grant has either paid all monies due to the College at that date or, alternatively, shall have agreed with the

Estates Bursar a scheme for repayment to the College of such monies.

- (v) For the avoidance of doubt, the term “undergraduate member” shall include any member who has, in the term in which the application is made, sat for a Final Honour School.
- (vi) The Committee shall set aside 1/125 of the monies available in each year from the Dodd Fund for use by the Governing Body in making grants additional to those referred to in Sub-clause (f) of this Bylaw to undergraduates wishing to travel to Italy. The Committee shall make recommendations to the Governing Body in respect of any such undergraduates. Should there be no suitable applicants or insufficient suitable applicants in any year to exhaust the monies so set aside, those monies or those remaining monies (as the case may be) shall be used for the general purposes of the Dodd Fund as laid down in Sub-clause (f) of this Bylaw, and the Committee shall make recommendations accordingly.
- h) The Committee shall consider applications for the Dehqani-Tafti Travel Scholarship, and shall make recommendations thereon to the Governing Body. In making its recommendations, the Committee shall have regard to the following principles peculiar to the Dehqani-Tafti Travel Scholarship:
 - (i) graduates shall be eligible to apply for a Bahram Dehqani-Tafti Travel Scholarship;
 - (ii) a Bahram Dehqani-Tafti Travel Scholarship may support travel within the United Kingdom;
 - (iii) a Bahram Dehqani-Tafti Travel Scholarship shall be awarded where possible to those wishing to travel to pursue musical or dramatic interests.
- i) Save as provided in Sub-clause (j) below, where a grant or award is made from any Fund or Funds listed in Sub-clause (c) above, the recipient of such grant or award shall report in writing to the Secretary of the Committee how the grant or award has been expended; and if no such report is received within a reasonable time of the receipt of such grant or award, such grant or award shall be repayable to the College. Further, if any such grant or award has been recommended to any member of the College in relation to expenditure to be incurred after the recipient shall have ceased to be a junior member, the grant or award shall only be made on receipt of a written report, as directed above, and shall only be made if the recipient has either paid all monies due to the College or alternatively shall have agreed with the Estates Bursar a scheme for repayment of such money.
- j) The provisions of Sub-clause (i) above shall not normally apply to a grant or award made from the following Funds, save that in its discretion, the

Committee may require a report in relation to a particular grant or award or class of grant or award, in which case the provisions of Sub-clause (i) above shall apply:

R Aled Davies (if Regulation 2 of the Fund applies)
Philip Jones Fund
Vaughan Thomas Fund

10.19 The Viscount Sankey Fund Committee

- a) There shall be a Viscount Sankey Fund Committee of the College.
- b) The Committee shall consist of the Principal, the Academic Director, and the Tutor or Tutors in Law. A Tutor in Law shall be nominated by the Committee as its Secretary.
- c) The Committee shall bring to the notice of the junior members of the College the conditions for the award of Sankey Scholarships in accordance with the will of the late Viscount Sankey and shall consider applications for such and make recommendations from time to time to the Governing Body for their award.

(Ref. X.4)

10.20 John Griffith Memorial Fund Committee

- a) There shall be a John Griffith Memorial Fund Committee of the College.
- b) The Committee shall consist of the Academic Director, the Tutor for Graduates and the Tutor or Tutors in Classics. A Tutor in Classics shall be nominated by the Committee as its Secretary.
- c) The Committee shall advertise as it sees fit the conditions for the award of a John Griffith Memorial Scholarship and shall consider applications for the Scholarship and shall from time to time make to the Governing Body recommendations as to the award of such a Scholarship or other proposals for the disbursement of the income of the John Griffith Memorial Fund.
- d) The Committee shall arrange for the supervision and support of the academic work of the John Griffith Memorial Scholar by a senior member of the University.

(Ref X.4)

10.21 Donations Committee

- a) There shall be a Donations Committee of the College.
- b) The Committee shall consist of the Principal, the Estates Bursar, the DACC, and two elected members who shall serve for not more than three years and shall not be immediately re-eligible. The DACC shall be the Secretary of the Committee.

- c) Requests and proposals for donations, other than such requests and proposals as are made to the College in its capacity of owner or landlord of any property (other than property occupied for College purposes and other than the patronage of any benefice), shall normally be considered first by this Committee, which shall report thereon to the Governing Body and make recommendations.

(Ref. X.4)

10.22 Research Grants Committee

- a) There shall be a Research Grants Committee of the College.
- b) The Committee shall consist of the Principal and four Fellows of the College, whether they be members of the Governing Body or not. In addition there shall be up to four other Fellows designated as alternate members for cases where the duty or interest of any ordinary member conflicts, requiring them to recuse themselves from the Committee's deliberations. Members and alternate members of the Committee shall hold office for not more than three years and shall be immediately re-eligible. The composition of the Committee shall strike a balance between different academic disciplines. The person Chairing this meeting shall act as Secretary of this Committee.
- c) The Committee shall consider applications from Professorial, Official and Research Fellows of the College for Research Grants larger than the maximum amount that any person may receive during the academic year under the provisions of Bylaw 2.21(b). The Governing Body shall decide, in Michaelmas Term in each academic year, what, if any, sum of money should be available for such grants in the academic year next following. The Secretary of the Committee shall, if the Governing Body shall have decided to make such a sum available, give due notice to all Official and Research Fellows of the Committee's intention to consider applications for such grants, and of the amount of money made available. Applications for grants shall be made to the Secretary of the Committee and shall normally be made not later than the end of the third week of Hilary Full Term next following the decision of the Governing Body.
- d) The Committee may, if it thinks fit, invite and consider the views of external referees on any application received.

(Ref. X.4)

10.23 Graham Ward Award Committee

- a) There shall be a Graham Ward Award Committee of the College.
- b) The Committee shall consist of the members of the Cultural, Sporting and Travel Grants Committee. The Academic Director shall be Secretary of the Committee.
- c) The Committee shall make, each year, a recommendation to the Governing Body concerning the recipient of the Graham Ward Award for

the following year, the recipient being a junior member of the College during that year.

- d) In making its recommendation to the Governing Body, the Committee shall be mindful of the following principles:
- (i) the recipient must exhibit outstanding qualities of leadership;
 - (ii) the recipient must display ability in sport of a standard above that commonly achieved by those who play sport within the College, such ability to be displayed in not less than two sports, at least one to be from the following list: rugby football, association football, hockey, athletics, cricket, rowing, real tennis, lawn tennis, squash rackets, and boxing;
 - (iii) the recipient must be making satisfactory academic progress.
- (Ref. X.4)

10.24 Jesus College Association Award for the Arts Committee

- a) There shall be a Jesus College Association Award for the Arts Committee of the College.
- b) The Committee shall consist of the members of the Cultural, Sporting and Travel Grants Committee. The Academic Director shall be Secretary of the Committee.
- c) The Committee shall make, each year, a recommendation to the Governing Body concerning the recipient of the Jesus College Association Award for the Arts for the following year, the recipient being a junior member of the College during that year.
- d) In making its recommendation to the Governing Body, the Committee shall be mindful of the following principles:
 - (i) the recipient must display outstanding ability in an art (such as music, drama, painting, sculpture or writing);
 - (ii) the recipient must be making satisfactory academic progress.

(Ref. X.4)

10.25 Visiting Senior Research Fellowship Committee

- a) There shall be a Visiting Senior Research Fellowship Committee of the College.
- b) The Committee shall consist of the Principal, and not more than four Fellows, who may or may not be members of the Governing Body, who shall be elected for a period of not more than three years, and who shall be immediately re-eligible. The Principal shall be Secretary of the Committee. The composition of the Committee shall strike a balance between different academic disciplines.

- c) The Committee shall consider application for the College's Visiting Senior Research Fellowship from suitable qualified candidates, and shall make recommendations thereon to the Governing Body. Wherever possible, the Committee will consider nominations from Fellows by the end of the Sixth Week in Hilary Term and the Committee will make its recommendations to the Eighth Week Meeting of the Governing Body in Hilary Term.

10.26 Hardship Committee

- a) There shall be a Hardship Committee of the College.
- b) The Committee shall consist of the Vice-Principal, the Estates Bursar, and the Academic Director and three junior members. The Academic Director shall be Secretary of the Committee. The junior members of the Committee shall be the President of the Junior Common Room and the Treasurer/Welfare officer of the Junior Common Room, and the President and Treasurer of the Middle Common Room unless the respective Common Rooms shall nominate some other officer or individual, in which case it shall be the duty of the Common Room to notify the Secretary of the Committee of such nomination.
- c) The Committee shall consider applications on grounds of financial hardship. Applications for such grants shall be made to the Secretary of the Committee on the form provided, and shall contain full information as to the applicant's means (including any parental or similar contribution) and as to the demands on such means. In particular, the applicant shall inform the Committee of any circumstances particular to their case.
- d) The Committee shall report to the Governing Body on all such applications, whether it recommends an award or not.
- e) Awards may be in the form of a grant, a loan (whether at interest or not) or a combination of both. A loan may be converted into a grant.
- f) The Committee and/or the Governing Body may, before recommending or making an award consult the applicant's Tutor, Tutors or his or her College Tutor, but will not be required to do so.
- g) The Committee shall also be responsible for the distribution of such other funds as the Governing Body shall determine.

(Ref. VI.14, VII.4)

10.27 Complaints and Disciplinary Panel

The Governing Body shall appoint a Complaints and Disciplinary Panel consisting of eight of its members among whom the Principal, the Chaplain, the Dean and the Junior Dean shall not be included. Members of the Panel shall be appointed for a period of not more than five years and shall be immediately re-eligible. If the place of a member shall become vacant, it shall be filled for the remainder of his or her term of appointment. If at any time a

member is or is about to be on leave of absence his or her place shall be filled for the time being.

10.28 College Boards

- a) The Governing Body may from time to time establish Boards.
- b) A Board shall not be a Committee of the College, but shall report to the Governing Body either when the Board wishes or the Governing Body shall request.

(Ref. X.8)

10.29 The Common Table Advisory Board

- a) There shall be a Common Table Advisory Board.
- b) The Board shall consist of the DACC, the Steward of the Senior Common Room, and three members elected by the Governing Body for a period not exceeding three years, but immediately re-eligible. Such elected members shall be Fellows of the College, but need not be members of the Governing Body. The senior Fellow who is a member of the Board and of the Governing Body shall Chair the meeting and act as Secretary of the Board.
- c) The Board shall keep under review the quality, quantity and choice of menu of the meals and refreshments supplied for the Common Table or for College entertainments or otherwise supplied for senior members, and the quality of service thereof.
- d) The DACC may at any time on the advice of the Board and without reference to the Governing Body implement any changes which lie within his or her administrative discretion.

(Ref. X.8)

10.30 Committees: vacancies

- a) At the Stated Meeting in the Fourth Week of Trinity Term, notification shall be given by the Secretary to the Governing Body of all forthcoming vacancies, including casual vacancies due to leave of absence, in College Committees, College Boards, and the Disciplinary Panel.
- b) At the Stated Meeting in the Eighth Week of Trinity Term, the Governing Body shall consider appointments to the College Committees, College Boards, and the Disciplinary Panel notified under Sub-clause (a).
- c) If any vacancy in a College Committee, College Board, or the Disciplinary Panel shall occur at any other time for any reason, the Secretary to the Governing Body shall notify forthwith the Governing Body.

10.31 College Seal

- a) The Estates Bursar shall be the person responsible for the safe custody of the Common Seal of the College.

- b) The Estates Bursar may in writing temporarily delegate the responsibility for the safe custody of the Common Seal to another member of the Governing Body. The Estates Bursar shall in writing inform the Principal of any such delegation. If the Estates Bursar is absent and prevented by illness or other urgent cause from delegating in writing the responsibility for the safe custody of the Common Seal, the Principal shall have power to assume such responsibility for the duration of such illness or other urgent cause (having notified the Secretary of the Governing Body of his or her assumption of such responsibility).
- c) The Common Seal shall be kept under lock and key except when removed for so long as the business of the College requires by the person who under these Bylaws has responsibility for its custody.
- d) A decision by the Governing Body or a duly authorised Committee or Sub-Committee to effect a transaction shall be sufficient authority for any affixing of the Seal necessary to complete the transaction.
- e) The Principal may authorise the sealing of Ordination Testimonials.
- f) The custodian of the Common Seal shall record in a Register specially kept for this purpose the description of each document to which the Seal is applied, and shall report such use of the Seal at the next Stated Meeting established by Bylaw. The Register shall be available in the Estates Bursary for inspection by members of the Governing Body.

(Ref. X.10)

10.32 Contracts

Contracts on behalf of the College made in writing or by parol shall be made in accordance with the following provisions; all references hereafter to contracts shall be construed as references to contracts made in writing or orally as the case may be.

- a) No contracts shall be made save by or under the authority of the proper officer, the proper officer being:
 - (i) in the case of contracts relating to external properties, and to persons employed thereon, and to the provision of supplies, services and other matters connected therewith, and in the case of contracts for the alienation or acquisition of any property (whether such alienation or acquisition be temporary or permanent), but not so as to include the granting of licences to occupy functional properties, the Estates Bursar;
 - (ii) in the case of contracts relating to functional properties and to persons employed thereon, and to the provision of supplies, services and other matters connected therewith, the DACC. Provided that in the case of contracts for the employment of persons where such contracts are not required by law to be in writing, the DACC may in his or her reasonable discretion delegate the making of such contracts to a member of the administrative staff of the College;

- (iii) in the case of contracts for the appointment of Fellows and officers (excluding Stipendiary and Retained Lecturers), the Principal;
- (iv) in the case of contracts for the appointment of Stipendiary and Retained Lecturers, the Academic Director;
- (v) in the case of contracts for instruction to be provided for members of the College, and other matters connected therewith (but not matters included in Sub-clauses (i)-(iii) above), the Academic Director, or, as the case may require, any Tutor or Tutors of the College; provided that the Academic Director may in the reasonable exercise of his or her discretion delegate his or her power to make such contracts to a Lecturer or Lecturers of the College;
- (vi) in the case of contracts for the admission of candidates to the College and other matters connected therewith (but not matters included in Sub-clauses (i)-(iii) above), the Academic Director;
- (vii) in the case of contracts for the provision of books and materials for the Meyricke, Celtic and Fellows Libraries of the College, and other matters connected therewith (but not matters included in Sub-clauses (i) and (ii) above), the Fellow Librarian;
- (viii) in the case of contracts for the provision of materials (but not the matters included in Sub-clause (vii) above), the Archivist;
- (ix) in all other cases, the Principal; providing that the Principal may in his or her discretion delegate the making of a contract or series of contracts to a proper officer mentioned in Sub-clauses (i)-(vii) above, such delegation having been communicated or confirmed to the officer in writing.

If there be any question arising between any officers as to the proper officer to make a contract, and such question is unable to be resolved by the officers themselves, such question shall be decided by the Human Resources Committee, save that in cases of urgency the Principal shall decide, the Principal's decision (both as to the urgency of the case and as to the result) being final. The Principal shall convey that decision in writing as soon as may be convenient to the officers concerned and to the Human Resources Committee.

If a proper officer shall be unable, through absence or other reason, to exercise the powers and duties of the office in relation to the making of contracts, these powers shall, during the period of the officer's inability to contract, and without prejudice to the generality of powers and pre-eminence conferred upon the Principal, lapse to the Principal.

- b) Any officer making a contract in writing shall preserve a copy thereof. Any contract relating to employment, election or appointment shall be deposited in the administrative offices of the College.

- c) It shall be the duty of any officer making a contract to take advice, whether financial, legal or otherwise, as the circumstances of the case may reasonably require.

10.33 Documents

Any of the deeds, muniments, books, papers and other documents relating to the affairs, rights or property of the College may, for so long as the business of the College requires, remain in the custody of an officer or agent of the College. Any of the deeds, muniments, books, papers and other documents may be deposited with Bodley's Librarian or may be stored in the Muniments Room or in a room in Staircase XIV.

(Ref. X.12)

10.34 Closed Archive

- a) There shall be a Closed Archive of the College. Such Archive shall be in the Muniment Room and shall contain any deeds, muniments, books, papers and other documents which the Governing Body may from time to time declare to be confidential and fit to be placed in the Closed Archive, and in particular (but without prejudice to the generality) shall contain papers relating to successful candidates for Fellowships. Papers placed in the closed Archive shall remain there for such periods as the Governing Body may by resolution determine.
- b) Access to the Closed Archive shall be restricted to the Principal and to any officer of the Governing Body authorised by the Governing Body, such authorisation to permit inspection of such items and for such periods as the Governing Body may determine. The Governing Body shall from time to time determine by resolution proper procedures for the security and administration of the Closed Archive.

(Ref. X.12)

SECTION 11**THE ENDOWMENTS AND REVENUES****11.1 Replacement or accumulation of capital**

If the Governing Body, in the exercise of powers conferred by the Universities and College Estates Act of 1925 and 1964, or any Act of Parliament amending or replacing the same, shall determine to replace or accumulate capital, a written Resolution stating the purpose and terms of such replacement or accumulation shall be submitted to the Governing Body by the Estates Bursar.

The Estates Bursar shall keep a register of all such Resolutions approved by the Governing Body.

A resolution to replace or accumulate capital shall not be amended or revoked save at a Stated Meeting of the Governing Body.

(Ref. XI.13)

11.2 College contribution chargeable to Trusts

- a) Any trust of which the College is sole trustee and which is applicable in whole or in part to purposes of the College shall be charged with College contribution in each financial year at the marginal rate in that year unless listed by College resolution as an exempt fund in the Schedule annexed to this Bylaw. Funds so listed shall not be charged with any College contribution.
- b) For the purposes of this Bylaw, the income of a trust shall mean the total income of that trust subject only to deduction of:
 - (i) any sums expended which are deductible in arriving at the gross income of the College;
 - (ii) any sums other than Trust Pool dividends received by transfer from another Trust fund to which Sub-clause (a) hereof refers.
- c) The marginal rate of College contribution in any year on a given sum of income shall mean the amount by which College contribution would be reduced if that sum were deducted from Statutory Endowment income in that year, divided by the amount of such sum of income.

(Ref. XI.9)

11.3 Audit of accounts

- a) In appointing an Auditor or Auditors, the College shall make provision for the certification of annual accounts in the form required by Statutes of the University.
- b) The Estates Bursar shall be the officer of the College responsible for the preparation of accounts for audit.
- c) The College shall for each accounting year appoint a named Auditor, notwithstanding that the duty of certifying the accounts prescribed by University Statute may be assigned to a duly qualified firm of auditors.
- d) The Auditor shall, in respect of the accounting year for which the Auditor is appointed, report to the Governing Body on completion of the Audit, and shall in the report draw attention to any matters of which he or she considers the Governing Body should be informed.
- e) The Auditor shall also report in writing to the Estates Bursar on any matters of accounting procedure which the Auditor considers to require attention.

(Ref. XI.10)

(xi) SECTION 12**SUPERANNUATION****12.1 USS Officer**

The Estates Bursar shall be the USS Officer of the College.

12.2 Pensionable posts

The following posts, positions and appointments within the College shall be pensionable under the provisions of USS, subject always to the Rules of USS:

- a) The Principalship.
- b) A College office being a qualifying office under the provisions of Bylaw 2.1 (including a resolution made thereunder), together with an Official Fellowship held in conjunction with such office.
- c) A Senior Research Fellowship held in conjunction with a University Lecturership or Readership, together with any stipendiary Lecturership in the College held by such Senior Research Fellow.
- d) A Junior Research Fellowship which itself constitutes a full-time appointment, or is part of a full-time appointment within the University.
- e) Any other post, position or appointment within the College which the Governing Body having regard to the Rules of USS shall resolve to be pensionable; provided that the following posts shall not in any case be pensionable under USS:
 - (i) a Welsh Supernumerary Fellowship;
 - (ii) a Visiting Research Fellowship;
 - (iii) a College office which is not a qualifying office under the provisions of Bylaw 2.1 or a resolution made thereunder;
 - (iv) a retained Lecturership.

12.3 Maintenance of contributions during reduction of pensionable salary

If by reason of the operation of Bylaw 1.11(c) or Bylaw 2.13(b) the pensionable salary of the Principal or a Tutorial Fellow shall be reduced, the College shall for a period not exceeding twelve months remit to USS contributions on behalf of the member at the rate obtaining immediately before the reduction in salary. The member shall pay normal contributions in respect of his or her reduced salary, and any additional voluntary contributions in respect of his or her notional maintained salary, and such contributions shall be recoverable by deduction from salary current or future.

12.4 Maintenance of contributions after age 65

If a member of USS shall have completed 40 years of reckonable service under USS, and if the member shall so request, the College and the member shall continue to pay normal contributions in respect of his or her pensionable salary during the member's continued service.

(Ref. XVIII)

SECTION 13

Academic Regulations and Discipline

This section explains the academic obligations of junior members of this College and sets out what will happen if junior members fail to meet those obligations. It is intended to be transparent and to give junior members every opportunity to explain to tutors, the Academic Director, or to the Principal, any special circumstances which should be taken into account in reviewing their case. The procedures, like any College policy, are governed by the College's commitment to the provision of equal treatment for all of its members. The College wishes to ensure that all students make the best use of their time at Jesus College and that they all fulfil their academic potential; providing junior members do this and work to the best of their academic ability, they will not be affected by the terms of the Academic Discipline Procedures.

ACADEMIC STANDARDS

13.1 Undergraduate members – courses and examinations

Every member of the College admitted to undertake an undergraduate course of studies shall be admitted to a prescribed course of studies, and shall not change that course of studies save with the permission of the Governing Body. Such member shall duly present himself or herself for all University examinations incident to the prescribed course of studies.

(Ref. VI, VII and X.6)

13.2 Undergraduate members – supervision and instruction

Every member of the College undertaking an undergraduate course of studies (hereinafter, "undergraduate member") shall do so under the supervision of a person or persons appointed by the Governing Body for that purpose, whether that person or those persons be a Fellow or Fellows, or otherwise. The undergraduate member shall receive tutorial instruction from such persons as the supervising person or persons shall arrange, and shall attend for instruction, and shall undertake such written work, reading and other academic work as such persons giving instruction shall require.

Requirements for the maintenance of good academic standing

The undergraduate member shall, in addition, take such written College examinations as the supervising person or persons shall, from time to time, require. In respect of all elements of the undergraduate member's work, the undergraduate member shall be expected to achieve a standard of performance satisfactory to the supervising person or persons, given the particular level of academic ability of the undergraduate member, usually at least a 2:1 level. Undergraduates must pass Public (University) Examinations and are not permitted to read for a Pass School. Undergraduate must keep residence as required by the University and attend all tutorials, classes etc, unless permission to be absent is obtained from tutors.

Extra-Curricular Activities

Students wishing to undertake a substantial extra-curricular activity must seek their tutors' approval. Such activities may include a major Committee position or a time-consuming sporting or cultural activity. Tutors will take into account the student's academic standing when considering such a request. Students who are not working to the best of their academic ability, or who are on an academic warning, or who are in the Academic Discipline Procedure may not be allowed to take on such commitments.

Plagiarism

All incidences of suspected plagiarism will be investigated in the first instance by the tutor. The College takes plagiarism very seriously (please refer to the University guidance and that of the College in your Jesus College Study Guide). Acts of plagiarism may lead to the College embarking on the Academic Discipline Procedure (see 13.7 below), including an Academic Discipline Board being convened without Special or Penal Collections first being sat. The Proctors investigate suspected plagiarism in submitted assessed work and examinations. Students are required to abide by the University's regulations concerning plagiarism.

(Ref. VI, VII and X.6)

FEEDBACK AND SUPPORT

13.3 Principal's Collections

Principal's Collections shall be held for undergraduate members of the College at the end of each term, in such manner and in accordance with such regulations as the Governing Body may from time to time determine. Every undergraduate member shall attend such Collections unless special leave from the Principal has been obtained, or the member has been informed by the Academic Director that the presence of the member is not required. Except by special leave of the Principal, no undergraduate member shall depart from Oxford before 1 p.m. on the Friday of the eighth week of Full Term, nor without such leave shall the undergraduate member depart before the member has completed attendance at all tutorials, lectures and classes at which the member's attendance is required.

(Ref. III.4, VI.19, VII.3)

13.4 Tutor's Collections

Every undergraduate member shall attend such Collections at the end of each term as the person or persons supervising the member may determine.

(Ref. VI, VII and X.6)

13.5 Reports of Unsatisfactory Work

Cases of unsatisfactory academic work shall formally be dealt with by the Governing Body. A report shall be made to the Governing Body at its meetings in Fourth Week and Eighth Week each term on any undergraduate member whose work gives cause for concern: such a report may also be made at other Governing Body meetings.

13.6 Action by the Supervising Person(s)

The first, informal, step before the commencement of the Academic Discipline Procedure, shall be that the person or persons supervising the undergraduate member will draw the attention of the member to any inadequacies in the member's work. This may occur before any meeting of the Governing Body at which concern over the work may be reported. The supervising person or persons may report the inadequacies to the Academic Director who may then meet with the member to discuss their unsatisfactory work. A record of the informal warning may be kept.

13.7 Academic Discipline Procedure

For the purposes of the succeeding Bylaws in this section, the Academic Discipline Procedure of the College comprises any or all states of action starting with the First Formal Warning.

13.8 Action by the Academic Director (including First Formal Warnings and Special Collections)

Early indications of unsatisfactory work may be reported in the first instance to the Academic Director. The Academic Director may interview the member. The interview may also involve one or more of the persons supervising the member, at the discretion of the Academic Director. At the interview, the member may be accompanied by another person, and shall be notified in writing of that right. At the interview, the undergraduate member's progress shall be considered, the reasons for the underperformance and not fulfilling potential examined and possible remedies considered. Where appropriate, the Academic Director will set down in writing future action for the member, as a first formal warning, and report on the interview and (where this has occurred) any future action set down in writing, to the Governing Body. The Governing Body will then decide what, if any, further course of action should be taken (including, if appropriate, the setting of a Special Collection or Special Collections), and this will be communicated to the undergraduate member in writing by the Academic Director. If the Governing Body shall determine that a Special Collection or Special Collections shall be set, it shall normally determine what mark or marks shall be achieved; that mark or marks shall normally be set at 60% in each paper; the Governing Body may take into account the circumstances of the particular case. A Special Collection will not normally be independently marked. The Academic Director will write to inform the student, reminding them of the academic discipline procedure and of sources of support.

If a student achieves the marks set in each Special Collection, the marks will be reported to the GB and the Academic Director will inform them that s/he has passed.

13.9 Action by the Academic Director (Second Formal Warning)

If the undergraduate member fails to comply with the conditions set out in the first formal warning, the Academic Director may issue a further written formal warning. There is no obligation on the Academic Director to issue a further

formal warning before proceeding to future stages in the academic discipline procedure; and the failure to issue such a warning shall not in any way invalidate any subsequent action.

13.10 Penal Collections

Penal Collections will normally be set for (i) undergraduate members who fail Special Collections; (ii) undergraduate members who are otherwise in serious neglect of their studies. The power of the Governing Body to require an undergraduate member to take Penal Collections shall be without prejudice to its power to take other appropriate steps, whether in addition to, or instead of, setting such collections, in relation to such member's academic underperformance.

They will normally consist of one or more papers, which will be marked by two assessors external to the College. The members will be expected to achieve such marks as determined by the Governing Body on the advice of the person or persons supervising the undergraduate member and by the Academic Director. The mark or marks shall normally be set at 60% in each paper; the Governing Body may take into account the circumstances of the particular case. The mark returned shall normally be the mean of the assessors' marks. Where the assessors' marks are on either side of a classification border and the mean is below the pass mark, the assessors will be asked to resolve their marks; if they are unable to do so, a third assessor will mark the Penal Collections. It will be made clear to the member at this stage that failure in these Penal Collections is likely to result in the consideration of the member's case by an Academic Discipline Board, the outcome of which may be expulsion from the College.

13.11 Passing Penal Collections

If the undergraduate member achieves the marks set in each Penal Collection, the marks will be reported to the Governing Body and the Academic Director will inform them that he or she has passed.

13.12 Report of Failure in Penal Collections to the Governing Body

If the undergraduate member fails to achieve the required marks in the Penal Collection(s), this will be reported to the Governing Body.

13.13 Academic Discipline Board and Action by the Governing Body

- a) If the Principal considers, whether because of academic underperformance culminating in failure in Penal Collections, or for some other reason, that an undergraduate member is in such serious neglect of the member's studies that the question of the member's expulsion from the College should be considered, the Principal shall appoint an Academic Discipline Board consisting of at least four members of the Governing Body to investigate and to make recommendations to the Governing Body in a written report. The senior Fellow who is a member of the Board shall act as Chair and Secretary of the Board.
- b) The Board shall not include the Principal, the Academic Director, the DACC, the Chaplain, the Dean or the Junior Dean, or any member of the Governing Body who is or has been a tutor of the undergraduate member concerned.
- c) The Board shall meet, in the absence of the undergraduate member concerned, to consider the member's academic record and any other factors it deems relevant. In particular, the member's Tutor or Tutors shall be invited to provide the Board with written material relevant to the case. If it shall decide, on the basis of the evidence in its possession, that there is a case to answer, in terms of neglect of studies, for expulsion or rustication of the undergraduate member, or for some lesser action being taken against the member, it shall notify the member in writing of the grounds therefor, as well as of the date, time and place of the next meeting of the Board at which the case will be further considered. The member shall be provided with a copy of any document that the Board has taken into account in forming its view, as well as of any other document that it proposes to consider when it meets further to consider the case. It shall invite the member, if the latter wishes, to bring to its attention any medical factors or other material considerations and/or mitigating circumstances to be taken into account. Any medical factors shall normally be supported by a medical certificate.
- d) The Board may, for good reason (for example, obtaining a medical certificate), at any stage, adjourn a meeting.
- e) Should the Chair and Secretary of the Board come to believe that a junior member whose conduct that Board is investigating may be suffering from a serious problem arising from ill-health, the Chair and Secretary of the Board shall refer the matter to the Principal.
- f) If disciplinary procedures have already commenced before the Chair and Secretary of the board comes to believe that a junior member whose conduct that board is investigating may be suffering from a serious problem arising from ill-health, those procedures shall be adjourned pending a determination under the procedures in Section 16 of these Bylaws.

- g) The undergraduate member shall be entitled to appear before the Board to speak on his or her own behalf and shall be entitled, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral and/or written representations on the member's behalf. The member shall be notified in writing of these rights.
- h) At the meeting of the Board at which the undergraduate member is entitled to be present, the Board shall consider any written submission from the member, shall, if the member is present, invite the member present, any person accompanying the member, or both, to make any oral submission, and, in particular, shall ask the member whether or not the member wishes the Board to take into account any medical factors or other material considerations and/or mitigating circumstances in formulating its report and recommendations to the Governing Body.

Medical factors will normally be supported by a medical certificate. The Board shall prepare a written report of the proceedings, as well as its written recommendations, for the Governing Body.

- i) The undergraduate member shall be notified in writing of the date, time and place of the meeting of the Governing Body at which the member's case will be considered. Should the

Governing Body propose to consider any document or other evidence that was not considered by the Board, the member shall be provided with a copy thereof or, as the case may be, details thereof. In particular, the member shall be provided with a copy of the Board's report to the Governing Body.

- j) The undergraduate member shall be entitled to appear before the Governing Body on the occasion on which the member's case will be considered. The member shall be entitled to speak on his or her own behalf, and, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral or written submissions, or both, on the member's behalf.

The member shall be notified in writing of these rights.

- k) All such notifications and documents as are referred to in (c), (d), (f) and (g) above shall be sent to the member no less than 120 hours before the further meeting of the Board, or, as the case may be, the relevant meeting of the Governing Body.

- l)* The Governing Body shall consider the report and recommendations of the Academic Discipline Board. It shall consider any written submission from the undergraduate member and/or from any person accompanying the member. It shall, if the member is present, invite him or her to make any oral submission and offer the member the opportunity to have any person accompanying the member make an oral submission. The member shall be asked whether or not the member accepts the findings of fact made by the Board and whether or not the member wishes the Governing Body to take into account any medical factors (which will normally be supported by a medical certificate) or other material considerations, or mitigating circumstances, or both.
- m)* The Governing Body shall decide what academic disciplinary action, if any, to take, as regards the undergraduate member in question, whether that action be expulsion, rustication or some other appropriate disciplinary step. The members of the Academic Discipline Board may be present for the consideration of the report of the Board, but they shall absent themselves before any vote is taken.
- n)* Any notice required by this Bylaw shall be valid if given in accordance with the methods prescribed by Statute XIX, Clause 1. The non-receipt of any such notice shall not invalidate the proceedings to which it refers.

13.14 University Examinations

All undergraduates take two sets of University Examinations. The First Public Examination is usually taken during the first year, at the end of either two or three terms (five terms in Classics) and is known as the Preliminary Examination or Honour Moderations according to the subject. First Public Examinations must be passed for continued membership. The Second Public Examination is the final examination on which the degree is awarded. In some subjects there are two or more parts to these examinations. It is the junior members' responsibility to ensure that they enter for examinations at the right time.

13.15 Unsatisfactory Performance in a First Public Examination

The Academic Director shall bring to the attention of the tutors and the Governing Body the name of any undergraduate member the weakness of whose performance in a First Public Examination gives cause for concern. Unsatisfactory performance is defined as a student who achieves overall a Third classification or under 50% in unclassified First Public Examinations. The Governing Body will normally require that a student who performs unsatisfactorily in First Public Examinations will have their next scheduled Collection(s) set as a Special Collection(s). The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. If the member fails to achieve these marks they will next be set Penal Collections.

13.16 Failure in a First Public Examination

- a) Subject to (b) below, an undergraduate member who does not achieve a pass mark or grade in the member's first attempt at any paper or papers in the First Public Examination may take that paper or those papers a second time.
- b) An undergraduate member who fails one or more papers in his or her initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on one further occasion (in accordance with the regulations governing the re-sit in that subject). The sole exception to this shall be where college academic discipline procedures are already in process at the time of the first attempt, and the member has received a written warning at least four weeks before the first examination which explicitly provides that a specified number of failures or other elements of the Public Examination at the first attempt will lead to his expulsion.
- c) Any member who passes their First Public Examinations at a second sitting but achieves only Third-class marks will normally be set Special Collections at their next scheduled Collections. The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. Failure to achieve the pass mark will be considered by the Governing Body who will normally require that the member is set Penal Collections.

13.17 Failure after Two attempts at a First Public Examination

- a) The Academic Director will inform in writing any undergraduate member of the College who does not pass the whole of any First Public Examination in no more than two attempts that, under the University's Examination Regulations, they will not be permitted to re-enter for that examination unless the University's Education Committee permits a third and final attempt. The Academic Director will also inform the member that, in consequence, unless application is successfully made to that Committee to be allowed a third and final attempt, they will cease to be a member of the University, and will, under the provision of Bylaw 13.17 (m) below, also cease to be a member of the College. The Academic Director will attach for the member a copy of the whole of Bylaw 13.17.
- b) It will be for the undergraduate member to decide if he or she wishes to apply to the University's Education Committee to be permitted a third and final attempt. If the member does decide so to apply, he or she may invite the Governing Body to support that application. Any such invitation shall be made, in writing, through the Academic Director.
- c) On receipt of any such invitation, the Academic Director shall consult the undergraduate member concerned and the person or persons supervising the member, as to the arguments for and against the Governing Body supporting the member's application to the University's Education Committee.

- d) The Academic Director shall prepare a written report to the Governing Body relating to the undergraduate member concerned. Such report shall refer to any relevant features of the member's career at the College and, in particular, shall report upon the consultations under (c) above.
- e) The undergraduate member shall be notified by the Secretary of the Governing Body in writing of the date, time and place of the meeting of the Governing Body at which the member's case for support will be considered. The member shall be sent a copy of the report prepared under (d) above, together with copies of any other documents which the Academic Director proposes to bring to the attention of the Governing Body.
- f) The undergraduate member shall be entitled to appear before the Governing Body on the occasion on which the member's case for support will be considered. The member shall be entitled to speak on their own behalf, and, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral or written submissions, or both, on the member's behalf. The member shall be notified in writing of these rights.
- g) All such notifications and documents as are referred to in (e) and (f) above shall be sent to the member not less than 48 hours before the relevant meeting of the Governing Body.
- h) The Governing Body shall consider the report prepared under (d) above. It shall consider any written submission from the undergraduate member in question and/or from any person accompanying the member. It shall, if the member is present, invite the member to make any oral submission and offer the member the opportunity to have any person accompanying the member make an oral submission. The member should be asked whether or not the member wishes the Governing Body to take into account any medical factors, normally supported by a medical certificate.
- i) The Governing Body shall decide whether or not to support the undergraduate member's application to the University's Education Committee. The Academic Director shall inform the member in writing of that decision within 48 hours of conclusion of the Governing Body meeting.
- j) Should the Governing Body decide to give its support, the Academic Director shall prepare a draft note of support for approval by the Governing Body, which approval may be given at a meeting of the Governing Body, or informally, after circulation of the draft note to all members of the Governing Body. As approved, the note of support shall be forwarded both to that Committee and to the member. The Academic Director will be responsible for any further communications with both that Committee and the member.

- k) Should the Governing Body decide not to support the undergraduate member's application, the member shall be provided by the Academic Director with a brief, written statement of reasons for that decision, as approved by the Governing Body, in either of the ways referred to in Bylaw 13.17(j).
- l) Once notified that an undergraduate member has not passed the whole of any First Public Examinations, after two attempts to pass it, the Governing Body shall normally suspend that member pending any decision as to whether or not he or she shall be allowed a third and final attempt at the First Public Examination.
- m) Any undergraduate member that does not make a third and final attempt at a First Public Examination, whether because the member has made no application to the University's Education Committee to be allowed to do so, or because any such application was turned down by the Committee, shall, once it is clear that there will be no such attempt, cease to be a member of the College.
- n) Any notice required by this Bylaw shall be valid if given in accordance with the methods prescribed by Statute XIX, Clause 1. The non-receipt of any such notice shall not invalidate the proceedings to which it refers.

13.18 Failure at a Third and Final Attempt at a First Public Examination

An undergraduate member who fails their third and final attempt at a First Public Examination, after having been permitted that attempt by the University's Education Committee, shall cease to be a member of the College.

13.19 Failure or Unsatisfactory Performance in a Non-Final Part of a Second Public Examination

- a) Where an undergraduate member takes a Second Public Examination in more than one part and fails any such part that is not the final part of that Examination, or fails any sub-part thereof or performs in that examination in a way that gives cause for concern, the Academic Director shall bring the name of that member to the attention of the Governing Body.
- b) The Governing Body may, in the case of any such undergraduate member, take any action under Bylaws 13.7 to 13.11 that it considers appropriate, but it shall not expel that member solely by reason of that failure unless required to do so by Bylaw 15.4(a)

- c) The Academic Director shall bring to the attention of the tutors and the Governing Body the name of any undergraduate member whose performance in a Second Public Examination gives cause for concern. Unsatisfactory performance in any Public Examination is defined as a student who achieves only Third class marks. The Governing Body will normally require that a student who performs unsatisfactorily in Non-Final Second Public Examinations will have their next Collection(s) set as a Special Collection or Special Collections. The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. If the member fails to achieve these marks they will next be set Penal Collections.

13.20 Failure in the Final Part of a Second Public Examination

Any undergraduate member who fails the final part of a Second Public Examination shall cease to be a member of the College.

13.21 Graduate Members – General

Every member of the College admitted to undertake a graduate course of studies (hereinafter, “graduate member”) shall be subject to the academic authority of the College as set out in Bylaws 13.22 – 13.25.

13.22 Annual Progress Review – Graduate Members

Annual Progress Reviews shall be held for graduate members each term, in such manner and in accordance with such regulations as the Governing Body may from time to time determine. Every graduate member shall attend such Annual Progress Reviews unless the member has either obtained special leave from the Principal or been informed by the Academic Director that such member’s presence is not required.

13.23 Graduate Members – Unsatisfactory Work

Cases of unsatisfactory work shall be drawn to the attention of the graduate member by the Academic Director, in collaboration with the member’s College Advisor or, as the case may be, the person or persons appointed by the Governing Body to supervise such a member. Where appropriate, the Academic Director will report to the Governing Body the case of any such member whose work gives cause for concern. The provisions of 13.8 and 13.10 shall apply, with the appropriate changes.

13.24 Academic Discipline Procedure – Graduate Members

The provisions of Bylaw 13.13 shall apply, with the appropriate changes, to graduate members.

13.25 Graduate Members – Deprivation of Status by the University

The provisions of Bylaw 15.4 shall apply no less to graduate members who are deprived by the University of their status as graduate students of the University than to undergraduate members expelled by the University.

13.26 Complaints

Any junior member with a serious concern about their course or tuition should raise this with their College tutor. If this is not appropriate, the Academic Director should be approached. If a junior member believes their complaint has not been satisfactorily, they should refer your complaint to the Principal.

13.27 Appeal to Conference of Colleges Appeal Tribunal

If a junior member is dissatisfied with the outcome of an academic discipline process, the member may appeal to the Conference of Colleges Appeal Tribunal. Information as to the procedure for appealing to the Tribunal is available from the Academic Director. The procedures of the Tribunal require that an appeal is lodged within 7 days of the College's final decision.

13.28 Complaint to the Office of the Independent Adjudicator

If a junior member is dissatisfied either with the decision of the College, or with the outcome of any appeal to the Conference of Colleges Appeal Tribunal, the junior member may be able to complain to the Office of the Independent Adjudicator for Higher Education (OIA), provided that the matter falls within the jurisdiction of the OIA. Details relating to the procedure for taking a matter to the OIA are to be found in the College's Complaints Procedure and further information may be obtained from the OIA website: www.oiahe.org.uk.

(xii) SECTION 14**RESIDENCE AND CONDUCT****14.1 Academic dress**

Junior members shall wear academical dress when being admitted as Scholars, Exhibitioners or Commoners of the College, when attending Principal's Collections, or any occasion when University regulations so require, and on such other occasions as the Governing Body may from time to time determine.

(Ref. X.8)

14.2 Commencement of Term

Every junior member of the College shall be required to be resident in the University (as defined by the University's Regulations for Residence in the University) during the terms covered by their course of studies, unless permitted by the Governing Body to go out of residence for some period of time.

(Ref. X.8)

14.3 Residence in College

- a) A junior member may request the permission of the College to go out of residence for a period of time, because of ill health or for some other good reason. Any such request must first be discussed with the person or persons appointed by the Governing Body to supervise the junior member's studies, and/or, in the case of a graduate member, the member's College Advisor. That request may then be sent by the junior member to the Academic Director, who shall arrange a meeting with the junior member, to which the Academic Director may, as a matter of discretion, invite such supervising person or persons and/or, as the case may be, the College Advisor. At any such meeting, the Academic Director shall make clear that any grant of permission to go out of residence may be subject to medical and/or academic conditions.
- b) If, after any such meeting, the junior member wishes to pursue the request to go out of residence, the junior member shall so inform the Academic Director in writing. The Academic Director shall then prepare a report to the Governing Body that outlines the circumstances of the request, that includes a recommendation as to whether or not permission be granted, and, if so, on what conditions as to a later return into residence. The report shall, in particular, refer to any evidence of neglect of studies by the junior member.
- c) Having considered the Academic Director's report, the Governing Body shall decide whether or not to allow the junior member to go out of residence, and, if it does allow it, decide upon the period for which the junior member may be out of residence and upon what conditions must

be met before a return into residence. These conditions will in the case of an undergraduate member normally include:

- (i) the certification by a suitably qualified medical practitioner that the junior member is fit to resume the course of study;
- (ii) taking of Collections before any return into residence.

Where there is evidence of neglect of studies by the undergraduate member, the Governing Body may decide that those Collections shall count as Penal Collections for the purposes of Bylaw 13.10, and, if it does so, shall set the standard of marks to be achieved in them. Provision for the standard to be achieved in any such Penal Collection, as well as for the marking thereof, shall be as in that Bylaw.

- d) If any permission granted is conditional upon the achieving of given marks in Penal Collections, the Academic Director shall inform the junior member that failure to achieve those marks is likely to result in the consideration of the member's case by an Academic Discipline Board, the outcome of which may be expulsion from the College.
- e) In cases of urgency, the Academic Director shall have power to act in any way that the Governing Body may act under Bylaw 14.3(c). Any such action shall be provisional, until the Governing Body meets to decide how it wishes to act.

14.4 Residence in College-controlled accommodation

- a) For the purposes of this Bylaw, "College-controlled accommodation" shall mean accommodation which is not within the College or in Ship Street but is owned and occupied by the College and has been assigned by the College for the accommodation of junior members.
- b) College-controlled accommodation shall be occupied under tenancy agreements for a fixed period of forty weeks, in the case of junior members who are undertaking an undergraduate course of studies, and a fixed period of eleven months in the case of all other junior members. If a flat shall be occupied by at least one junior member other than one undertaking an undergraduate course of studies, the period shall be 11 months. In every case, the tenancy shall commence on the Saturday preceding the Monday of Noughth Week in Michaelmas Term. The tenancy period may be extended or an earlier start of the tenancy agreed (the tenancy still terminating forty weeks or eleven months as the case may be, from the start date) at the discretion of the DACC.
- c) The DACC shall exercise the functions of the College as landlord in respect of College-controlled accommodation and ensure that the College complies with the Accommodation Code of Practice of the Accreditation Network UK (ANUK) or of any body replacing ANUK or having similar functions.

- d) Junior members of the College in College-controlled accommodation shall be subject to the disciplinary authority of the Principal and the Dean and provisions of the Disciplinary Code under Section 15 of the Bylaws, whether or not their conduct shall constitute a breach of tenancy agreement.

(Ref. X.8)

14.5 Residence otherwise than in College or in College-controlled accommodation

Any junior member of the College who resides otherwise than in College or College-controlled accommodation shall inform the DACC through the Porter's Lodge of the member's current address.

(Ref. X.8)

14.6 Responsibility for disturbance and damage to College property

- a) All damage to the quadrangles, public rooms, or other College property will be charged to the author of such damage who shall report the occurrence to the DACC; if the member fails to do so the damage will be charged to the account of the Junior Common Room unless it appears to the DACC (who shall, if he or she thinks fit, consult the Dean) that the damage is the responsibility of the Middle Common Room, or of one of its members, in which case it will be charged to the account of the Middle Common Room.
- b) Every resident in College and occupant of College-controlled accommodation shall ensure that no damage is done to the resident's room and that no disturbance or irregularity occurs in that room, unless that damage is done or that disturbance or irregularity occurs during the member's absence and without the member's authority, or in circumstances beyond the member's control.
- c) Any damage done to a College room or to College-controlled accommodation during the absence of and without the authority of, or in circumstances beyond the control of its occupant, may, at the discretion of the DACC (who shall, if he or she thinks fit, consult the Principal, the Dean, or both), be charged to the account of the Junior Common Room, unless the person who caused the damage admits that he or she has caused such damage, in which case such person shall be charged.
- d) The cost of any damage done to shared accommodation, whether a set of rooms in College, or a flat in College-controlled accommodation shall be shared equally between all occupants of that accommodation, unless the occupant who has caused the damage admits that he or she has caused such damage, in which case such person shall be charged. Any damage to shared accommodation may, if caused during the absence of and without the authority of, or in circumstances beyond the control of the occupants or any one of them, be charged to the account of the Junior Common Room, (or as the case may be the Middle Common Room, or apportioned between the two Common Rooms) unless the person who

has caused such damage admits that he or she has caused such damage, in which case such person shall be charged.

- e) If, in any case where it shall appear to the DACC that any damage may have been intentionally or recklessly caused, the DACC shall inform the Dean, with a view to the instigation of disciplinary proceedings, if the Dean shall be satisfied that such a course of action is appropriate.
- f) If, in any case where it shall appear to the DACC that personal injury has been caused, whether intentionally, recklessly or otherwise, the DACC shall inform both the Principal and the Dean. The Dean shall instigate disciplinary proceedings, if the Dean shall be satisfied that such a course of action is appropriate.
- g) The Governing Body may determine that there shall be an administrative charge levied on junior members whose actions cause unscheduled work for members of the College staff, who, as a result have to perform extra tasks or who are called to work out of normal working hours. If the Governing Body shall determine that there shall be such a charge it shall, from time to time, fix the amount of that charge. This administrative charge shall not be levied where a junior member has suffered personal injury or has been the victim of theft or criminal damage, unless the perpetrator shall be a junior member of the College, in which case the perpetrator shall be liable to pay the administrative charge, in addition to any other matters in respect of which he or she may be accountable either under the Bylaws or otherwise.

(Ref. X.8)

14.7 Guests of junior members of the College

- a) Any person introduced into the College as a guest of a junior member of the College shall be subject to the relevant rules as to conduct applicable to the member.
- b) Any junior member of the College introducing a guest into the College shall ensure that his or her guest complies with the rules made applicable to the member's guest by Bylaw 14.7(a).
- c) A junior member of the College who introduces a guest into the College shall ensure that such guest does not remain in the College beyond 2.00am nor enter it before 8.00am, unless overnight accommodation arrangements approved by the College have been made for that guest.

(Ref. X.8)

14.8 Home address

Every junior member of the College shall update his or her records in the College's personal and emergency contact details database at once with any change in such details.

(Ref. X.8)

14.9 Battels, fees and charges

- a) The DACC shall send to each person who is promised admission to the College a list of authorised charges made to junior members of the College for the normal objects of expenditure in the College.
- b) The Estates Bursar shall send to each junior member of the College as soon as possible after the beginning of each Hilary and Trinity Full Term a statement of the battels due to the College in respect of the previous Term together with a date for the payment thereof. As soon as possible after 30th July following the end of the Trinity Term immediately preceding, the Estates Bursar shall send a similar statement in respect of that Trinity Term together with a date for payment thereof. The Estates Bursar shall send to those junior members of the College to whom it is applicable as soon as possible after the beginning of Full Term a statement of monies due to the College for accommodation (including the Hall Charge and caution money) in respect of that Term, together with a date for the payment thereof. As soon as practicable in each Michaelmas Term, the Estates Bursar shall send to each junior member, a statement of the monies due to the University and College for fees in respect of that academic year, together with a date for payment thereof.
- c) Any junior member of the College who does not pay to the College (whether for itself or on behalf of the University) monies due for fees and accommodation, or battels, by the date specified, may, at the discretion of the Governing Body, be refused permission to remain in or return into residence, as the case may be; and may further, either as an alternative or in addition, be suspended from access to College facilities (including the provision of teaching).

(Ref. X.8)

14.10 Dean's regulations

The Dean shall, at the beginning of each academic year, issue to junior members regulations governing conduct and discipline. Such regulations shall not be made without the prior approval of the Principal and of the Governing Body.

(Ref. III.4(b), XIV, X.8)

SECTION 15**DISCIPLINARY CODE AND PROCEDURES****Disciplinary Code**

- 15.1** No member of the College shall intentionally or recklessly:
- a) Disrupt or attempt to disrupt teaching, study or research or the administrative, sporting, social or other activities of the College, or disrupt or attempt to disrupt the lawful exercise of the freedom of speech of members, students, and employees of the College and of visiting speakers, or obstruct or attempt to obstruct any employee or agent of the College in the performance of his or her duties.
 - b) Damage or deface any property of the College or of any member, officer or employee of the College, or knowingly misappropriate such property.
 - c) Occupy or use or attempt to occupy or use any property or facilities of the College except as may be authorised by the University or College authorities concerned.
 - d) Forge or falsify expressly or impliedly any University certificate or document or knowingly make false statements concerning standing or results obtained in examination.
 - e) Engage, in a College context, in any activity likely to cause injury or to impair safety.
 - f) Engage, in a College context, in violent, indecent, disorderly, threatening or offensive behaviour or language.
 - g) Engage in the sexual or racial harassment of any member, employee or agent of the College or of any visitor to the College, or engage in the harassment of any such person on the basis of the latter's religion or sexual orientation. For these purposes, "harassment" shall mean a course of unwarranted behaviour such as to cause and as may reasonably be expected to cause such distress or annoyance as seriously to disrupt the work or substantially to reduce the quality of life of another person.
 - h) Engage in any fraudulent or dishonest behaviour in relation to the College or the holding of any College office.
 - i) Refuse to disclose his or her name and other relevant details to an officer or an employee or agent of the College in circumstances where it is reasonable to require such information to be given.
 - j) In a College context, use or offer, sell or give to any person drugs, the possession or use of which is illegal.

- k) Engage in conduct in breach of the Statutes and Regulations of the University published from time to time.
- l) Engage in conduct in breach of College regulations regarding conduct in examinations.
- m) Keep any firearm, ammunition or other offensive weapon in College, or in College-controlled accommodation.
- n) Engage in conduct in breach of College regulations regarding the use of the College libraries, computing facilities or other College facilities, whether academic or otherwise.

Any breach of any of the foregoing provisions may amount to a “major breach”, to an “intermediate breach”, or to a “minor breach”, as defined in these Bylaws.

15.2 No member of the College shall:

- a) breach any regulation made by the Dean and approved by the Principal and by the Governing Body under Bylaw 14.10;
- b) breach any duty imposed upon the member by Bylaws 13.3, 13.4, 14.1, 14.2, 14.3(a), 14.5, 14.6(a), 14.6(b), 14.7(b), or 14.7(c).

Any breach of any of the foregoing provisions shall be a “minor breach”, as defined by these Bylaws.

15.3 In the event that a junior member has been convicted of a criminal offence of such seriousness that an immediate term of imprisonment might have been imposed (and whether or not such a sentence was in fact imposed) the Governing Body shall have power, after hearing any representation that the junior member may wish to make, to expel the junior member or impose such lesser penalty as it shall see fit.

15.4

- a) In the event that a junior member is expelled by the University, such expulsion shall apply to the College also, subject to a right of appeal to the Governing Body.
- b) In the event that a junior member is disciplined by the University for conduct in breach of College and/or University statutes or regulations, a penalty of suspension or rustication imposed by the University shall apply also to College premises and facilities, subject to a right of appeal to the Governing Body.

15.5

- a) A “minor breach” of this Code shall be either a breach which is so designated in these Bylaws or, in the case of a breach not so designated, one for which no penalty other than either a fine or the carrying out of number of hours of service for the College (“College service”), would appropriately, in the circumstances, be imposed.

- b) An “intermediate breach” of this Code shall be one for which no penalty other than one capable of being imposed in the case of a “minor breach”, and/or a penalty of ejection from College or College-controlled accommodation (“ejection”) would, appropriately, in the circumstances, be imposed.
- c) A “major breach” of this Code shall be one for which a penalty of expulsion, rustication or banning, in addition to, or instead of, any of the penalties described in Bylaw 15.5(a) and (b) above, would appropriately, in the circumstances, be imposed.
- d) A penalty of ejection may not be imposed except where there has been a breach of any one or more of Bylaw 15.1(e), (f), (j) and (m) above.

II Disciplinary Procedures

A Preliminary

- 15.6** The Dean shall have authority to investigate any apparent breach of any College rule falling within Bylaw 15.1 or 15.2 in order to discover whether or not there is evidence that such a breach has occurred and, if it has occurred, by whom it was committed. In pursuance of that authority, the Dean may require, whether in writing or otherwise, but, in any event, with reasonable notice, any junior member whom the Dean shall believe may be able to assist the decanal investigations to attend for interview before the Dean at a time and place stipulated.
- 15.7** The Disciplinary Procedures may be initiated by any member of the College who has good reason to believe that a junior member has breached any College rule falling within Bylaw 15.1 or 15.2. This person (the complainant) shall, if not the Dean, refer the matter to the Dean as soon as reasonably possible after the occurrence of the alleged breach, naming the junior member concerned and giving details of the alleged breach.
- 15.8** The Principal shall, where the seriousness of an alleged breach of College rules, together with the circumstances in which it was committed and the possible consequences for the College or for any of its members were any further breach or breaches to take place, so dictate, have authority to suspend the junior member from use of College facilities, if necessary with immediate effect, for as long as the Disciplinary Procedures are in operation.
- 15.9** If the alleged breach is one for which the alleged offender is, in the opinion of the Dean, liable to be prosecuted in a court of law, the Dean shall not proceed, if at all, unless and until the Dean is satisfied either that any criminal proceedings in respect of the act or conduct in question have been completed, whether by conviction, caution, acquittal or discontinuance of the proceedings, or that the alleged offender is unlikely to be prosecuted in a court of law in respect of that act or conduct. This provision is without prejudice to the power of the Principal to suspend the junior member under Bylaw 15.8 above.

- 15.10** If the Dean is of the opinion that the alleged breach is one for which the alleged offender is liable to be prosecuted in a court of law, the Dean shall inform the complainant promptly that that is the Dean's opinion and of the effect of Bylaw 15.8 above.
- 15.11** If the complaint relates to activity which falls within the College's Code of Practice on Harassment, whether or not it constitutes "harassment" for the purpose of this Bylaw, the Dean shall consider whether the complaint should more appropriately be dealt with under the informal procedures set out in the Code. If he or she takes the view that the complaint should not be so dealt with he or she shall deal with the matter under the following procedure.
- 15.12** If The Dean shall become satisfied that there is evidence that a particular junior member has breached a College rule, the Dean shall, if possible within 48 hours of becoming so satisfied of any alleged breach of a College rule, require in writing the junior member concerned to attend for interview before the Dean at a time and place stipulated and shall normally provide the junior member with not less than 24 hours' notice of the interview. The notification of the interview shall give particulars of the alleged breach.
- 15.13** In the case of a breach of the College rules which is not expressly designated in these Bylaws as a minor breach, the Dean shall decide whether or not, were the breach to be proved, it would be proper to impose any penalty other than either a fine of not more than £200 or College service of not more than 30 hours. If the Dean shall decide that it would not be proper to impose any penalty other than such a fine or period of College service, the Dean shall treat the alleged breach as a minor breach.

B Minor Breaches

- 15.14** If the Dean has decided to treat the alleged breach as a minor breach, or if the breach is expressly designated in these Bylaws as a minor breach, the Dean shall, at the interview, inform the junior member of that fact and that, in consequence, the Dean will be dealing with the matter and that the provisions relating to intermediate or major breaches will not apply, unless the matter shall fall within the provisions of Bylaw 15.19 below.
- 15.15** At the interview in relation to an alleged minor breach, the Dean shall explain to the junior member that the junior member can:
- a) admit the alleged breach and continue with the interview;
 - b) deny the alleged breach and continue with the interview as an investigative process.

If the junior member opts for (a) the Dean shall elicit all information about the breach relevant to penalty.

If the junior member opts for (b) the Dean shall investigate whether the alleged breach is established.

The Dean may, at any time, adjourn the interview for a reasonable period of time in order for either the Dean or the junior member to seek evidence in relation to the breach where it has been admitted, or the alleged breach where it has been denied, from other persons.

15.16 At the close of the interview the Dean may, dependent on its nature and outcome, either:

a) take no further action;

or, if the breach has not been admitted:

b) determine whether the breach has been established;

15.17 Where the junior member has admitted the alleged minor breach or where the Dean has determined that the alleged minor breach has been established, the Dean shall, after hearing any mitigation (and consulting, if the Dean considers it appropriate, the Principal), impose either a fine or the carrying out of College service.

15.18 The details of any breach established and/or any penalty imposed shall be entered on an appropriate record and signed by the Dean and the junior member. One copy of the record shall be retained by the Dean, one given to the junior member and one lodged with the Secretary to the Governing Body who shall inform the junior member's Tutor or Tutors.

15.19 If, at any time during the minor breach procedure referred to above, the Dean shall come to the conclusion that the alleged breach, being a breach not expressly designated by these Bylaws as a minor breach, is of such seriousness that it ought to be treated as an intermediate breach or as a major breach, the Dean shall so treat it. The procedure shall then be as under Bylaws 15.20-15.26, or, as the case may be, Bylaws 15.27-15.44 below.

C Intermediate Breaches

15.20 If the Dean has decided to treat an alleged breach as an intermediate breach, the Dean shall, at the interview, notify the junior member of that fact, that, in consequence, the Dean will be dealing with the matter, and that the provisions relating to major breaches will not apply unless the matter shall fall within the provisions of Bylaw 15.26 below. The Dean shall also notify the junior member, in cases where a penalty of ejection would be available, should the breach be established, of that possibility.

15.21 Once the information referred to in Bylaw 15.20 has been conveyed to the junior member, the Dean shall proceed as set out in Bylaws 15.15 and 15.16.

15.22 Where the junior member has admitted the alleged intermediate breach, or where the Dean has determined that the alleged intermediate breach has been established, the Dean may, after hearing any mitigation (and consulting, if the Dean considers it appropriate, the Principal), impose either a fine or College service. Should the Dean be contemplating imposing a penalty of

ejection, whether instead of a fine or College service, or in addition to it, the Dean shall first convene a meeting with the Principal.

- 15.23** At any such meeting, the Dean shall give the Principal a full account of the details of the breach, as well as of any mitigation offered, in order for them to decide upon the appropriate penalty. After that meeting, the Dean shall summon the junior member, in order to impose that penalty, whether it be one of ejection only, or one of ejection combined with a fine or College service, or one of a fine or College service alone.
- 15.24** No penalty of ejection may take effect until the first day of the succeeding Full Term, at the earliest.
- 15.25** The details of any breach established and/or any penalty imposed shall be entered on an appropriate record and signed by the Dean and the junior member. One copy of the record shall be retained by the Dean, one given to the junior member and one lodged with the Secretary to the Governing Body who shall inform the junior member's Tutor or Tutors.
- 15.26** If, at any time during the intermediate breach procedure referred to above, the Dean shall come to the conclusion that the alleged breach, being a breach not expressly designated by these Bylaws as a minor breach, is of such seriousness that it ought to be treated as a major breach, the Dean shall so treat it. The procedure shall then be as under Bylaws 15.27-15.44 below.

D Major Breaches

- 15.27** If the Dean has decided to treat an alleged breach as a major breach, the Dean shall, at the interview, inform the junior member of that fact and that the matter will be referred to a Disciplinary Committee to be appointed by the Principal. After the conclusion of the interview, the Dean shall, without delay, inform the Principal that the Dean is treating the alleged breach as a major one and inform the Principal of the junior member's name.
- 15.28** Once informed by the Dean of the matters referred to in the preceding paragraph, the Principal shall appoint three members of the Complaints and Disciplinary Panel to act as members of the Disciplinary Committee. In doing so, the Principal shall, so far as is practicable, not include any member of the Panel who is or has been a Tutor of the junior member. The senior Fellow shall chair the meeting and act as Secretary of the Committee.
- 15.29** The Principal shall invite the Junior Common Room and the Middle Common Room, respectively, to nominate one of its number to membership of the Disciplinary Committee. If no such nomination shall have been made within seven days, the Principal shall act as nominator. In either event, the Principal shall provide the Committee with the two names. In any event, the Disciplinary Committee shall be quorate with two members.
- 15.30** The person chairing the meeting and the Secretary of the Disciplinary Committee shall obtain from the Dean all papers and information in the latter's possession, which relate to the alleged major breach.

- 15.31** Within, if possible, five days of being provided with the name or names of the Junior Common Room and Middle Common Room member or members of the Disciplinary Committee, or of being notified by the Principal that no junior member is willing to serve, the person chairing the meeting and the Secretary shall require in writing the junior member concerned, as well as any witnesses of whose existence the person chairing the meeting and the Secretary is aware, to attend for a hearing at a stipulated time and place, with not less than 48 hours' notice. Such notification to the junior member concerned shall state the details of the alleged breach, shall contain sufficient particulars to enable the junior member to know the case that he or she has to meet, and shall contain the names of any witnesses that have been required to attend the hearing.
- 15.32** At any time before the hearing is due to begin, the junior member may, in writing, inform the person chairing this meeting and Secretary that he or she admits the breach. If the breach is admitted, the Disciplinary Committee shall proceed in accordance with Bylaw 15.35 below.
- 15.33** The junior member may give to the person chairing this meeting and Secretary the names of witnesses, other than those already notified to the junior member by the Disciplinary Committee, that the junior member wishes to have called to give evidence to it. The person chairing this meeting and Secretary shall require in writing any such witness or witnesses to attend.
- 15.34** If any person required to attend such a hearing before the Disciplinary Committee fails to make an appearance, the Committee may, at its discretion, adjourn the proceedings and in particular, if the junior member concerned fails to appear, may deal with the junior member's case in the junior member's absence, if satisfied that proper notice has been given.
- 15.35** The person chairing the meeting and Secretary shall explain the procedure to be followed at the hearing and shall read out the complaint of alleged breach against the junior member. The junior member shall be asked if he or she admits or denies the alleged breach. If the junior member admits the breach the Disciplinary Committee shall hear evidence from the witnesses and/or a summary of the case and the junior member shall then be invited to make a plea in mitigation of the breach, either orally or in a written statement. If the junior member denies the breach the Disciplinary Committee shall proceed in accordance with Bylaws 15.36 to 15.40 below.
- 15.36** At the hearing, the Disciplinary Committee shall hear evidence from the junior member and from each witness. It shall decide whether to take evidence orally, in the form of a written statement or both. The Disciplinary Committee shall, where it decides to take evidence orally, be entitled to ask questions of the junior member or, as the case may be, the witness. Where the junior member wishes to ask questions of a witness, the junior member shall be entitled to have that witness called before the Disciplinary Committee, for that purpose.
- 15.37** If in the course of such hearing the Disciplinary Committee is given the names of additional potential witnesses, whose evidence it considers may be

significant, it shall follow, so far as appropriate, the procedure referred to in Bylaw 15.31 above so as to arrange their attendance.

- 15.38** At the conclusion of the hearing, the Disciplinary Committee shall determine whether, in its view, any breach has been established, taking into account any representations made by or on behalf of the junior member. The Committee shall also determine what penalty, if any, would, in its view be appropriate in the case of any such breach. A determination that no breach has taken place shall conclude the case against the junior member.
- 15.39** If the Disciplinary Committee is of the view that a breach has been established, it shall, as soon as reasonably practicable, make a written report to the Governing Body, both of its findings of fact and of its opinion as to the appropriate penalty, if any. The junior member shall be provided with a copy of that report at least five days before the meeting of the Governing Body at which the case is to be considered.
- 15.40** If the Disciplinary Committee determines that no breach has taken place, it shall inform the junior member in writing, both of that determination and of its conclusory effect, as soon as reasonably practicable. It shall also send a copy of that report to the Governing Body.
- 15.41** The junior member shall be notified by the Secretary to the Governing Body of the date and time of the meeting of the Governing Body at which his or her case is to be considered. Such notice shall be given no less than five days before that meeting. The junior member shall be entitled to appear before the Governing Body on that occasion to speak on his or her own behalf on the issue of penalty, and, either as an alternative or in addition, to make a written submission. The junior member shall be notified in writing of these rights, also no less than five days before the meeting.
- 15.42** The nominated members of the Junior Common Room and Middle Common Room who were members of the Disciplinary Committee shall be notified by the Secretary of the Governing Body of the date and time at which the case will be considered by the Governing Body and that they may attend the meeting of the Governing Body as observers.
- 15.43** The Governing Body shall, at the conclusion of its deliberations, decide whether or not to impose a penalty upon the junior member. Any penalty imposed shall not be more severe than the penalty recommended by the Disciplinary Committee. The junior member shall be informed in writing by the Secretary of the Governing Body of the Governing Body's decision as soon as reasonably practicable.
- 15.44** The Secretary to the Governing Body shall deposit with the Principal both the written report of the Disciplinary Committee and a note of the relevant minute of the Governing Body. The written report shall be destroyed by the Principal once twenty-one terms have elapsed from the matriculation of all members of the College whose conduct was under consideration by that Disciplinary Committee, but shall, until such time, together with the note of the Governing Body minute, be available to subsequent Committees if the Principal

considers them relevant to their deliberations. The person chairing the meeting and Secretary of the Committee shall also deposit with the Principal an abstract of its findings, together with any decision reached by the Governing Body thereon, from which the names of such members of the College have been omitted; such abstracts shall be retained by the Principal, and shall be available to subsequent Committees at any time.

E Appeals: Minor Breaches and Intermediate Breaches

- 15.45** If the junior member shall wish to appeal in the case of a minor breach, whether as to the fact of breach, as to penalty, or as to both, he or she shall inform the Principal in writing within fourteen days of the fact and nature of that appeal. If he or she shall wish to appeal in the case of an intermediate breach, whether as to the fact of breach, as to penalty, or as to both, he or she shall inform the Vice Principal in writing within fourteen days of the fact and nature of that appeal.
- 15.46** Once informed by the junior member of the matters referred to in Bylaw 15.45, the Principal, or, as the case may be, the Vice Principal, shall appoint three members of the Disciplinary Panel to act as a Disciplinary Committee. In doing so, the Principal or Vice Principal shall, so far as is practicable, not include any member of the Panel who is or has been a Tutor of the junior member. The senior Fellow shall chair the meeting and act as Secretary of the Committee.
- a) The Principal or Vice Principal shall proceed as under Bylaw 15.29 to achieve the nomination of two junior members of the College as members of the Disciplinary Committee.
 - b) In any event, the Disciplinary Committee shall be quorate with two members.
- 15.47** The person chairing the meeting and the Secretary of the Disciplinary Committee shall obtain from the Dean all papers and information in the latter's possession, which relate to the minor or intermediate breach in question.
- 15.48** Within, if possible, five days of receiving from the Dean the papers and information referred to in Bylaw 15.47, the person chairing the meeting and Secretary to the Disciplinary Committee shall require in writing the junior member concerned and any witnesses to attend for a hearing at a time and place stipulated, with at least 48 hours' notice.
- 15.49** If any person required to attend such a hearing before the Disciplinary Committee fails to make an appearance, the Committee may, at its discretion, adjourn the proceedings and in particular, if the junior member concerned fails to appear, may deal with the case in his or her absence, if satisfied that proper notice has been given.
- 15.50** The person chairing the meeting shall explain the procedure to be followed at the hearing and shall read out the finding of breach and/or the penalty imposed against which the appeal is directed.

- 15.51** At the hearing, the Disciplinary Committee shall take in writing a statement of evidence from the junior member concerned and from each witness, including the replies to any questions that the Committee may wish to put. Each such statement on completion shall be read through and shall incorporate any amendments and additions the junior member wishes to make and thereafter be signed and dated by him or her.
- 15.52** If in the course of such hearing the Disciplinary Committee is given the names of additional potential witnesses, whose evidence it considers may be significant, it shall follow, so far as appropriate, the procedure referred to in Bylaw 15.31 above so as to arrange their attendance.
- 15.53** At the conclusion of the hearing, the Disciplinary Committee shall, if the appeal is wholly or partly as to whether or not a breach was committed, determine that matter, taking into account any representations made by or on behalf of the junior member. If the Committee determines that a breach was committed, and the appeal is also as to penalty, or if the appeal is as to penalty only, the Committee shall determine whether or not an appropriate penalty was imposed, again taking into account any representations made by or on behalf of the junior member. If the Committee decides that the penalty imposed was not appropriate, it shall itself determine the penalty to be imposed, but, in no case shall that penalty be greater than that imposed by the Dean, or, as the case may be, by the Principal and the Dean. The person chairing the meeting and the Secretary shall inform the junior member in writing, and as soon as is reasonably, practicable, of the Committee's determination or determinations.
- 15.54** The person chairing the meeting and the Secretary shall notify the Governing Body both of the decision of the Dean, or, as the case may be, of the Principal and the Dean, against which the junior member appealed and of its own determination or determinations.

F Appeals: Major Breaches

- 15.55** Any junior member who has had a penalty for a major breach imposed upon him or her by the Governing Body shall have a right of appeal either against the Disciplinary Committee's determination that such a breach has been established, or against the decision of the Governing Body as to penalty, or against both. However, no appeal shall lie against any finding of fact made by a Disciplinary Committee or by the Governing Body save on legal grounds or save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant.
- 15.56** A junior member wishing to appeal must notify the Principal in writing of his or her intention to exercise the right of appeal within seven days of his or her receipt of the Governing Body's decision in the junior member's case.
- 15.57** The Principal shall bring any notice of appeal received to the attention of the Governing Body as soon as is practicable and shall inform the appellant in writing that he or she has done so.

- 15.58** Where an appeal has been instituted under the preceding provisions, the Governing Body shall appoint, as soon as is practicable, a person not employed by the College, holding, or having held, judicial office or being a barrister or solicitor of at least ten years' standing to hear and determine that appeal. That person shall chair the meeting.
- 15.59** The person chairing the meeting shall sit alone unless they consider it better to sit with two other persons. The person chairing the meeting shall notify the Secretary to the Governing Body of his or her decision on this matter within seven days. In either case, the tribunal hearing the appeal shall be referred to as the Appeal Tribunal.
- 15.60** Should the person chairing the meeting have decided to sit with two other persons, the Governing Body shall, as soon as is practicable, appoint such persons, who shall be:
- a) one member chosen from amongst the Honorary Fellows and holders of the offices listed in Statute IV.1(vii); and
 - b) one member chosen from amongst the members of Congregation, not being a Fellow, Lecturer or Chaplain of the College;
- provided that neither shall have been involved in or associated with the making of the complaint or any part of it, nor have been involved in any earlier stage of the proceedings which have given rise to the appeal.
- 15.61** The person chairing the meeting shall appoint a date, time and place for the hearing of the appeal and shall make such other directions for the disposal of the case as appear to the person chairing the meeting to be appropriate. The Appeal Tribunal shall have power to adjourn the hearing from time to time as it sees fit.
- 15.62** Notice of the date, time and place and any directions made by the person chairing the meeting shall be served in writing upon the appellant and upon the Secretary to the Governing Body at least 14 days before the date appointed. The appellant shall be notified of the power of the Appeal Tribunal to allow fresh evidence to be called.
- 15.63** The Secretary to the Governing Body shall, not less than 7 days before the date appointed, provide the person chairing the meeting with a copy of the written report referred to in Bylaw 15.39 and with a note of the minute or, as the case may be, draft minute of the Governing Body's decision as to penalty in the appellant's case.
- 15.64** The Secretary to the Governing Body shall attend the hearing of the appeal by the Appeal Tribunal and shall provide the Tribunal with such information about the proceedings before the Disciplinary Committee and the Governing Body as the Tribunal shall require.
- 15.65** Any hearing of the appeal may be adjourned or postponed at the discretion of the person chairing the meeting. The Appeal Tribunal may dismiss the appeal for want of prosecution. However no decision to dismiss in such

circumstances shall be made without first having provided the appellant with an opportunity to make representations whether orally or in writing.

- 15.66** Except as provided in Bylaw 15.62 no appeal may be determined without an oral hearing, due notice of which has been served on the appellant.
- 15.67** The appellant shall be entitled to make a statement and to address the Appeal Tribunal. Witnesses may be called only with the leave of the Appeal Tribunal, which may itself call witnesses. Leave to adduce fresh evidence and/or the calling of witnesses examined at first instance shall be given only if the Appeal Tribunal is satisfied that it is necessary or expedient in the interests of justice.
- 15.68** Subject to the provisions of the Statute and of this part of the Bylaws, the Appeal Tribunal shall determine its own procedure. The person chairing the meeting may at his or her discretion set time limits at each stage of the proceedings to the intent that any appeal shall be heard and determined as expeditiously as is reasonably practicable having regard to the principles of justice and equity.
- 15.69** At the conclusion of its proceedings, the Appeal Tribunal may allow or dismiss the appeal in whole or in part. If the Appeal Tribunal determines that a breach was committed, and the appeal is also as to penalty, or if the appeal is as to penalty only, the Appeal Tribunal shall determine whether or not an appropriate penalty was imposed, again taking into account any representations made by or on behalf of the junior member. If the Appeal Tribunal decides that the penalty imposed was not appropriate, it shall itself determine the penalty to be imposed, but, in no case shall that penalty be greater than that imposed by the Disciplinary Committee.
- 15.70** The reasoned decision of the Appeal Tribunal shall be recorded in writing and shall be sent by the person chairing the meeting, both to the appellant and to the Secretary to the Governing Body, who shall notify the Governing Body of that decision.
- 15.71** The person chairing the meeting may, by an appropriate certificate in writing, correct any accidental errors and/or any omissions in documents recording the decision of the Appeal Tribunal.

G General

- 15.72** Any findings of breach, whether a major, an intermediate, or a minor breach, and whether by the Dean, the Principal and the Dean, a Disciplinary Committee or an Appeal Tribunal, shall be based upon the balance of probabilities.
- 15.73** The Dean, a Disciplinary Committee, the Governing Body or an Appeal Tribunal, as the case may be, may permit the junior member to be assisted by a third person. The junior member shall be informed in writing of this right by the appropriate person.
- 15.74** The junior member may waive at any stage all or any of his or her rights under the foregoing procedure; nor shall any departure from such procedure

invalidate any decision or determination purported to be made thereunder unless in all the circumstances such departure is productive of substantial unfairness to the junior member.

- 15.75** Any time limits contained in this Disciplinary Procedure may be extended at the discretion of the Dean, the Principal and the Dean, a Disciplinary Committee, an Appeal Tribunal or the Governing Body, as the case may be.
- 15.76** Any notice required by this Bylaw shall be valid if given in accordance with the methods prescribed by Statute XIX, Clause 1. The non-receipt of any such notice shall not invalidate the proceedings to which it refers.
- 15.77** Any disciplinary body acting under the provisions of this Section of the Bylaws shall have regard to paragraph 9 of the Code of Practice Relating to Harassment.
- 15.78** The Disciplinary Committee may have a legally qualified Clerk of the Committee who shall be appointed by the Principal.

H Penalties

- 15.79** Anybody with authority under this section of the Bylaws to impose upon a junior member a penalty for a major breach may impose upon him or her a penalty of expulsion, of rustication, of banning, of rustication combined with banning, or of ejection. Instead of imposing any such penalty, or, in cases other than those where a penalty of expulsion is imposed, in addition to doing so, it may impose a fine of not more than £1000. In the event that the Dean or a Disciplinary Committee finds a minor breach proved against a junior member, the Dean or the Disciplinary Committee (as the case may be) may either fine the junior member not more than £200 or require the junior member to carry out a maximum of 30 hours of College service. In the event that the Dean or a Disciplinary Committee finds an intermediate breach proved against a junior member, the penalties that may be imposed by the Dean, or by the Principal and the Dean, or by the Disciplinary Committee (as the case may be) are as set out in Bylaws 15.22 to 15.24 and Bylaw 15.53, with the proviso that the limits on the amounts of fines and hours of College service are the same as those applicable in the case of a minor breach. In any case where a penalty of College service is contemplated, whether for minor or intermediate breach, the disciplinary authority in question shall first consult the junior member's tutors to ensure that such a requirement would not adversely affect his or her academic work.

I Office of the Independent Adjudicator

- 15.80** Any junior member who is the subject of disciplinary proceedings shall, once those proceedings and all available appeals there from have been concluded, receive a Completion of Procedures letter from the College, as required by the Office of the Independent Adjudicator. The junior member shall be entitled, if dissatisfied with the outcome, to complain to the Office of the Independent Adjudicator (OIA) provided the matter falls within the jurisdiction of the OIA.

(xiii) SECTION 16**ILL-HEALTH OF JUNIOR MEMBERS****I Preliminary**

- 16.1** All those concerned in implementing this Section of the Bylaws shall respect the need for strict medical confidentiality and shall have due regard to the obligations of the University and the College under equality legislation and the duty to make reasonable adjustments.
- 16.2** If it comes to the attention of a College Officer or Fellow of the College that a junior member may be suffering from a serious problem arising from ill-health, whether this has come to light in the course of a disciplinary investigation or otherwise, the Officer or Fellow shall refer the matter to the Principal.
- 16.3** Where the Principal has come to believe that a junior member may be suffering from a serious problem arising from ill-health, whether following a reference to the Principal under Bylaw 16.2 or otherwise, the provisions in the remaining Bylaws of this Section shall apply.
- 16.4** In the event that the junior member's conduct gives rise to a need for urgent action, the Principal may suspend the junior member forthwith pending investigation, such suspension not to exceed fourteen days.
- 16.5** The Principal may require the junior member to be seen by a College Doctor for an assessment. If the Principal, having considered the College Doctor's assessment, is of the view that a further opinion would be helpful, the Principal may require the junior member to attend for an independent medical examination, in which case the expense thereof shall be borne by the College.
- 16.6** In the event that the junior member refuses to co-operate with the Principal or with the College, or that the junior member refuses to attend for the purposes of an independent medical examination, the Principal may suspend the junior member until the junior member does co-operate, or, as the case may be, attend for examination.

II Medical Committees

- 16.7** Should the Principal, having taken all or any of the steps referred to in Bylaws 16.5 and 16.6, take the view that it may be appropriate, for medical reasons, to expel or suspend the junior member, or to make some lesser order in his or her case, the Principal shall refer the matter to a Medical Committee for its consideration.
- 16.8** A Medical Committee shall comprise three members appointed by the Governing Body on the recommendation of the Principal. At least two of the members shall be Fellows of the College, at least one of whom shall be a member of the Governing Body. At least one of the members shall be medically qualified.

- 16.9** Where a case has been referred to a Medical Committee under Bylaw 16.8, the junior member shall be given reasonable notice of the hearing. Such hearing shall be oral and shall be in camera.
- 16.10** The Medical Committee may refer the case to the University's Fitness to Study Panel which will make a recommendation to the College based on academic judgement informed by medical, legal and other expert decision. A recommendation will combine a proper regard for the welfare of the student with recognition of the demanding academic requirements of Oxford degree courses. As long as, in the judgement of the Medical Committee, the recommendation combines a proper regard for the welfare of the student with recognition of the demanding academic requirements of Oxford degree courses, the Medical Committee will take the Fitness to Study Panel's recommendation into consideration.
- 16.11** The Committee may, having considered the evidence, expel the junior member, suspend the junior member for an indefinite period, whether or not subject to conditions, or make such lesser order as it thinks fit. The junior member and the Principal shall be informed by the Committee of its decision as soon as reasonably practicable. The Principal shall inform the Governing Body of that decision.

III Appeals

- 16.12** Any junior member in respect of whom an order of expulsion or suspension or in respect of whom some lesser order has been made by a Medical Committee, shall have a right of appeal against any such order. However, no appeal shall lie against any finding of fact or medical finding made by a Medical Committee save on legal grounds or save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant.
- 16.13** A junior member wishing to appeal must notify the Principal of his or her intention to exercise the right of appeal within seven days of his or her receipt of the Medical Committee's decision in his or her case.
- 16.14** The Principal shall bring any notice of appeal received to the attention of the Governing Body as soon as is practicable and shall inform the appellant in writing that he or she has done so.
- 16.15** The appeal shall be heard by an Appeal Tribunal, to be constituted in accordance with the provisions of Bylaws 15.50-52, save that the Appeal Tribunal shall always have either as Chair or as another member, a person who is medically qualified.
- 16.16** The Appeal Tribunal shall proceed to hear and dispose of the appeal in accordance with the provisions of Bylaws 15.53-64.
- 16.17** The Dean, a Disciplinary Committee, the Governing Body or an Appeal Tribunal, as the case may be, shall permit the junior member to be assisted by a third person. The junior member shall be informed in writing of this right.

IV Office of the Independent Adjudicator

16.18 Any student who is the subject of disciplinary proceedings shall, once those proceedings and all available appeals there from have been concluded, receive a Completion of Procedures letter from the College, as required by the Office of the Independent Adjudicator. The student shall be entitled, if he or she is dissatisfied with the outcome, to complain to the Office of the Independent Adjudicator (OIA) provided the matter falls within the jurisdiction of the OIA.

(xiv) SECTION 17**JUNIOR CLUBS AND SOCIETIES****17.1 Financial provision for Junior Clubs**

The College shall in each Trinity Term after consultation with junior members through the medium of the ACC Committee prescribe an appropriation for the next academic year out of the College fee charged to junior members. The amount of such appropriation shall be such as the Governing Body on consideration of a report of the ACC Committee shall deem reasonable in the circumstances for the support of the social, domestic, recreational and representational activities of such members of the College.

The appropriated part of fees received shall be apportioned, according to a formula approved by the Governing Body on consideration of a report of the ACC Committee, among such bodies whose purposes shall be wholly comprised within those for which the appropriation is made and are included in the Schedule hereto annexed.

A body included in the Schedule shall satisfy the Governing Body that it is properly constituted, with sufficient rules for the conduct of its business, and has officers responsible for its business, and has provision for the proper keeping and auditing of accounts. Such a body shall:

- (i) deposit with the Secretary to the Governing Body a copy of its constitution or rules, and shall not make any change in such constitution or rules without the consent of the Governing Body;
- (ii) inform the Secretary to the Governing Body of the officers who from time to time are appointed under its rules or constitution;

present to the Governing Body its accounts, properly audited, not later than six months after the end of the period for which the accounts are, under the provisions of the above mentioned constitution or rules, due to be made up.

Schedule

Junior Common Room

Middle Common Room

Amalgamated Clubs

(Ref. X.9)

17.2 Taxable activities on College premises

A body (which term shall include a person, persons or association of persons acting together) shall not without the permission of the Governing Body engage on College premises in any activity which might create a liability on the organisers for Value Added Tax, and in particular shall not without such permission offer for sale to the public any tickets of admission to any concert,

dramatic performance, social gathering or any other like event; and such permission shall be granted only if the Governing Body is satisfied that the activity is undertaken by a registrable body separate from the College which can and will accept such liability.

(Ref. X.8)

(xv) **SECTION 18**

DEFINITIONS

In the interpretation of these Bylaws, the following terms shall have the meaning hereunder ascribed to them:

Academic year

A period beginning on the 1st day of October and finishing on the 30th day of September next following.

College Term

A period beginning on the day of commencement of term prescribed by Bylaw and finishing on the last day of Full Term next following.

Financial year

A period beginning on the 1st day of August and finishing on the 30th day of July next following.

Fitness to Study

The College uses the University's definition of Fitness to Study.

In a College context

Any of the following:

- (i) on College or College-controlled premises;
- (ii) in the course of College activity in Oxford, be it academic, sporting, cultural or social;
- (iii) in the course of College-based activities outside Oxford, such as field trips, laboratory or library work, reading parties, or sporting, musical or theatre tours.

Junior member

Any person who is registered or enrolled at the College as a student, whether for a degree or diploma, or otherwise.

Senior member

The Principal or a Fellow or Lecturer of the College.

Support Staff

All staff of the College employed by the College other than the Principal, Fellows, Lecturers and junior members of the College.

Tutorial Fellow

An Official Fellow holding the College office of Tutor.

Undergraduate course of studies

A course of study leading to the following degrees:

Bachelor of Arts

Bachelor of Fine Art

Bachelor of Medicine

Bachelor of Chirurgery

Bachelor of Theology

Diploma in Legal Studies

Master of Biochemistry

Master of Chemistry

Master of Engineering

Master of Earth Sciences

Master of Physics

The Governing Body shall have power to add to this list.

Banning

A withdrawal of the right of access to specified premises or facilities of the College for a fixed period or pending the fulfilment of certain conditions.

Expulsion

The permanent loss of membership of the College.

Rustication

The withdrawal of the right of access to all of the premises and facilities of the College for a fixed period or pending the fulfilment of certain conditions.

Suspension

A withdrawal of the right of access, either to specified premises or facilities of the College, or to all those premises and facilities, where action is taken as an interim measure pending further investigation, or where action is required in a non-disciplinary situation. Such withdrawal may be for a limited period pending the fulfilment of certain conditions or may be indefinite.

Functional Property

Existing buildings or houses assigned to the occupation of Fellows, students or staff of the College.