UNIVERSITY OF BRISTOL
ANNUAL MEETING OF COURT: 2 DECEMBER 2016

AGENDA ITEM 11

CHANGES TO THE UNIVERSITY CHARTER, STATUTES AND ORDINANCES IN THE PRECEDING ACADEMIC YEAR

Court is asked to: NOTE this report of the changes made to the Charter, Statutes and Ordinances in the preceding academic year (ie, in the period from 1 October 2015 to 30 September 2016).

Background: Such changes are required under Statute 13 (Powers of Court)¹, to be reported annually to Court.

All changes are shown below in track changes. Underlined text represents an insertion, text shown in ‘strikethrough’ represents a deletion.

¹ “At each Annual Meeting of Court, Court shall receive a report from the Board of Trustees of its proceedings during the preceding academic year, including a report on changes to the Charter, Statutes and Ordinances[…].”
Charter of Incorporation

PREAMBLE

EDWARD VII, BY THE GRACE OF GOD, of the United Kingdom of Great Britain and Ireland, and of the British Dominions beyond the Seas, King, Defender of the Faith.

TO ALL TO WHOM these presents shall come, GREETING:

WHEREAS Petitions have been presented to Us by University College Bristol in the said City and by others praying Us to erect a University within the said City for the promotion of Arts Sciences and Learning and of the objects for which the said College was established and to grant a Charter with such appropriate provisions therein in that behalf as shall seem to Us meet and fit.

And whereas the Society of Merchant Venturers of the City of Bristol also presented a Petition to the same end.

And whereas We have taken the said Petitions into Our Royal consideration and are minded to accede thereto.

Now therefore Know Ye that We by Virtue of Our Royal Prerogative in that behalf and all other powers enabling Us so to do of Our special grace certain knowledge and mere motion by these Presents do for Us Our Heirs and Successors grant will direct and ordain as follows:

1. University of Bristol

There shall be from henceforth for ever in Our said City of Bristol a University by the name and style of “The University of Bristol” by which name the Chancellor and other Members of the University for the time being are hereby constituted one body politic and corporate with perpetual succession and a Common Seal and with full power by and in such name to sue and be sued and without any further licence to take by gift or otherwise purchase and hold grant demise or otherwise dispose of real or personal estate and with other powers by this Our Charter prescribed.

2. Visitor
We Our Heirs and Successors Kings and Queens of the Kingdom aforesaid shall be and remain the Visitor and Visitors of the
University of Bristol through the President of Our CouncilBoard of Trustees for the time being and in exercise of the Visitorial Authority
We and Our Heirs and Successors shall have the right from time to time and in such manner as We or They shall think fit to direct an
inspection of the University its buildings laboratories libraries and general equipment and also of the teaching examinations research
and other work done by the University.

3. Powers

The University shall have the powers following:

(1) To grant and confer Degrees and other academic distinctions, including Degrees and other academic distinctions
awarded jointly with other institutions, to and on persons who shall have pursued an approved course of study in or under
the auspices of the University and shall have passed the examinations in or approved by the University under conditions
laid down in its Statutes or Ordinances provided that degrees representing proficiency in technical subjects shall not be
conferred without proper security for testing the scientific or general knowledge underlying technical attainments.

(2) To admit Graduates of other Universities to Degrees of equal or similar rank in the University.

(3) To confer Degrees of the University on any persons who hold office in the University as Professors Readers Lecturers or
otherwise or who shall have carried on independent research therein.

(4) To grant Diplomas Certificates or other distinctions to persons who have pursued a course of study approved by the
University under conditions laid down by the University.

(5) To confer Honorary Degrees or other distinctions on approved persons PROVIDED THAT all Degrees and other
distinctions shall be conferred and held subject to any provisions which are or may be made in reference thereto by the
Statutes Ordinances or Regulations of the University.

(6) On good cause shown to deprive persons of any Degrees Diplomas Certificates or Distinctions granted to or conferred
upon them.

(7) To provide for instruction in such branches of learning as the University may think fit and also to make provision for
research and for the advancement and dissemination of knowledge.
To examine and inspect schools and other educational institutions and grant Certificates of proficiency and to provide such lectures and instruction for persons not members of the University as the University may determine.

To accept the examinations and periods of study passed by Students of the University at other Universities or places of learning as equivalent to such examinations and periods of study in the University as the University may determine and to withdraw such acceptance at any time.

To affiliate other institutions or to admit the members thereof to any of its privileges and to accept attendance at courses of study in such institutions in place of such part of the attendance at courses of study in the University and upon such terms and conditions and subject to such regulations as may from time to time be determined by the University or to recognise any members of the teaching staff of any College or institution whether affiliated to the University or not as teachers of the University.

To co-operate by means of Joint Boards or otherwise with other Universities and Authorities for the regulation and conduct of Matriculation and other Examinations for the examination and inspection of schools and other academic institutions and for the extension of University teaching and influence in academic matters and for such other purposes as the University may from time to time determine.

To enter into any agreement with any other institution for the incorporation of that institution in the University and for taking over its property and liabilities and for any other purpose not repugnant to this Our Charter.

If necessary to promote a Bill or Bills in Parliament to confirm or carry out any such agreement as above referred to.

To institute Professorships Readerships Lectureships Teacherships and any other offices required by the University and to appoint to such offices.

To institute and award Fellowships Scholarships Exhibitions Bursaries and Prizes.

To provide Halls for the residence of Students.

To make provision for Research and to furnish Scientific Advice for public purposes and for these objects to enter into such arrangements with other institutions or with public bodies as may be thought desirable.

To do all such other acts and things whether incidental to the powers aforesaid or not as may be requisite in order to further the objects of the University as a Teaching and Examining Body and to cultivate and promote Arts Science and Learning.
4. **Authorities**

The Authorities of the University shall be the Chancellor Pro-Chancellors Vice-Chancellor Pro-Vice-Chancellors the Court the Council the Board of Trustees the Senate and the Convocation.

5. **Chancellor**

The Chancellor of the University shall be the President of the Court and Convocation and shall hold office for such period as shall be determined by Statute. The Chancellor shall be elected by the Court of the University on the nomination of the Council the Board of Trustees.

6. **Pro-Chancellors**

There shall be a Pro-Chancellor or Pro-Chancellors of the University who or any one of whom may subject to the Statutes of the University in the absence of the Chancellor or pending a vacancy in the office of Chancellor exercise the functions of the Chancellor except the conferring of Degrees or the appointment of members of the Court and may preside at meetings of the Court.

7. **Vice-Chancellor**

There shall be a Vice-Chancellor of the University who shall be the principal Academic Officer of the University and ex officio Chairman of the Senate and who shall in the absence of the Chancellor confer degrees.

8. **Pro-Vice-Chancellor**

There shall be a Pro-Vice-Chancellor or Pro-Vice-Chancellors of the University who or any one of whom may subject to the Statutes of the University act for the Vice-Chancellor pending a vacancy in that office or during the absence or inability of the Vice-Chancellor or at the request of the Vice-Chancellor and may when so acting confer Degrees.

9. **Treasurer and Other Officers**

There shall be a Treasurer and other proper officers of the University.

10. **The Board of Trustees**

With effect from 1 January 2016, the name of the Governing Body of the University was changed from “Council” to “the Board of Trustees”. After this date, all references in the Charter, Statutes, Ordinances and otherwise to “Council” shall be changed to, and shall
be construed as, references to “the Board of Trustees”.

Powers of Council

There shall be a Council, which shall be the Governing Body of the University and have power to direct the use of the University Seal and subject to the Statutes of the University shall have the government and control of the finances of the University and of the affairs and property of the University. The Council shall submit a report to each annual meeting of the Court, including a report of changes to the Charter, Statutes and Ordinances.

Membership of Council

The Trustees

Statutes of the University shall regulate the election and continuance in office of the Members of the Council, the filling of vacancies among the Members and all other matters relative to the Council which it may be thought are proper to be so regulated.

Statutes

The Council may make Statutes and amend add to or repeal the Statutes for the time being but no such Statute and no such amendment addition or repeal shall be valid or operative until allowed by the Privy Council.

Ordinances

Ordinances may be made by the Council for the regulation of all matters not required by this Our Charter to be dealt with by Statute.

11. The Court

Constitution of the Court

There shall be a Court which shall advise the Council on any matter relating to the University. The Council shall be required to report to the Court and to take into consideration any views expressed by the Court. The constitution of the Court shall be defined by Statute.
Except as herein provided and subject to the Statutes of the University the Court may determine all matters relating to the appointment and election of Members of the Court and their respective periods or terms of office and all other matters relating to the constitution of the Court.

Statutes of the University shall regulate the election and continuation in office of the Members of the Court the filling of vacancies among the Members and all other matters relative to the Court which it may be thought are proper to be so regulated.

Provided that Statutes for which this section provides shall be made or amended by the CouncilBoard of Trustees only with the consent of the Court, except that, if the Court at two consecutive annual meetings withholds its consent to an identical proposal by the CouncilBoard of Trustees to make or amend such a Statute, the CouncilBoard of Trustees may at its next meeting make or amend the Statute accordingly notwithstanding that the Court shall have withheld its consent.

12. The Senate

Powers of Senate

There shall be a Senate which shall subject to the Statutes and Ordinances of the University and the control and approval of the CouncilBoard of Trustees have the regulation and control of the Curriculum and Education afforded by the University and such other powers as may be conferred upon it by Statute or Ordinance.

Statutes of the University shall define the powers of the Senate.

13. The Faculties

Faculties

There shall be such Faculties as may from time to time be constituted by the University.

Board and Deans of Faculty

There shall be a Board and a Dean of each Faculty with such powers respectively as may be prescribed by Statute or Ordinance.

14.

Convocation
Constitution of Convocation

There shall be a Convocation of the University which shall consist of the Chancellor the Pro-Chancellors the Vice-Chancellor the Pro-
Vice-Chancellors the Members of the Senate such other Members of the staff and such other officers of the University as may be
determined by Statute or Ordinance, the Graduates of the University and such other former students of the University as may be
determined by Statute or Ordinance.

The Chancellor if present shall preside at its meetings.

Ordinances may prescribe the conditions of registration and fix a fee if it shall be considered necessary.

Provided that Statutes concerning the Convocation for which this section or section 15 below provides shall be made or amended by
the CouncilBoard of Trustees only with the consent of the Court, except that, if the Court at two consecutive annual meetings
withholds its consent to an identical proposal by the CouncilBoard of Trustees to make or amend such a Statute, the CouncilBoard
of Trustees may at its next meeting make or amend the Statute accordingly notwithstanding that the Court shall have withheld its
consent.

15. Union of Students

Union

A Union of Students of the University may be constituted by Statute or Ordinance.

Representation of convocation and union

Regulation thereof

The Convocation and the Union of Students shall have such and so many representatives on the Court and on such conditions as
may be provided by the Statutes of the University. Ordinances of the University may subject to the provisions of this Charter and of
the Statutes prescribe and regulate the constitution functions privileges and all other matters relating to the Convocation and to the
Union of Students.

16. Statutes
Initiative in making statutes

The Council Board of Trustees shall have power to make Statutes.

Powers of statutes

All Statutes which are not repugnant to the provisions of this Charter or the Laws of the Realm shall be operative and have effect when allowed by the Privy Council and not before. Such allowance shall be conclusive evidence of the Statutes so allowed being authorised by the provisions of this Charter.

The Statutes of the University may direct that any of the matters by these Presents authorised or directed to be prescribed governed or regulated by Statutes of the University shall be prescribed governed or regulated by Ordinances of the University.

17. Ordinances

Initiative in making ordinances

Academic ordinances

Ordinances shall be made by the Council Board of Trustees of the University. Provided that in matters referring to Courses of Study Degrees, Diplomas, Certificates, other academic awards or distinctions affiliation of Colleges and recognition of teachers Ordinances shall be made by the Council Board of Trustees only with the consent of the Senate.

Amendment etc., of ordinances

Ordinances may add to amend alter or repeal Ordinances from time to time in force.

18. Examiners and Examinations

External examiners

All Examinations held by the University shall be conducted in such manner as the Statutes and Ordinances shall prescribe provided that at least one external and independent Examiner shall be appointed for each subject or group of subjects forming part of the-
course of studies required for University Degrees but this proviso shall not apply to Examinations for admission or entrance to the University.


Regulation of proceedings
The CouncilBoard of Trustees the Senate and the Faculties respectively may from time to time make regulations for governing subject to these Presents and the Statutes and Ordinances of the University the proceedings of those bodies respectively. The power to make regulations shall include the power to add to amend alter or repeal any theretofore made.

20. Eligibility

All posts and offices in the University, membership of any of its constituent bodies and all courses of study and academic awards in the University shall be open to any person, irrespective of gender, race, religion, belief, sexual orientation, disability or age, subject to such conditions and regulations as may properly be prescribed or provided for by the University.

21. Bar to Dividends

The University shall not make any dividend gift division or bonus in money unto or between any of its members except by the way of prize reward or special grant.

22. Power to hold Real Property

In addition to the buildings lands and premises of the University used and occupied for the immediate purposes thereof the University shall have power to hold lands tenements and hereditaments.

23. “Special Resolutions”

The CouncilBoard of Trustees may at any time alter amend or add to these Presents and their Provisions by a Special Resolution in that behalf and such alteration amendment or addition shall when allowed by Us Our Heirs or Successors by and with the advice of Our Privy Council become effectual so that these Presents shall thenceforward continue and operate as though they had been originally granted and made as so altered amended or added to as aforesaid. This Article of these Presents shall apply to this Charter as-
altered amended or added to in manner aforesaid. A “Special Resolution” means a Resolution passed at one meeting of the CouncilBoard of Trustees and confirmed at a subsequent meeting held not less than one calendar month nor more than three calendar months after the former provided that the Resolution be passed at each meeting by a majority of not less than three-fourths of the members of the CouncilTrustees present and voting.

24. Definitions

In this Our Charter the “Statutes” mean the Statutes set forth in the Schedule hereto or any Statutes altering adding to or repealing the same or any of them which may hereafter be made and may be allowed by the Privy Council.

“Ordinances” means Acts of the CouncilBoard of Trustees made as provided for in this our Charter.

25. Construction

Our Royal Will and Pleasure is that these Presents shall ever be construed benevolently and in every case most favourably to the University of Bristol and the promotion of the objects of this Our Charter.
UNIVERSITY OF BRISTOL STATUTES

Statute 1

Preliminary

The Statutes shall be interpreted so as not to conflict with the Charter. Words defined in the Charter or the Statutes shall have the same meaning in the Ordinances and the Regulations unless the context clearly indicates otherwise.

Words in the singular shall include the plural, and words in the plural shall include the singular.

Statute 2

Members of the University

The following are Members of the University:

The Chancellor and Pro-Chancellors
The Treasurer
The University staff
The University students
The Members of Council
Trustees
The Members of Court
The Members of Convocation
The Honorary Fellows
The Emeritus and Honorary Professors
The Emeritus Deans

Statute 3
The Chancellor

Role
1. The Chancellor shall be the President of Court and Convocation and shall have the power to confer degrees.

Election
2. The Chancellor shall be elected by Court on the nomination of the Board of Trustees and shall hold office for a maximum period of ten years, unless Court by special resolution determines otherwise. A special resolution for this purpose is a resolution considered as a separate agenda item at a properly constituted meeting of Court and passed by a majority of those present and voting.

Resignation
3. The Chancellor may resign at any time by a letter sent to Court through the Secretary.

Statute 4

The Pro-Chancellors

Role
1. The Pro-Chancellors may, in the absence of the Chancellor or during a vacancy in the office of Chancellor, exercise the functions of the Chancellor, save for the conferring of degrees and the appointment of members of Court, and they may preside at meetings of Court.

Election
2. The Pro-Chancellors shall be elected by Court on the nomination of the Board of Trustees. The Pro-Chancellors shall hold office for three year terms, subject to a maximum of two such terms, unless Court by special resolution determines otherwise. A special resolution for this purpose is a resolution considered as a separate agenda item at a properly constituted meeting of Court and passed by a majority of those present and voting.

Resignation
3. A Pro-Chancellor may resign at any time by a letter sent to Court through the Secretary.

Statute 5

The Vice-Chancellor

Role
1. The Vice-Chancellor shall be the Chief Officer of the University and the Chair of Senate.

Appointment
2. The Vice-Chancellor shall be appointed by Councilthe Board of Trustees after consultation with Senate, and shall hold office for such period and on such conditions as Councilthe Board of Trustees shall determine, subject to the provisions of Statutes and Ordinances.

Resignation
3. The Vice-Chancellor may resign by a letter sent to Councilthe Board of Trustees through the Secretary.

Statute 6

The Pro Vice-Chancellors

Role
1. A Pro Vice-Chancellor may exercise any of the functions of the Vice-Chancellor either at the request of the Vice-Chancellor, or in his or her absence, or during a vacancy in the office of Vice-Chancellor, and shall discharge such other responsibilities as may be conferred by ordinance.

Appointment
2. The Pro Vice-Chancellors shall be appointed by Councilthe Board of Trustees after consultation with Senate. The Pro Vice-Chancellors shall hold office for such period and on such conditions as Councilthe Board of Trustees shall determine, subject to the provisions of Statutes and Ordinances.

Statute 7

The Deans of the Faculties

1. Role
The dean of each faculty shall play a leading role in the formulation and implementation of University academic strategy and policy and shall be responsible for leading and managing the faculty. The dean shall be a member of all committees of the faculty. In the absence of the dean or during a vacancy in the office, a deputy dean or a senior member of staff chosen by the faculty board shall exercise the functions of the dean. There may be one or more deputy deans, who may exercise any of the functions of the dean either at the request of the dean or in the absence of the dean or during a vacancy in the office of the dean.

2. Appointment
The dean of each faculty shall be appointed in consultation with the faculty, as prescribed by ordinance. Deputy Deans shall be appointed from time to time by the dean, with the consent of the faculty board, from among the staff of the faculty. All the deputy deans in a faculty shall vacate office on the appointment of a new dean but shall be eligible for reappointment.

Statute 8

The Treasurer

Role
1. The Treasurer shall be the Chair of the Audit Committee of Council, the Board of Trustees. The Treasurer shall not be a member of the University’s staff, neither shall the Treasurer have any executive authority other than that exercised within the context of membership of Council, the Board of Trustees.

Council, The Treasurer shall be appointed annually by the Board of Trustees, subject to a maximum period in office of ten years, unless Council, the Board of Trustees by special resolution (as defined in Statute 17) determines otherwise.

Vacancy
3. If for any reason the office of Treasurer becomes vacant, Council, the Board of Trustees shall forthwith appoint a Treasurer for the remainder of the unexpired term.

Resignation
4. The Treasurer may resign at any time by a letter sent to Council, the Board of Trustees through the Secretary.

Statute 9

The University Officers

Council, The Board of Trustees shall appoint the following officers of the University for such period and on such conditions as it shall determine, subject to the Statutes and Ordinances:

The Registrar
The Secretary
The Finance Director
The Librarian
Such other officers as Council, the Board of Trustees may by Ordinance determine.
Statute 10

External Auditors

Appointment
1. The Board of Trustees shall annually appoint external auditors for a period of one year. The auditors shall be eligible for reappointment. The auditors shall not be members of Council or Court.

Vacancy
2. Should the auditors resign or be removed from office by Council during the year, Council shall appoint auditors for the remainder of the unexpired term.

Statute 11

Membership of Court

Members
The members of Court shall be as follows:

Category I – University
The Chancellor, the Pro-Chancellors, the Vice-Chancellor, the Pro-Vice-Chancellors, the Treasurer, the Chair of Council and the Chair of Convocation
The Honorary Fellows
The members of Council
The members of Senate
The Emeritus Professors
The Emeritus Deans
The Registrar, the Secretary, the Librarian and up to ten holders of such other offices as the Vice-Chancellor shall from time to time specify

For renewable three year terms: Fifteen elected members of the support staff, the method of election to be determined by Ordinance
For renewable four year terms: One hundred graduates of the University elected by Convocation

Category II – Benefactors
a) As members for life:
Individual donors to University funds nominated by Council
b) As members for five years:
The representatives of each of such corporate donors to University funds as the Board of Trustees may nominate

Category III – City of Bristol
a) The Master of the Society of Merchant Venturers of the City of Bristol and ten persons appointed by the Society for an initial term of up to three years with renewable three-year terms thereafter
b) The Chief Executive of the Bristol Chamber of Commerce and Initiative and ten persons appointed by the Bristol Chamber of Commerce and Initiative for an initial term of up to three years with renewable three-year terms thereafter
c) The President of the Bristol Trades Union Council and ten persons appointed by the Bristol Trades Union Council for an initial term of up to three years with renewable three-year terms thereafter
d) One person appointed by the Bristol Area Members Committee of the Co-operative Group for an initial term of up to three years with renewable three-year terms thereafter
e) Eight representatives of the voluntary sector in Bristol nominated by such body or bodies as from time to time shall be approved by Court for this purpose

Category IV – Local Authorities
Elected members or officers of local authorities in Bristol and the surrounding area appointed by the relevant local authority as follows:
Bristol City Council: Fifteen persons
Bath and North East Somerset Council, North Somerset Council, South Gloucestershire Council, Gloucestershire County Council, Somerset County Council and Wiltshire County Council: Three persons each

Category V – Special Appointments
To be appointed for an initial term of up to three years with renewable three-year terms thereafter:
a) Three persons appointed by the President of the Privy Council
b) Three persons appointed by the Chancellor of the University

c) Three persons appointed by the President of the Privy Council

d) One person appointed by the Bristol Area Members Committee of the Co-operative Group for an initial term of up to three years with renewable three-year terms thereafter

e) Eight representatives of the voluntary sector in Bristol nominated by such body or bodies as from time to time shall be approved by Court for this purpose

Category VI – Institutions
To be appointed for an initial term of up to three years with renewable three-year terms thereafter:
a) One person appointed by each of such universities and colleges, up to a maximum of twenty, as Court on the recommendation of the Board of Trustees may from time to time determine
b) One person appointed by each of such learned bodies and national and international organisations, up to a maximum of forty-five, as Court on the recommendation of the Board of Trustees may from time to time determine
c) One person appointed by such of the institutions affiliated to or associated with the University, as listed in its Ordinances, as Court on the recommendation of the Board of Trustees may from time to time determine
d) One person appointed by each of such National Health Service bodies as Court on the recommendation of the Board of Trustees may from time to time determine
Category VII – House of Commons and European Parliament
The Members of Parliament elected for the parliamentary constituencies lying wholly or substantially within the City and County of Bristol, the Districts of Bath and North East Somerset, North Somerset and South Gloucestershire and the Counties of Gloucestershire, Somerset and Wiltshire
The Members of the European Parliament elected for the South West region

Category VIII – Holders of local offices
Such holders of local offices as the Board of Trustees may from time to time determine, subject to a limit of sixty, which may include:
Lord Lieutenants of Bristol and adjoining counties; Lord Mayors and Mayors of local cities and towns; head teachers of local schools and principals of local colleges; local judges; the president, chief executive, head or leader or other officers of learned societies, religious organisations, charities, museums, libraries, professional bodies, and other organisations involved in the arts, the law, education, health and social services, trade and industry

Vacancies
Vacancies arising among the appointed members shall be filled as soon as possible by the appointing authority for the remainder of the unexpired term.

Resignation
Any member of Court may resign by a letter sent to Court through the Secretary.

**Statute 12**

**Meetings of Court**

1. Place and Time

All meetings of Court shall be held in Bristol.

2. Annual Meeting

The Annual Meeting of Court shall normally be held in November or December. The Board of Trustees shall determine the date and place. The Board of Trustees shall present a report of its proceedings during the preceding academic year, including a report on changes to the Charter, Statutes and Ordinances, and an audited statement of accounts for the preceding financial year. A copy of the report and statement shall be sent to every member of Court at least seven days before the meeting.
3. Special Meetings

The Chancellor may call a meeting of Court at any time and shall call a meeting to be held within eight weeks of the receipt by him or her of a written request to do so from Council the Board of Trustees or from no fewer than twenty-five members of Court. The Chancellor shall determine the date and place of any meeting so called.

4. Notice

The Secretary shall send notice of every meeting of Court not less than thirty-five days before the day fixed for such meeting. Any member of Court wishing to bring forward any business at a meeting shall give the Secretary written notice of it not less than twenty days before the day appointed for the meeting provided that such business shall not be included on the agenda unless no fewer than 9 other members of Court have indicated their support either by signing the notice or writing to the Secretary indicating their support for the business to be discussed. This shall not apply to business brought forward by Council the Board of Trustees. Not less than seven days before any meeting of Court the Secretary shall send every member of Court a statement of all business, and no business shall be considered at the meeting except that included in the statement. For the purposes of this Statute, any notice or written communication to the Secretary may be given by email.

5. Quorum

The quorum of Court shall be forty-five. If there is not a quorum present at a meeting, the Chancellor shall adjourn the meeting to a time later the same day. If there is still no quorum present, the meeting may be adjourned to another day as the Chancellor thinks fit.

6. Procedure

The procedure at meetings of Court shall be in accordance with standing orders of Court.

Statute 13

Powers of Court

Court shall have the following powers:

1. Comment and Advice

At each Annual Meeting of Court, Court shall receive a report from Council the Board of Trustees of its proceedings during the preceding
academic year, including a report on changes to the Charter, Statutes and Ordinances, and an audited statement of accounts for the preceding financial year. Court may comment on the affairs of the University, may advise Council the Board of Trustees on any matter relating to the University, and may invite Council the Board of Trustees to review a decision. Council the Board of Trustees shall take into consideration any views expressed by Court. Court may require Council the Board of Trustees to send to the Chancellor, within three months, a written response to a point raised at a meeting of Court for circulation to members of Court.

2. Appointment of Officers

Court shall appoint the Chancellor and the Pro-Chancellors on the nomination of Council the Board of Trustees.

3. Council the Board of Trustees Membership and Periods of Office

In accordance with Statute, Court shall elect fifteen members of Council the Board of Trustees in Class I from names put forward by the Nominations Committee of Court. Court shall have power to approve extensions to prescribed terms of office for the Chancellor and Pro-Chancellors, and to approve extensions to prescribed maximum periods of membership for members of Council the Board of Trustees.

4. Removal for Good Cause

Court may remove members of Court or Council the Board of Trustees, other than those who are members by virtue of their office or members of the academic staff, for good cause, as determined by Statute.

Statute 14

Nominations Committee of Court

Members
1. The members of the Nominations Committee of Court shall be:

   Class I - Chair
   For renewable three year terms, subject to a maximum of three such terms:
   A Pro-Chancellor, who shall act as Chair, nominated by the Chancellor.

   Class II - Ex Officio
   The Chair of Council the Board of Trustees
   The Chair of Convocation.
The Vice-Chancellor (or his/her nominee)

Class III - Members of Council

For renewable three year terms, subject to a maximum of three such terms:
Three members of Council, elected by Council from among its lay members as determined by Ordinance.

Class IV - Members of Court

For renewable three year terms, subject to a maximum of three such terms:
Two members of Court elected by Court, as determined by Ordinance.

Members in Class IV must be members of Court, but may not be members of Council. If they become members of Council they must resign from the Nominations Committee of Court.

Right to attend
2. The University Secretary may attend meetings of the Nominations Committee of Court, but may not vote on any issue.

Selection of Members of Council
3. The Nominations Committee of Court shall put to Court each year at its Annual Meeting names for election to membership of Council in Class I in Statute 15 for a three year term. The Committee shall search for suitable candidates and shall give careful consideration to all names recommended to it. The Committee shall have regard to the need to find members of Council with a balance of skills and experience and shall ensure compliance with the University's Equal Opportunities Policy.

Court shall consider separately each name put to it by its Nominations Committee, and shall either accept or reject it. If Court rejects any of the names, the Nominations Committee shall choose a replacement for consideration by Court at its next Annual Meeting, to serve for the remainder of the three year term. In the interim the vacancy shall be filled by Council on the nomination of Court's Nominations Committee. Council may not appoint the rejected candidate.

Audit Committee of Council
4. The Nominations Committee of Court shall, in consultation with the Treasurer, nominate members of the Audit Committee of Council for appointment by Council. If Council rejects a nominee, the Nominations Committee of Court shall produce an alternative candidate for consideration by Council. The Chair of Council and members of the University's staff may not be members of the Audit Committee.

Statute 15

Membership of Council
1. **Members Trustees**

The members of Council Trustees shall be as follows:

**Class I – Lay Members Trustees**

The Treasurer

For renewable three-year terms, subject to a maximum of three such terms unless Court by special resolution determines otherwise, where a special resolution for this purpose is a resolution considered as a separate agenda item at a properly constituted meeting of Court and passed by a majority of those present and voting:

- One person appointed by Bristol City Council
- One person appointed by the Society of Merchant Venturers
- One person appointed by Convocation
- Up to fifteen persons elected by Court, on the nomination of the Nominations Committee of Court

Lay members of Council Trustees in Class I may not be members of the University’s staff.

**Class II – University Staff**

The Vice-Chancellor

Three Pro Vice-Chancellors, nominated by the Vice-Chancellor

For renewable three-year terms, subject to a maximum of three such terms:

- Two professors, elected as determined by Ordinance
- Up to three members of the non-professorial academic staff, elected as determined by Ordinance (each an Academic Trustee)
Two members of the support staff, elected/appointed as determined by Ordinance (each a Support Staff Trustee).

For the avoidance of doubt, the term of office of any Trustee in Class II shall end immediately if the appointed individual ceases to be a member of support staff or academic staff as determined by Ordinance.

Class III – Students

Three students or Sabbatical Officers, nominated/appointed as determined by the University of Bristol Students' Union Ordinance (each a Student Trustee).

2. Right to attend

The Chancellor, Pro-Chancellors and Chair of Convocation, if not members of Council, and the Registrar and Finance Director, shall have the right to receive papers and attend meetings, but shall not have the right to vote on any issue.

3. Vacancies

All vacancies arising among the appointed or elected members shall be filled as soon as possible by the appointing or electing authority for the remainder of the unexpired term.

Vacancies arising among the lay members elected by Court shall be filled as soon as possible by Council at the discretion of the Board of Trustees, on the nomination of Court’s Nominations Committee, untilland confirmed at the next Annual Meeting of Court.

4. Resignation

Any member of Council may resign by a letter sent to Council through the Secretary.

Statute 16

Meetings of Council

Frequency

1. Council shall meet at least five times in every University academic year. The Chair may call a meeting at any
Chair and Vice-Chair

2. Council the Board of Trustees shall appoint a Chair and Vice-Chair from among its lay members as determined by Ordinance. The detailed arrangements for the election of Chair and Vice-Chair are set out in Ordinance 3 and may in future be altered by Council the Board of Trustees by Special Resolution.

Procedure

3. The procedure at meetings of Council the Board of Trustees shall be determined by Ordinance.

Quorum

4. The quorum of Council the Board of Trustees shall be ten. If there is not a quorum present at a meeting, the Chair shall adjourn the meeting to a time later the same day. If there is still no quorum present, the meeting may be adjourned to another day as the Chair thinks fit. If there are at least ten members present but without a lay majority, a majority of the lay members present may decide to defer business to the next meeting of Council the Board of Trustees, but business may be so deferred only once.

Reserved business

5. The Chair may require student members of Council to withdraw when matters are discussed relating to individual members of staff or individual students of the University and may withhold from student members papers relating to such matters.

Statute 17

Powers of Council the Board of Trustees

Council the Board of Trustees shall be the governing body of the University, and shall have the following powers:

1. General

Council the Board of Trustees shall exercise all powers conferred on it by the Charter, Statutes and Ordinances, and shall put the Charter, Statutes, Ordinances and Regulations into effect. Council the Board of Trustees shall set the policy of the University, in consultation with Senate on matters of academic policy, and shall ensure that the Vice-Chancellor and the University officers act to further that policy.
2. Charter

Council\textit{The Board of Trustees} may alter, amend or add to the Charter by a special resolution, passed at one meeting of Council\textit{the Board of Trustees} and confirmed at a subsequent meeting held no less than one calendar month nor more than three calendar months after the former, provided that the resolution is passed at each meeting by a majority of not less than three-quarters of the members of Council\textit{the Board of Trustees} present and voting. Any such changes made by Council\textit{the Board of Trustees} shall not take effect unless and until they are allowed by the Queen in Council.

3. Statutes and Ordinances

Council\textit{The Board of Trustees} may by special resolution make, amend, add to or repeal Statutes and Ordinances and shall report them to Court at Court’s Annual Meeting. A special resolution for this purpose is a resolution considered as a separate agenda item following a written report from the Secretary and either (i) passed by a two-thirds majority of those present and voting or (ii) passed by a simple majority of those present and voting and ratified at the next ordinary meeting. In matters relating to courses of study, degrees, certificates, diplomas and other academic awards or distinctions, affiliation of colleges and recognition of teachers, Ordinances shall be made by Council\textit{the Board of Trustees} only with the consent of Senate. Statutes, and any amendments, additions or repeals, made by Council\textit{the Board of Trustees} in accordance with the above procedure shall not take effect unless and until they are allowed by the Privy Council.

4. Regulations

Council\textit{The Board of Trustees} may, subject to the Charter, Statutes and Ordinances, make Regulations to govern its affairs and those of the University.

5. Lay Officers

Council\textit{The Board of Trustees} shall nominate the Chancellor and the Pro-Chancellors for appointment by Court. Council\textit{The Board of Trustees} shall appoint the Treasurer in accordance with Statute 8.

6. Appointment of University Officers

Council\textit{The Board of Trustees} shall appoint the Vice-Chancellor and Pro-Vice-Chancellors after consultation with Senate. Council\textit{The Board of Trustees} shall appoint such other officers of the University as it thinks fit, in accordance with Statutes and Ordinances.
7. Academic Posts

The Board of Trustees may institute or abolish professorships, readerships, lectureships and other academic posts, after consultation with Senate.

8. Academic Appointments

The Board of Trustees shall appoint the professors of the University after report from Senate. The Board of Trustees may either delegate to Senate the appointment of academic staff of the University other than professors, or may appoint them after report from Senate.

9. Honorary Degrees and Fellowships

The Board of Trustees may award honorary degrees on the recommendation of Senate, and may recommend to Court the award of honorary fellowships.

10. Contracts and Employment

The Board of Trustees may enter into, vary and cancel contracts on behalf of the University, including contracts of employment subject to the provisions of the Statute relating to academic staff. The Board of Trustees shall determine the terms and conditions on which employment is offered.

11. Academic Review

The Board of Trustees shall review and promote the teaching and research of the University.

12. Senate

The Board of Trustees shall supervise and give directions to Senate, and may refer back, amend or disallow any act of Senate, subject to the rights of the Senate concerning academic Ordinances and to be consulted on all academic matters.

13. Finances

The Board of Trustees shall manage all the University’s financial and other affairs, and may appoint bankers and other agents as it thinks fit.
14. Investments

_Council The Board of Trustees_ shall make investments on behalf of the University as it thinks fit, subject to the Charter, Statutes and Ordinances.

15. Property

_Council The Board of Trustees_ shall provide premises, furniture, apparatus and equipment needed for the work of the University. _Council The Board of Trustees_ may sell, buy, exchange, lease and accept leases of real and personal property on behalf of the University.

16. Borrowing

_Council The Board of Trustees_ may borrow money on behalf of the University and for the purpose may mortgage all or any part of the property of the University, whether real or personal, or give such other security upon such property as it thinks fit. _Council The Board of Trustees_ shall set borrowing limits and report them each year to the Annual Meeting of Court.

17. Seal, Arms and Mace

_Council The Board of Trustees_ shall have the sole custody and use of the University seal, arms and mace.

18. Grievances

_Council The Board of Trustees_ shall investigate and if appropriate redress any grievance brought by officers, staff or students of the University. _Council The Board of Trustees_ may, at its discretion, appoint a committee to deal with a grievance.

Statute 18

_Statute 18 (formerly ‘Nominations Committee of Council) was repealed on 28 June 2011. The procedure for appointment of members of committees of the Board of Trustees is now set out in paragraph 11 of Ordinance 3._

Statute 19

_Membership of Senate_
1. Members

The members of Senate shall be as follows:

Class 1 – Ex officio

The Vice-Chancellor, the Pro Vice-Chancellors, the Deans, the Registrar, the Librarian, two Sabbatical Officers nominated by the University of Bristol Students’ Union.

Class 2 – Heads of school

The heads of the academic school or their nominees for any given academic year

Class 3 – Academic and other professional post-holders

Such holders of posts of academic and other professional responsibility, as shall with the consent of Senate be provided by Ordinance so as to ensure fair representation of all the faculties

Class 4 – Academic Staff

Such members of the academic staff, elected by such staff in each faculty from among their number, as shall with the consent of Senate be provided by Ordinance so as to ensure fair representation of all the faculties, for renewable three-year terms

Class 5 – Students

Such undergraduate and postgraduate students, elected or temporarily nominated as provided for in Standing Orders of Senate, as shall with the consent of Senate be provided by Ordinance.

2. Vacancies

All vacancies arising among the elected members shall be filled as soon as possible for the remainder of the unexpired term.

Statute 20

Meetings of Senate
Frequency
1. Senate shall meet at least once each term. The Vice-Chancellor may call a meeting at any time, and shall call a meeting on receipt of a written request to do so from no fewer than twenty members of Senate, within such period as shall be prescribed by standing orders of Senate.

Chair
2. The Vice-Chancellor shall preside at meetings of Senate. In the Vice-Chancellor’s absence, a Pro Vice-Chancellor may act as chair.

Procedure
3. The procedure at meetings of Senate shall be in accordance with standing orders made by Senate.

Reserved business
4. The Chair may require student members of Senate to withdraw when matters are discussed relating to individual members of staff or individual students of the University and may direct that papers relating to such matters shall be withheld from student members.

Statute 21

Powers of Senate

Senate shall have the following powers:

Education and Research and Enterprise

1. Senate shall be responsible to the Board of Trustees for education and examinations within the University, and shall promote and encourage research and enterprise. No new degree or other academic award or distinction shall be adopted by the University without Senate’s agreement.

Examiners

2. Senate shall appoint the internal and external examiners after report from the Boards of Faculty concerned, or may delegate this power to the appropriate Faculty Board. Senate may remove any examiner for negligence or misconduct and may appoint a substitute for the remainder of the examinations.
Academic ordinances and regulations

3. Senate shall report to Council the Board of Trustees, after report from the Boards of Faculties concerned, on proposed changes to Ordinances and Regulations. Ordinances relating to courses of study, degrees, certificates, diplomas and other academic awards or distinctions, affiliation of colleges and recognition of teachers may be made by Council the Board of Trustees only with the consent of Senate.

Faculties

4. Senate shall supervise and give directions to the Faculties, may refer back, amend or disallow any act of a Faculty, and shall assign to the Faculties their respective subjects and report to Council the Board of Trustees on the organisation of schools.

Academic posts

5. Senate may make recommendations to Council the Board of Trustees as to the institution or abolition of professorships, readerships, lectureships and other academic posts or offices, and as to the abolition of faculties and schools.

Academic appointments

6. Senate may make recommendations to Council the Board of Trustees as to the appointment or removal from office of the Vice-Chancellor, Pro-Vice-Chancellors, professors and other members of the teaching and research staff of the University.

Honorary appointments

7. Senate may provide for the appointment of honorary professors, emeritus professors and emeritus deans in accordance with policies approved by Senate from time to time.

Honorary fellowships and degrees

8. Senate shall recommend to Council the Board of Trustees the award of honorary fellowships and degrees.

Fellowships, scholarships and prizes

9. Senate shall award fellowships, scholarships and prizes, subject to conditions made by the founders and accepted by Council the Board of Trustees.
Admission of students

10. Senate shall regulate the admission of students to the University, subject to the Charter, Statutes, Ordinances and Regulations.

Student discipline

11. Senate shall make regulations to provide for the discipline of students of the University. Subject to the regulations, Senate may suspend or expel any student.

Referral and delegation

12. Senate shall report back on any matter referred to it by Council the Board of Trustees.

Opinion and advice

13. Senate may discuss and declare an opinion on any matter whatsoever relating to the University and Council the Board of Trustees shall take into consideration any observations expressed by Senate.

Statute 22

Faculties

Faculties
1. Schools shall be allocated to Faculties as determined by Senate.

Faculty Boards
2. Each Faculty shall have a Faculty Board as determined by Ordinance.

Responsibilities of Faculty Boards
3. Faculty Boards are responsible to Senate for the academic activities carried out in the Faculty, including the education and assessment of students and the promotion and encouragement of research, and for such other matters as Senate may require.

Committees
4. Faculty Boards may establish committees to advise them on any matter, for such periods as they think fit, with such membership as they may approve. Faculties may establish committees jointly with another faculty or faculties.
Faculty Assemblies
5. Each Faculty shall have a Faculty Assembly as determined by Ordinance.

Remit of Faculty Assemblies
6. The remit of the Faculty Assembly is to discuss issues which merit consideration by the Faculty as a whole.

Statute 23

Membership of Convocation

Members
1. The members of Convocation shall be as follows:
The Chancellor
The Pro-Chancellors
The Vice-Chancellor
The Pro-Vice-Chancellors
The honorary fellows
The members of Senate
The professors, readers, lecturers and other members of the academic staff
The officers of the University
The graduates of the University, on such conditions as to fees as Council/the Board of Trustees may prescribe
Such other former students of the University as Convocation may by Standing Order determine, on such conditions as to fees as Council/the Board of Trustees may prescribe
The honorary graduates of the University

Associate Membership
Categories of associate membership may be made by standing order.

Register
The Registrar shall keep a register containing the names of all members of Convocation, which shall be conclusive as to the entitlement of any person to vote in Convocation.

Statute 24

Meetings of Convocation
Frequency
1. Convocation shall meet at least once a year. The Chair may call a meeting at any time, and shall call a meeting to be held within eight weeks of the receipt of a written request to do so from no fewer than fifty members.

Chair
2. The Chancellor if present shall preside at meetings of Convocation. Convocation shall elect a Chair who will preside in the absence of the Chancellor, and will be Chair of the Standing Committee of Convocation.

Quorum
3. The quorum of Convocation shall be fifty. If there is not a quorum present, the Chair shall adjourn the meeting to a time later the same day. If there is still no quorum present, the meeting may be adjourned to another day as the Chair thinks fit.

Notice of meetings
4. Not less than twenty-eight days before the day fixed for a meeting of Convocation, the Secretary shall send notice of the meeting to all members. Not less than twenty-one days before the day appointed for the meeting, any member of Convocation wishing to bring forward business at a meeting shall give the Secretary written notice of it. Not less than seven days before any meeting, the Secretary shall send members a statement of all business, and no business shall be considered at the meeting except that included in the statement. Notice of meetings and elections shall be regarded as duly given if posted to a member’s last advised address, but no notice need be sent by the University if it has evidence that the member no longer resides there.

Procedure
5. Procedural matters relating to meetings of Convocation shall be prescribed by standing orders of Convocation.

Reports
6. At each Annual General Meeting of Convocation the Vice-Chancellor will report on the affairs of the University and Convocation will receive an account of meetings of Court.

Statute 25

Powers of Convocation

Convocation shall have the following powers:

Court
1. Convocation shall appoint by election one hundred members of Court.
Council
2. Convocation shall appoint one member of Council.

Advice
32. Convocation may discuss and pronounce an opinion on any matter relating to the University and may enter into communication directly with Council, the Board of Trustees, Court, or Senate on any such issue.

Statute 26

Congregations

Congregations of the whole University for the conferring of degrees or other purposes shall be held in a manner to be prescribed by Ordinances and shall be presided over by the Chancellor or in his or her absence by the Vice-Chancellor.

Statute 27

University of Bristol Union

Structure
1. There shall be a Union of students in the University, whose constitution and functions shall be prescribed by Ordinance. Council shall contribute annually to the Union such funds as it thinks fit.

Responsibility of Council
2. Council shall take such steps as are reasonably practicable to ensure that the Union operates in a fair and democratic manner and is accountable for its finances. The Union shall each year submit to Council its audited accounts.

Statute 28

Examiners for Academic Awards

For all academic awards of the University there shall be at least two examiners. At least one must be external and independent and normally at least one must be a member of the academic staff of the University or otherwise eligible as having academic status.

Statute 29
Committees

Power to appoint committees
1. Council The Board of Trustees, Court, Senate, boards of Faculties, Convocation and the University of Bristol Union may appoint committees to deal with any matter, and such committees may include persons who are not members of the bodies appointing them. Council The Board of Trustees shall establish an Audit Committee, Nominations Committee, Staff Committee and Remuneration Committee.

Powers and duties
2. The powers and duties of such committees shall be such as the bodies appointing them direct, save that Council The Board of Trustees may not delegate its power to decide that it is desirable that there should be a reduction in the number of academic staff by way of redundancy.

Regulations
3. Council The Board of Trustees may make regulations governing the proceedings of committees, but subject to these every committee may regulate its own meetings and procedure.

Membership
4. The Chair of Council The Board of Trustees and the Vice-Chancellor shall be members of every committee of Council The Board of Trustees and Court and of their joint committees, save as otherwise provided by Statute or Ordinance. The Vice-Chancellor shall be a member of all committees of Senate and Faculties. The Deans shall be members of all committees of their Faculties.

Statute 30

Advisory Boards

Council
4. Council The Board of Trustees may appoint advisory boards on such terms as it thinks fit, subject to the Charter and Statutes and after consultation with Senate. Such boards may include members unconnected with the University. Council The Board of Trustees may refer to them for advice and report on any matter, and such advice and report shall be duly considered by bodies in the University as Council The Board of Trustees directs.

Senate
2. Senate at the instance of any faculty may approve the appointment of an advisory board, under conditions to be determined by Ordinance. Such boards will be subject to review by the Faculty. They may undertake matters delegated to them with regard to
organisation, administration, or instruction in any subjects in the Faculty. Senate shall appoint the members on the nomination of the Faculty. Such boards shall include the examiners in the subjects concerned and may include members unconnected with the University.

**Statute 31**

**Removal of Officers, Auditors and Members**

**Officers**
1. The Chancellor and Pro Chancellors may be removed for good cause by the Visitor at the instance of Court. The Treasurer, Chair of the **Council/Board of Trustees** and Vice-Chair of **Council/Board of Trustees** may be removed for good cause by the Visitor at the instance of **Council/Board of Trustees**.

**Auditors**
2. The external auditors may be removed for good cause by **Council/Board of Trustees**.

**Members of Council/Board of Trustees and Court**
3. Any member of **Council/Board of Trustees** or Court, other than those who are members by virtue of their office or members of the academic staff, may be removed for good cause by Court.

**Good cause**
4. ‘Good Cause’ in this Statute means one or more of the following:

   - conviction for an offence rendering the person convicted unfit for the execution of the duties of the office;
   - improper conduct, incompatible with the duties of the office;
   - conduct constituting persistent refusal, neglect or inability, including mental or physical inability, to perform the duties or comply with the conditions of office.

**Statute 32 - Academic Staff: Dismissal, Discipline, Grievance Procedures and related matters**

1. **Application and Scope**
   1.1 This Statute relates to the conduct and discipline, performance, dismissal, suspension and grievances of employees and shall apply to all employees of the University except the Vice-Chancellor.

   1.2 This Statute shall be construed to give effect to the following guiding principles:
1.2.1 to ensure that members of academic staff at the University have freedom within the law to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions without placing themselves in jeopardy of losing their jobs or privileges;
1.2.2 to enable the University to provide education, promote learning and engage in research efficiently and economically;
1.2.3 to apply the principles of justice and fairness and seek to advance the principles of equality and diversity.
1.3 In the case of conflict the provisions of this Statute shall prevail over those of any other Statute or of any Ordinance or procedure made under or to give effect to this Statute.
1.4 Nothing in any contract of employment entered into shall override or exclude the provisions of this Statute.

2. Procedures
2.1 Council The Board of Trustees shall by Ordinance prescribe the procedures for dismissing employees on the grounds of conduct, capability (performance and ill health), redundancy, illegality and some other substantial reason as defined by the Employments Rights Act 1996 as amended, extended or re-enacted from time to time.
2.2 Such Ordinances shall provide for:
   (i) the right of employees to be accompanied at any formal meetings held under the Ordinances by a work colleague or trade union representative;
   (ii) the University to have the power to suspend any employee to investigate alleged misconduct or for any other good or urgent reason;
   (iii) appropriate penalties, which shall include warnings and dismissal;
   (iv) the right of appeal against a notice of dismissal given to an employee;
   (v) any dismissal made under such Ordinance to remain in force pending the outcome of any appeal;
   (vi) employees to receive a reasoned decision in writing in respect of any formal action taken under the Ordinances.

2.3 Council The Board of Trustees shall ensure that there is a grievance procedure in place to consider complaints raised by employees concerning their employment, which relate to themselves as individuals or their personal dealings or relationships with other employees at the University. The grievance procedure will not apply:
   (i) in respect of the outcome of any matter dealt with under this Statute;
   (ii) where Council the Board of Trustees has prescribed or the University has in place other procedures.

2.4 Council The Board of Trustees shall be the body responsible for monitoring the effectiveness of the Ordinances and procedures prescribed by it under this Statute.

Statute 33
Validity of Acts of Court, the Board of Trustees and Senate

No act or resolution of the Board of Trustees, Court or Senate shall be invalid by reason only of a vacancy among its members, or lack of qualification or invalidity in the election or appointment of a member.

Statute 34

Contracts

The University may make the following binding contracts:

(a) Any contract which if made between private persons would be by law required to be in writing and under seal, provided the contract is in writing and signed by two persons acting under the express or implied authority of the Board of Trustees under the University Seal

(b) Any contract which if made between private persons would be by law required to be in writing and signed by the parties, provided it is in writing and signed by a person acting under the express or implied authority of the Board of Trustees.

(c) Any contract which if made between private persons would by law be valid even if made only verbally, provided it is made in writing or verbally on behalf of the University by any person acting under the express or implied authority of the Board of Trustees.
Definitions

Statutes, ordinances and regulations

Unless the context indicates otherwise, references to statutes, ordinances, regulations and standing orders are to those currently in force. Subject to the statutes and ordinances, regulations may cover matters including admissions, teaching, examinations, research, conditions of study, qualifications for degrees, distinctions and prizes, fees, congregations and ceremonies, the management and use of museums and libraries, academic dress and discipline.

University bodies and standing orders

A University body is a body constituted by the Charter, statutes or ordinances of the University. A standing order is an order made by the Board of Trustees, Court, Senate, Convocation or any other University body, for the purpose of governing its procedure or the procedure of its committees.

Academic staff

Academic staff are the professors, readers, senior lecturers, lecturers and research staff on academic conditions of service, whether they are funded by the University or by outside bodies, but excluding honorary and visiting staff. However with regard to the statute on membership of Senate (Statute 19), “non-professorial academic staff” may include such other members of staff involved in the academic work of the faculty as the faculty may, with the agreement of Senate, stipulate from time to time.

University officers

References to University officers include persons appointed, in accordance with a duly approved scheme of delegation, to act on their behalf on a particular occasion or in specified circumstances.

Notice

Unless specified otherwise, any notice required by statutes, ordinances or regulations shall be deemed to have been served: (a) when delivered by hand to the relevant address; or
(b) 48 hours after being sent by pre-paid first class post to that address; or
(c) where the recipient has given his or her consent to be served by email, one hour after being dispatched by email.
Ordinance 2

The Academic Year

Academic year of the University shall run from 1 August to 31 July.

Ordinance 3

Council Board of Trustees

Procedure

Chair and Vice-Chair

The Chair and Vice-Chair will be elected by Council the Board of Trustees from among the lay members of Council the Board of Trustees. The Chair and Vice-Chair shall usually serve for an initial period of three years but their terms of office shall whenever practicable be staggered to avoid their terms expiring at the same time. They may be considered for re-election for two further periods of up to three years each. The election of the Chair or Vice-Chair shall normally take place no later than the first Council Board of Trustees meeting of the academic year in which the term of office of the current Chair or Vice-Chair as the case may be is due to expire but the appointment will not take effect until immediately following the annual meeting of Court in that academic year. The role of the Vice-Chair is to chair meetings of Council The Board of Trustees in the Chair’s absence, and to provide other assistance to the Chair as required. Where necessary for the good of the University, the Chair may take decisions on Council’s The Board of Trustees’ behalf between meetings and will report such decisions to the next meeting.

Notice of business

The agenda and papers for business at a Council Board of Trustees meeting will, whenever possible, be sent to members seven days in advance of the meeting. No substantive matter will be debated by Council The Board of Trustees without at least three days’ notice, unless Council The Board of Trustees declares the business to be urgent by a two thirds majority of those present.
Questions from members of Council
The Board of Trustees
Members of Council the Board of Trustees may submit to the Secretary written questions addressed to the Vice-Chancellor or other University officers, to be placed on the agenda of a Council Board of Trustees meeting. Unless urgent, such questions should be sent in time to allow circulation with the other papers, seven days before the meeting.

Submission of items for discussion

Members of Council the Board of Trustees may submit to the Secretary items for discussion at a Council Board of Trustees meeting, including proposed motions for debate.
and decision. Unless urgent, such questions should be sent in time to allow circulation with the other papers, seven days before the meeting. CouncilThe Board of Trustees may adjourn such items for further information to be obtained.

Debate

The conduct of a debate will be determined by the Chair, who will not unreasonably refuse any member the right to speak. The Chair may require a member to leave a meeting in the event of his or her disruptive behaviour.

Amendments

Suggested amendments to any proposal must be put one at a time, before the debate on the original proposal is concluded. If an amendment is carried, further debate and decision will relate to the amended proposal.

Conflicts of Interest

In the performance of their functions, members of Councilthe Board of Trustees and CouncilBoard of Trustees committees and working groups are under an obligation to act in the best interests of the University. If a member has a financial, personal or family interest which might appear to put this obligation at risk, the member should make the conflict known as soon as reasonably practicable to the Chair or Secretary of Councilthe Board of Trustees.

Conflict of Interest at a Meeting

When attending meetings of Councilthe Board of Trustees or CouncilBoard of Trustees committees or working groups, members who have a financial, personal or family interest in any matter arising shall as soon as practicable disclose the interest. Unless the Chair rules that the interest is not material, the member shall withdraw from the relevant part of the meeting and may not vote on the issue.

These provisions do not normally apply to an interest which arises only because a member is an employee or student at the University. For example, a staff member of Councilthe Board of Trustees or CouncilBoard of Trustees committees or working groups, members who have a financial, personal or family interest in any matter arising shall as soon as practicable disclose the interest. Unless the Chair rules that the interest is not material, the member shall withdraw from the relevant part of the meeting and may not vote on the issue.

However the Chair may rule that the provisions do apply to an interest which concerns a member of staff or student specifically, for example his or her own conditions of employment or pay increase, or a disciplinary matter in which the member of staff or student was directly involved.
Voting

Voting on any issue will be by a show of hands. The Chair may vote, and in the event of a tied vote has the right to exercise a casting vote.
Elections

Elections for the Chair and Vice-Chair and for committee membership will be by show of hands unless a paper ballot is requested by a Council Board of Trustees member.

Committees

The University Secretary or one of his or her staff should normally be secretary to Council Board of Trustees committees. Council Board of Trustees may appoint to committees lay persons who are not members of Council Board of Trustees, but Chairs of Council Board of Trustees committees should normally be members of Council Board of Trustees.

The Chair of Council Board of Trustees, having taken account of the needs of the committee and having consulted the relevant committee chair, will consult Council Board of Trustees members about vacancies on Council Board of Trustees committees and potentially suitable candidates. The Chair, in consultation with the relevant committee chairs, will make final recommendations for Council Board of Trustees's approval.

This process does

The Chair of the Board of Trustees and members of the University's staff are not eligible to the appointment of members of the Audit Committee, which is dealt with by the Nominations Committee of Court (Statute 14).

Custom and precedent

Where no written rules are laid down, custom and precedent will apply to the conduct of Council Board of Trustees's business.

Ordinance 3a

Nominations Committee of Court Procedure

Chair and Vice-Chair

The Chair will be a Pro Chancellor. The Chair of Council Board of Trustees will normally be the Vice-Chair.
The role of the Vice-Chair is to chair meetings in the Chair’s absence, and to provide assistance to the Chair as required.

In the event that an issue arises which is so urgent that a decision is required before the next meeting of the Committee, and the Chair considers that it is not appropriate or practicable to deal with the matter by correspondence, the Chair may decide that issue on the Committee's behalf. The Chair will report any such decision to the Committee at its next meeting.
Notice of Business

The agenda and papers for business at a Nominations Committee of Court meeting will, whenever possible, be sent to members seven days in advance of the meeting.

Quorum

The quorum shall be five, including the Chair or Vice-Chair, if there is not a quorum present at a meeting, the Chair shall reconvene it within 14 days. If there is still no quorum present, business may be approved by a majority of those present and voting.

Business by Correspondence

Business may be conducted by correspondence (including by email) where the Chair deems it appropriate.

Election of Members

Election of members of the Nominations Committee of Court shall be by ballot, using the single transferable vote method. Ballot papers may be circulated, completed and returned either by post or electronically.

(i) Election of three lay members of Council of Trustees – Class III
All lay members of Council of Trustees, with the exception of the Chair of Council of Trustees and the Chair of Convocation (who are ex officio members of the Nominations Committee of Court) are eligible to stand for election to the Nominations Committee of Court.

If, at any time, Convocation’s representative on Council of Trustees is not the Chair of Convocation, he/she will be eligible to stand for election alongside the other lay members of Council of Trustees.

At the appropriate Council meeting, those lay members of Council of Trustees who wish to be considered for election to the Committee will be asked to put their names forward. Should there be more than three candidates for the three places, there will be a ballot.

(ii) Election of two members of Court – Class IV
At the appropriate time, the University Secretary will send to all members of Court a notice of an election for two members of Court to join the Nominations Committee of Court. Members of Court may stand for election to the
Nominations Committee by sending the University Secretary a letter of support signed by five members of Court other than themselves, together with a short CV. Should there be more than two candidates for the two places there will be a ballot.
Members of Court who are also members of Council the Board of Trustees may not stand in these elections.

Selection Panel

An interview panel of no less than three people (who would normally be members of the Nominations Committee of Court) will be convened to interview candidates who have applied to become lay members of Council the Board of Trustees. The panel will normally include the Chair of the Nominations Committee and the Chair of Council.

Ordinance 4

Election to Court of Members of the Support Staff

The fifteen members of the support staff on Court will be elected separately in the following categories: technical services, operational services, and administrative and professional services, in proportion to their full-time equivalent numbers.

In each category, candidates may stand for election by sending the Secretary a letter of support signed by six members of staff in that category other than themselves, together with a short CV. Should there be more candidates than places, there will be a ballot. Each member of staff in the category may cast as many votes as there are vacancies. The candidates receiving the highest number of votes will be declared elected.

Ordinance 5

Election Appointment to Council the Board of Members Trustees

For the avoidance of doubt, this Ordinance shall not apply to Trustees elected by Court.

1. Professors Appointment of Academic Trustees

All members of the professorial University’s academic staff shall be eligible to stand for election to Council and shall form...
the electoral college appointment to the Board of Trustees as an Academic Trustee.

Prior to (or upon, if the vacancy is a casual vacancy) a vacancy arising on the Board of Trustees for such elections, an Academic Trustee, the Board of Trustees will consider the balance and range of skills, backgrounds and experience of the Board of Trustees. The Board of Trustees may make recommendations as to any particular skills, backgrounds and experience which it wishes to attract to the Board of Trustees (Preferred Skills).

The Clerk to the Board of Trustees will invite members of academic staff to stand for appointment to the Board of Trustees and notify them of any Preferred Skills.

Candidates shall be recommended by Senate, following selection in a manner determined by Senate. In considering its recommendations, Senate will have regard to any Preferred Skills. Wherever possible, Senate will seek to recommend at least two candidates per vacancy.

The Board of Trustees shall consider the recommended candidates. The Board of Trustees may delegate responsibility for consideration of the recommended candidates to a nominations committee (howsoever called or constituted). Where such delegation occurs, that nominations committee shall nominate one candidate per vacancy to the Board of Trustees.

2. Support Staff Trustees

All members of the may be nominated by letter sent to the University’s support staff shall be eligible to stand for appointment to the Board of Trustees as a Support Staff Trustee.

Prior to (or upon, if the vacancy is a casual vacancy) a vacancy arising on the Board of Trustees for a Support Staff Trustee, the Board of Trustees will consider the balance and range of skills, backgrounds and experience of the Board of Trustees. The Board of Trustees may make recommendations as to Preferred Skills.

The Clerk to the Board of Trustees will invite members of support staff to stand for appointment to the Board of Trustees and notify them of any Preferred Skills.

The University Secretary which shall be accompanied by a short curriculum vitae. Letters of nomination shall be signed by six members of the professorial staff other than the candidate nominated and shall contain a statement signed by the shall convene a committee for the purposes of considering applications to stand for appointment as a Support Staff Trustee and to recommend candidates. That committee shall include representatives of central divisions, faculty-based support staff and representatives of the relevant Trades Union(s). The committee will have regard to any Preferred Skills. Wherever possible, the committee will seek to recommend at least two candidates per vacancy.

The Board of Trustees shall consider the recommended candidates. The Board of Trustees may delegate responsibility for consideration of the recommended candidates to a nominations committee (howsoever called or constituted). Where
such delegation occurs, that nominations committee shall nominate one candidate indicating his willingness per vacancy to accept the nomination.

2. Non-professorial academic staff

3. Student Trustees

All students of the University shall be eligible to stand for appointment to the Board of Trustees as a Student Trustee.

Prior to (or upon, if the vacancy is a casual vacancy) a vacancy arising on the Board of Trustees for a Student Trustee, the Board of Trustees will consider the balance and range of skills, backgrounds and experience of the Board of Trustees. The Board of Trustees may make recommendations as to any Preferred Skills.

The Clerk to the Board of Trustees, in conjunction with the Students’ Union, will invite students to stand for appointment to the Board of Trustees and notify them of any Preferred Skills.

Candidates shall be recommended by the Students’ Union, following selection in a manner determined by the Students’ Union. In considering its recommendations, the Students’ Union will have regard to any Preferred Skills. Wherever possible, the Students’ Union will seek to recommend at least two candidates per vacancy, and seek to ensure that at least one of its recommended candidates is a postgraduate student.

The Board of Trustees shall consider the recommended candidates. The Board of Trustees may delegate responsibility for consideration of the recommended candidates to a nominations committee (howsoever called or constituted). Where such delegation occurs, that nominations committee shall nominate one candidate per vacancy to the Board of Trustees.

4. The Convocation Trustee

Every member of Convocation shall be eligible to stand for appointment to the Board of Trustees as the Convocation Trustee.

Prior to (or upon, if the vacancy is a casual vacancy) a vacancy arising on the Board of Trustees for a Convocation Trustee, the Board of Trustees will consider the balance and range of skills, backgrounds and experience of the Board of Trustees. The Board of Trustees may make recommendations as to any Preferred Skills.

The Clerk to the Board of Trustees, in conjunction with the Clerk to Convocation, will invite members of Convocation to stand for appointment to the Board of Trustees and notify them of any Preferred Skills.

Candidates shall be recommended by Convocation, following selection in a manner determined by Convocation. In considering its recommendations, Convocation will have regard to any Preferred Skills. Wherever possible, Convocation will seek to recommend at least two candidates per vacancy.
The Board of Trustees shall consider the recommended candidates. The Board of Trustees may delegate responsibility for consideration of the recommended candidates to a nominations committee of the Board of Trustees (howsoever called or constituted). Where such delegation occurs, that nominations committee shall nominate one candidate per vacancy to the Board.

All members of the non-professorial academic staff shall be eligible for election to Council and shall form the electoral college for such elections. Candidates may be nominated by letter sent to the Secretary which shall be accompanied by a short curriculum vitae. Letters of nomination shall be signed by six members of the non-professorial academic staff other than the candidate nominated and shall contain a statement signed by the candidate indicating his willingness to accept the nomination.

3. Support staff

The 15 members of the support staff who have been elected as such to Court shall be eligible for election to Council and shall form the electoral college for such elections. Candidates may be nominated by letter sent to the Secretary which shall be accompanied by a short curriculum vitae. Letters of nomination shall be signed by two other members of the support staff who have been elected as such to Court and shall contain a statement signed by the candidate indicating his willingness to accept the nomination.

4. Conduct of elections

Elections shall be conducted by secret ballot using the single transferable vote method of election.

Ordinance 6

Membership of Senate

This ordinance puts into effect the provisions of Statute 19, Membership of Senate.

With regard to Class 3, (academic and other professional post-holders), the University Undergraduate Studies Committee and the University Graduate Studies Committee shall annually elect one of their number to serve on Senate from 1 August. Similarly, the Faculty Managers shall annually elect one of their number to serve on Senate from 1 August.

With regard to Class 4 (members of the academic staff), there shall be a total of twelve members of staff from each faculty in Class 2, (heads of school or their nominees), and Class 4 (academic staff) serving on Senate at any one time. The number of members of the academic staff serving on Senate from each faculty shall be calculated by deducting from twelve the number of staff in the faculty serving on Senate in Class 2. In Class 4, members of the academic staff serving on Senate shall be elected by single transferable.
vote by the academic staff of the faculty, to serve from 1 August for renewable three-year terms, in accordance with procedures formally adopted by the faculty board and approved by Senate.

With regard to Class 5 (students) there shall be up to six undergraduate students and up to four postgraduate students serving on Senate at any one time. In Class 5, students serving on Senate shall be elected or nominated, as provided for in Standing Orders of Senate, for renewable one year terms subject to a maximum of three consecutive terms.

Ordinance 7

Faculty Boards and Faculty Assemblies

Faculty Boards

Membership of Faculty Boards

The Faculty Board shall comprise of the Dean of the Faculty (Chair), the Head of each constituent School of the Faculty, the Faculty Research Director(s), the Faculty Education Director(s), the Faculty Manager, the Faculty Financial Controller and the Faculty Human Resources Managers. Other persons, including student representatives, may attend one or more meetings of the Faculty Board at the invitation of the Dean. A Head of School who is unable to attend a Faculty Board meeting may nominate a deputy to attend on his/her behalf. A Faculty Board may co-opt up to three additional members as determined by Standing Orders.

Responsibilities of Faculty Boards

The Faculty Board debates and advises the Dean on the education and research strategies of the Faculty and is responsible for their implementation. The Faculty Board is also responsible for the management of the Faculty generally. The Faculty Board may delegate to Faculty committees or to its members such work as is appropriate, and shall ensure that the Board, directly or through its committees or members, discharge its responsibilities.

Subject to the overriding authority of Senate, the activities of Faculty Boards will include:

a) recommending to Senate changes and additions to Statutes, Ordinances and Regulations
b) appointing examiners (other than examiners for higher degrees, who are appointed by the Deans, as set out in paragraph 2 of Ordinance 17: Assessment for Academic Awards)
c) advising the Dean of the Faculty

d) dealing with any matter referred by Senate

e) bringing to the attention of Senate matters of concern in the Faculty.

f) arranging election of Faculty representatives on Senate in accordance with Statute and Ordinance

g) discharging any other duty given to it by the University or its Statutes, Ordinances or Regulations, or required of it by any other legitimate regulatory body

h) establishing appropriate procedures to ensure effective communication within the Faculty of the issues discussed and decisions taken by the Faculty Board.

Faculty Assemblies

Membership of Faculty Assemblies

The Chair of the Faculty Assembly will be appointed as provided by Faculty Assembly Standing Orders. All members of the Faculty and not less than ten of the Faculty’s elected Faculty and School student representatives may attend the Faculty Assembly. The arrangements for appointment of such student representatives to the Faculty Assembly will be determined by the Faculty Assembly’s Standing Orders. The Chair may invite other persons to attend as appropriate.

Meetings and Authorities of Faculty Assemblies

The Dean will schedule at least two meetings of the Faculty Assembly per session, and may schedule or call further meetings of the Faculty Assembly as appropriate. A meeting of the Faculty Assembly may also be called by constituent members of the Faculty Assembly in accordance with provisions to be set out in Standing Orders. The Faculty Assembly may formulate for consideration by the Faculty Board a resolution or opinion on any matter of relevance to the Faculty, but shall have no further authority. The Faculty Board shall, however, take into account in its future decision making such views expressed by the Faculty Assembly.

Standing orders

Faculty Boards and Faculty Assemblies will adopt Standing Orders to govern their procedure having regard to the template approved by Senate.

Ordinance 8

Academic Schools

There shall be such academic Schools as the Board of Trustees shall, on the recommendation of Senate, from time to time determine. A Regulation of Academic Schools shall record such determination. For academic and administrative purposes, such Schools may be-
sub-divided into groups known as ‘Primary Units’. Senate may designate any such individual or group of Primary Units as entitled to carry the title ‘Academic Department’. A Regulation of Primary Units and Primary Units designated as Academic Departments shall record such designation. Each Academic School shall be located in a Faculty and have a Head of School, appointed in accordance with the relevant ordinance. All staff appointed to an Academic School shall be members of that School. Subject to the approval of Senate, Academic Schools may jointly establish interdisciplinary centres or institutes.

Ordinance 9

**Primary Units**

Primary units are groups of staff within an Academic School, working together for academic purposes. Primary Units, or a group of primary units may be designated as Academic Departments which notwithstanding that designation shall remain subject to the provisions of this Ordinance Membership of Primary Units shall be decided by the Head of School in consultation with members of the School, subject to final decision by the Dean of the Faculty in the event of disagreement within the School.

Heads of Primary Units shall be appointed by the Head of School after consultation with the members of the Primary Unit. Heads of Primary Units shall stand down at the conclusion of the term of office of their Head of School, but they shall be eligible for re-appointment.

The Head of a Primary Unit shall be responsible to the Head of School and his or her remit may include the following:

a) a) providing academic and intellectual leadership to colleagues within the Primary Unit;
   b) advising the Head of School on the workload of members of the academic staff in the Primary Unit, including the balance between research, teaching and administration;
   c) ensuring that staff reviews are conducted for staff in the primary unit, thus assisting in career development, setting research targets, identifying training needs and advising on performance;
   d) facilitating consultative decision making within the Primary Unit, where appropriate involving all staff and students;

b) ensuring that the academic content of curricula in the relevant disciplinary areas is appropriate;
    c) managing any budget allocated to the primary unit by the Head of School;
   d) contributing to the running of the Academic School; and
   e) risk management within the Primary Unit.

Ordinance 10
Heads of Academic Schools

1. Role
The Head of an Academic School shall be responsible to the Dean for the following:

(a) playing a leading role in the formulation of academic strategy, policy and planning at School and faculty level;
(b) academic leadership in the School;
(c) maintenance of academic standards in the School;
(d) championship of research in the School;
(e) the quality of education and educational support for students in the School;
(f) review and development of teaching and learning programmes;
(g) management, development and support for all School staff;
(h) delivery of the School budget as set by the dean and achieving value for money;
(i) long-term, strategic and operational planning in the School;
(j) health and safety in the School;
(k) security in the School;
(l) risk management;
(m) management of the School’s daily affairs; and
(n) such other matters as the Dean shall direct.

2. Terms of Appointment
To encourage effectiveness in the role, Heads of Schools will usually be expected to serve from 1 August for an initial period of four years, although on the recommendation of the Dean a shorter period may be agreed. They shall be required to undertake a prescribed programme of training and development. Heads of Schools may be considered for appointment for further periods of up to four years. Extensions of the initial period for any period for up to 12 months may be authorised by the Vice-Chancellor on the recommendation of the Dean but any further appointment for any longer period should only be authorised after the appointment process set out in paragraph 3 below has been followed. Remuneration to reflect the responsibilities of the role shall be determined in accordance with the principles of the University’s job evaluation process.

3. Appointment Process
A job description and person specification for the particular post, consistent with this ordinance, shall be drafted by the Dean with the approval of a Pro Vice-Chancellor.
In the summer term before the final year of a Head of School’s term of office (whether the initial or a subsequent period), the Dean shall appoint two senior members of the academic staff as consulters, one of each gender, from outside the School but from within the same Faculty, to undertake a first consultation with all members of the School with the remit of identifying possible candidates for the post and discussing with persons so identified whether they would be willing to be considered for the position. The consulters have a duty to ensure that, as far as is possible, potential candidates of both genders are considered. All members of the School should be notified of the consultation and be invited to indicate to the consulters their willingness to be considered but it should also be made clear that interest can be communicated at any time during the consultation process and others may be encouraged by the consulters to consider the position in the light of the consultation responses.

The consulters will report to the Dean the names of those candidates who are willing to be considered for the post of Head of School, together with any other potential candidates identified in the consultation as having relevant skills and experience for the position. All such persons will be invited by the Dean to apply formally for the position with a curriculum vitae and a brief statement setting out their view of the task as Head of School.

Those persons so applying for the position will meet with the Dean, together with a ‘recommendation panel’, which must consist of at least two but not more than four other senior persons (which will normally include a Pro Vice-Chancellor, and may include a serving Head of School in the same faculty and must include at least one person of each gender). The meeting will enable all issues to be explored including aptitude and suitability and how the position might impact upon the candidate’s research, teaching and career aspirations.

Following meetings with all candidates, the curriculum vitae and statements of those candidates who wish to be considered for the post will be published and circulated to all members of the School. The consulters will undertake a second consultation to seek the views of the members of the School on the candidates so identified. Taking full account of these views, they will submit a written report to the Dean on the results of their consultation and setting out the preferred and acceptable candidates to the School.

The Dean will consider the report with the recommendation panel and, having consulted with the Pro Vice-Chancellor with responsibility for the faculty in which the School lies, shall make a recommendation to the Vice-Chancellor. The report of the consulters must accompany that recommendation. If the Vice-Chancellor approves the person so recommended, the appointment will be reported to Senate and Council-the Board of Trustees. If the Vice-Chancellor has reason to believe that the appointment of that person will not be in the best interests of the University, he or she may invite the Dean, after fresh consultation with the recommendation panel, to recommend an alternative candidate, provided that alternative candidate did make application to the recommendation panel. If the Dean considers that there is no other candidate to recommend, and the Vice-Chancellor remains unwilling to accept the recommendation, then an appointment committee will be established, in the form and in accordance with the procedures set out in-
Ordinance 12(3). Such an appointment committee may, if it so decides, advertise the post outside the University immediately as well as within it.

**Ordinance 11**

**Pro Vice-Chancellors**

1. **Number**
The number of Pro Vice-Chancellors shall be determined from time to time by Council the Board of Trustees on the recommendation of the Vice-Chancellor.

2. **Role**
Pro Vice-Chancellors shall be responsible to the Vice-Chancellor. In addition to their power to exercise the functions of the Vice-Chancellor, as conferred by statute, their responsibilities shall include:

a) a leading role in the formulation and implementation of University academic strategy and policy;  
b) membership of the University Planning and Resources Committee, Senate and Council the Board of Trustees;  
c) managing, supporting and guiding the deans;  
d) academic leadership;  
e) promoting research and teaching within the University;  
f) maintaining academic standards in the University;  
g) risk management;  
h) preparing the University budget for presentation to Council the Board of Trustees;  
i) participation in particular projects and activities within the University, as requested by the Vice-Chancellor;  
j) operation of academic promotions procedures in the University;  
k) promoting and supporting a working partnership between academic and support staff; and  
l) communication and relationships between the University and outside organisations.

3. **Terms of appointment**
Pro Vice-Chancellors shall usually serve from 1 August for an initial period of four years. They may be considered for reappointment for further periods of up to three years. They shall be required to undertake a prescribed programme of training and development before taking up the post. Their salaries will be determined by the Remuneration Committee.

4. **Appointment process**
Unless the number of Pro Vice-Chancellors is to be reduced, in the spring term before the final year of a Pro Vice-Chancellor’s term of office, the Vice-Chancellor shall prepare a job description and person specification for the post of Pro Vice-Chancellor, consistent with this ordinance, as agreed with Senate and Council. The Board of Trustees. Where the number of Pro Vice-Chancellors is to be increased, the Vice-Chancellor shall in like manner prepare a job description and person specification for the new post. The Vice-Chancellor shall advertise the job description and person specification within the University and call for applications from members of the University’s staff.

This procedure shall apply whether the term of office is the initial or a subsequent period, save that the Vice-Chancellor with the approval of Council may appoint a current Pro Vice-Chancellor for a subsequent period without inviting others to apply.

The Board of Trustees shall establish an appointments committee, comprising the Vice-Chancellor, who shall be Chair, two members of the academic staff appointed by Senate and two lay members of Council. The committee may invite particular individuals to apply. The committee shall shortlist and interview applicants and make a recommendation, through Senate, to Council.

In the event that no acceptable candidate within the University can be found, the post may be advertised outside the University for consideration by the appointments committee.

Appointment of Deputy Vice-Chancellor*

A Deputy Vice-Chancellor shall be appointed in accordance with the general provisions of Ordinance 11, save that at the discretion of the Vice-Chancellor, the post may be advertised externally at the same time as it is advertised internally.

The Vice-Chancellor may also use executive search consultants (head hunters) in a lead role to assist in the handling of applications.

* Temporary Ordinance 11 approved 11 July 2007

Ordinance 12

The Deans of the Faculties

1. Role

The Dean of the Faculty shall be a member of the University Planning and Resources Committee and Senate. Advised by the Faculty Board, the Dean is responsible to the appropriate Pro Vice-Chancellor for the following:
playing a leading role in the formulation of University academic strategy and policy, acting in the best interests of the University, with the benefit of knowledge of the faculty
(b) providing academic leadership in the faculty
(c) leading the planning process within the faculty
(d) risk management within the faculty
(e) determining strategic priorities within the faculty, including use of space
(f) making an appropriate case to the University in support of the faculty’s plans
(g) promoting research and teaching within the faculty, in line with the University Vision and Strategy
(h) ensuring the quality of education in the faculty
(i) maintaining academic standards in the faculty
(j) acting as budget-holder for the faculty, determining the budgets of heads of budget units and delivering the faculty budget
(k) securing value for money within the faculty
(l) managing the faculty’s daily affairs
(m) managing, encouraging and guiding heads of school within the faculty
(n) leading the appointments, promotions and probation procedures in the faculty
(o) ensuring appropriate line management for all staff within the faculty
(p) chairing the faculty board
(q) presenting candidates in the faculty for degrees
(r) communications and relationships between the faculty and the University, and the faculty and outside organisations

2. Terms of appointment
Deans shall usually serve from 1 August for a period of five years. They shall be required to undertake a prescribed programme of training and development. Additional remuneration to reflect the responsibilities of the role will be determined by the Remuneration Committee.

3. Appointment Process
In the summer term before the final year of the current dean’s term of office, an appointment committee shall be established to find the dean’s successor. The membership shall comprise (i) the Vice-Chancellor, as Chair, (ii) a Pro Vice-Chancellor, (iii) the Chair of the Board of Trustees, (iv) one additional lay member of the Board of Trustees or one Pro Chancellor, (v) the Registrar, (vi) four members of the faculty, to consist of two professorial, one non-professorial and one from support staff, selected by the faculty in whatever manner the faculty itself shall determine, and (vii) two members of Senate from outside the faculty. One of the two professorial members of the faculty on the appointment committee shall act as academic secretary to the committee. Duties will include reporting back all feedback from the faculty on candidates, including feedback from presentations to the faculty.
The committee shall prepare a job description and person specification for the dean, consistent with this ordinance, to be agreed by the faculty board, and the Vice-Chancellor. The committee shall advertise the job description and person specification formally within the faculty, setting a clear deadline for receipt of applications. Short-listed candidates will be interviewed and make a presentation to all members of the faculty.

When the appointment committee has reached a final decision to appoint a candidate, the offer and appointment will be made in accordance with relevant Statutes, Ordinances and Regulations.

In the event that no acceptable candidate is found within the University, the post may be advertised outside the University. The term of appointment of a dean may be extended during the term of office by the Vice-Chancellor for any single period not exceeding 12 months.

**Ordinance 13**

University Officers
The following shall be Officers of the University:
- Those listed in the relevant statute; and
- Such others as the Board of Trustees shall approve from time to time on the recommendation of the Vice-Chancellor.

**Registrar**

**Role**

The Registrar shall be the senior administrative officer of the University and the head of the University’s professional and support services. He or she shall be responsible to the Vice-Chancellor. The Registrar’s responsibilities shall include:

a) acting on behalf of the Vice-Chancellor at his or her request in the administrative, financial and business affairs of the University;
b) playing a leading role in the formulation and implementation of University strategy and policy;
c) membership of the University Planning and Resources Committee, Senate and Council committees of the Board of Trustees as appropriate;
d) managing, supporting and guiding the heads of support service divisions;
e) leading the planning processes in support services;
f) acting as overall budget holder for the support services;
g) playing a leading role in preparing the University budget for presentation to Council; the Board of Trustees;
h) ensuring delivery of value for money in the support services
i) risk management;
j) promoting and supporting a working partnership between academic and support staff; and
k) communication and relationships between the University and outside organisations.

Terms of appointment

The Registrar shall be appointed by Council. The Registrar’s salary shall be determined by the Remuneration Committee.

Delegation of Powers by the Registrar

The Registrar may nominate an alternate member of the University to exercise the powers and functions of the University Registrar as set out in Ordinances: 25 (Initial Service Review); 27 (Redundancy Procedure), 28 (Conduct Procedure for Members of Staff), 29 (Capability and Performance Procedure for Members of Staff), 32 (Staff Grievance Procedure) and 33 (Removal from an additional post). Similar delegation of powers may also be made for any matters that are specified as the responsibility of the Registrar under the University’s academic regulations.

Ordinance 15

Students

Student status

Student status is acquired on registration and terminates in the event of any of the following:

a) receipt of the academic award for which the student is registered;
b) the end of the maximum period of study for the programme, excluding periods of suspension and including periods of extension, which have been accepted by the faculty, as prescribed by regulation;
c) the student being required to leave the University, save that he or she will retain student status pending any internal appeal; and
d) the student otherwise leaving the programme.
Programmes of study

Matters relating to academic awards and programmes of study are governed by regulation.

Fees

The fees payable by a student are governed by regulation.

Library

Students may have access to the University Library and other facilities as governed by regulation.

Disciplinary and related matters

Disciplinary and related matters concerning students are governed by regulation.

Ordinance 16

Awards and Distinctions

Academic awards

On the recommendation of the appropriate faculty board, subject to the overriding authority of Senate and the Board of Trustees, the University will grant an academic award to any person who has fulfilled all the conditions prescribed by statutes, ordinances and regulations.

Honorary degrees

On the recommendation of Senate, the Board of Trustees may award a degree of the University as an honorary degree, save that no degree may be awarded otherwise than by examination if it deems the holder to be fit to practice in a professional capacity.

Honorary fellowships
On the recommendation of Senate and the Board of Trustees, Court may confer the University’s highest distinction of Honorary Fellow on any person who has rendered exceptional service to the University.

Withdrawal

On the recommendation of Senate, the Board of Trustees may withdraw an academic award, distinction or prize of the University if it is subsequently discovered that the award, distinction or prize was improperly obtained.
**Resignation**

On the recommendation of Senate, the Board of Trustees may accept a request from any person to resign an academic award, distinction or prize of the University.

**Restoration**

On the recommendation of Senate, the Board of Trustees may restore an academic award, distinction or prize of the University to a person who has been deprived of it or has voluntarily resigned it.

**Change of Name on Certificates issued by the University**

The University will issue award certificates in the name in which the award is confirmed by the Faculty Examination Board. No subsequent changes will be permitted to the name shown on a certificate except where a graduate, who has undergone gender re-assignment, legally changes their name.

**Ordinance 17**

**Assessment for Academic Awards**

1. **Conduct of Assessment for Academic Awards**
   Assessment of students for academic awards shall be carried out under the direction of the appropriate examination board by properly appointed examiners. The following shall also be governed by regulations:

   - (a) assessment of University of Bristol students studying at other higher education institutions; and
   - (b) assessment of students by members of staff of industrial or other similar organisations.

2. **Examiners**
   On behalf of Senate, the dean shall appoint examiners for higher degrees by research and faculty boards shall appoint other examiners, in accordance with regulations. Examiners shall be competent and respected individuals in their area of study. External examiners shall normally be members of the academic staff of other universities; they shall not be members of the Board of Trustees or of the University's staff and shall not have been employed by the University within the previous five years.
3. Examination Boards

(a) An initial examination board comprising at least three persons shall be convened to approve every undergraduate and taught postgraduate academic award of the University.

(b) For undergraduate and taught postgraduate awards, the initial examination board shall comprise the internal and external examiners for each subject or group of subjects included in the programme of study for the award. This examination board shall make recommendations to the faculty examination board of the faculty in which the degree is awarded. The faculty examination board shall be chaired by the dean or his or her nominee and its composition shall be determined by the faculty board. The faculty examination board shall not question the academic judgment of the initial examination board, but shall ensure that proper procedures have been carried out, and that the treatment of special cases is fair across the faculty, including consideration given for illness and personal problems affecting a student’s performance, the award of aegrotat degrees and penalties imposed for plagiarism. Within this remit, the faculty examination board shall have the power to accept or amend recommendations made by the initial examination board.

(c) For all research degrees, the examiners shall make recommendations to the Research Degrees Examination Board, which shall have the power to accept or reject recommendations made by the initial examiner.

Notwithstanding anything contained to the contrary in the Ordinances, Regulations and Standing Orders of the University, in the event that any act or omission on the part of a member or members of the academic staff or any other persons appointed to deal with examinations or assessment within the University shall in the view of the Council the Board of Trustees disable the University from conducting examinations and assessment in the normal way, Council the Board of Trustees (acting in accordance with the provisions of Statute 17.1 and Statute 21.1) may order that the Vice-Chancellor representing Senate as its Chairman and acting in his absolute discretion in what he considers to be in the best interests of the University and its students shall (subject always to the provisions of the Charter and Statutes of the University) have the power (after consulting with such members of Senate as he considers appropriate) to determine what methods of examination and assessment of a student’s ability or proficiency shall be adopted by any relevant internal examiners and the relevant external examiners of the University for the purpose of:

i. the award of any degree, diploma or certificate of the University

ii. the classification of any degree of the University

iii. the assessment of satisfactory performance or proficiency before any student is allowed to pass from one part of a programme of study or one University year to another;

and similarly have the power to exercise the authorities of University examination boards to approve the award of any degree, diploma or certificate so examined or assessed.
Ordinance 18

Failure to Complete Assessment-

Failur e to complete part of the assessment.-
In exceptional circumstances, on the recommendation of the relevant board of examiners for the programme of study, the faculty board of examiners may allow the candidate to pass, where appropriate with a classified award, when:

a. the candidate is prevented by illness or other substantial cause from completing a minor part of the assessment for an academic award for which he or she is registered, provided this does not exceed one quarter of the total assessment for the award
b. the academic award cannot be made under the University's academic regulations
c. there is no prospect in the foreseeable future of the candidate being able to fulfil the requirements of the academic award, and
d. there is sufficient evidence of the candidate’s ability at the appropriate level for the academic award.-

For the purposes of this Ordinance, ‘a minor part of the assessment’ means all those examinations and written assignments that are assessed for the purposes of determining a candidate’s eligibility for an academic award (but excluding any examinations or written assignments that are not taken into account in determining the classification of the award).-

Aegrotat awards-
Aegrotat awards are awards for students who are unable to complete a programme of study by illness or other substantial cause and do not qualify for a normal award, but in the judgement of the Boards of Examiners would have gained an award if circumstances had permitted. Aegrotat awards do not include an honours degree or an award with commendation or distinction. They will not be-
made to candidates for academic awards which deem the holder to be fit to practise in a professional capacity. In the following circumstances the faculty board of examiners may decide that an aegrotat award should be made:

a. if the candidate has been prevented by illness or other substantial cause from completing a minor part of the assessment for an academic award, as under Failure to Complete Part of the Assessment above, but there is insufficient evidence of the candidate’s ability for the examiners to make a classified award; or-

b. the candidate has been prevented by illness or other substantial cause from completing the whole or a major part of the assessment; and in addition to case a) or b),

c. the candidate is unable to undergo assessment at a later date in accordance with regulations, or the school / department and student consider this undesirable or impracticable; and-

d. the candidate has demonstrated that he or she is worthy of an aegrotat award; and-

e. the candidate (or in the case of posthumous awards, his or her next of kin) agrees to an aegrotat award.

Research degrees
If a candidate is prevented by death, illness or other substantial cause from completing a research degree, the Research Degrees Examination Board (RDEB) may consider making an appropriate award, based on the available evidence of the research work completed by the candidate. The case will normally be submitted to RDEB by the Graduate Education Director of the relevant Faculty. The following criteria must be satisfied:

a) enough of the research project must have been completed to allow a proper assessment to be made of the scope of the thesis;

b) the standard of the research work completed must be that normally required for the award of the degree in question, and must demonstrate the candidate’s grasp of the subject;

c) the written material available (draft chapters, published work, work prepared for publication, presentations to conferences, progress reports by the candidate) must demonstrate the candidate’s ability to write a thesis of the required standard.

If these requirements are satisfied, RDEB may decide that an award (at either doctoral or master’s level as deemed appropriate) should be made, notwithstanding that the research degree has not been completed.

Ordinance 19
SUMMARY OF ACADEMIC AWARDS

The University of Bristol may make the awards listed below:-

Faculty of Arts

**Undergraduate Awards**

Preliminary Certificate in Arts denoted by PreCertArts
Pathway Certificate in Arts denoted by PathCertArts
Certificate of Higher Education in Arts denoted by CertHEArts
Diploma of Higher Education in Arts denoted by DipHEArts
Graduate Diploma denoted by GradDip-

Bachelor of Arts denoted by BA
Bachelor of Arts in Theological Studies (Trinity College, Bristol) denoted by BA
Bachelor of Arts in Theology Studies (Trinity College, Bristol) denoted by BA
Bachelor of Arts in Theological Studies (Wesley College, Bristol) denoted by BA
Bachelor of Arts in Theology and Ministry (Wesley College, Bristol) denoted by BA
Master of Liberal Arts denoted by MLibArts
Master of Liberal Arts denoted by MLibArts

Master of Arts denoted by MArts
Bachelor of Engineering denoted by BEng
Master of Engineering denoted by MEng
Bachelor of Science denoted by BSc
Master of Science denoted by MSci
Master of Science denoted by MSc

**Postgraduate Taught Awards**

Postgraduate Certificate in *(subject)* denoted by PGCert
Postgraduate Diploma in *(subject)* denoted by PGDip
Master of Arts denoted by MA-

Master of Research in *(subject)* denoted by MRes

**Postgraduate Research Awards**

Master of Music denoted by MMus
Master of Philosophy denoted by MPhil.
Master of Letters denoted by MLitt
Doctor of Philosophy denoted by PhD

**Higher Doctorates**

Doctor of Music denoted by DMus
Doctor of Letters denoted by DLitt

Faculty of Engineering

**Undergraduate Awards**

- Preliminary Certificate in Engineering denoted by PreCertEng
- Pathway Certificate in Engineering denoted by PathCertEng
- Certificate of Higher Education in Engineering denoted by CertHEEng
- Diploma of Higher Education in Engineering denoted by DipHEEng
- Bachelor of Engineering denoted by BEng

- Bachelor of Science denoted by BSc
- Master of Engineering denoted by MEng

**Postgraduate Taught Awards**

- Postgraduate Certificate in (subject) denoted by PGCert
- Postgraduate Diploma in (subject) denoted by PGDip
- Master of Science in (subject) denoted by MSc

- Master of Research in (subject) denoted by MRes

**Postgraduate Research Awards**

- Master of Science denoted by MSc
- Engineering Doctorate denoted by EngD
- Doctor of Philosophy denoted by PhD
Higher Doctorates

Doctor of Engineering denoted by DEng

Faculty of Biomedical Sciences

Undergraduate Awards

Preliminary Certificate in Biomedical Sciences denoted by PreCertBiomedSci
Pathway Certificate in Biomedical Sciences denoted by PathCertBiomedSci
Certificate of Higher Education in Biomedical Sciences denoted by CertHEBiomedSci
Diploma of Higher Education in Biomedical Sciences denoted by DipHEBiomedSci
Bachelor of Science denoted by BSc

Master in Science denoted by MSci

Postgraduate Taught Awards

Postgraduate Certificate in (subject) denoted by PGCert
Postgraduate Diploma in (subject) denoted by PGDip
Master of Science in (subject) denoted by MSc

Master of Research in (subject) denoted by MRes

Postgraduate Research Awards

Master of Science denoted by MSc
Doctor of Medicine denoted by MD
Doctor of Philosophy denoted by PhD

Higher Doctorates

Doctor of Science denoted by DSc
Faculty of Health Sciences
**Undergraduate Awards**

- Preliminary Certificate in Medicine denoted by PreCertMed
- Preliminary Certificate in Dentistry denoted by PreCertDent
- Preliminary Certificate in Veterinary Sciences denoted by PreCertVetSci
- Pathway Certificate in Medicine denoted by PathCertMed
- Pathway Certificate in Dentistry denoted by PathCertDent
- Pathway Certificate in Veterinary Sciences denoted by PathVetSci

- Certificate of Higher Education in Medicine denoted by CertHEMed
- Certificate of Higher Education in Dentistry denoted by CertHEDent
- Certificate of Higher Education in Veterinary Sciences denoted by CertHEVetSci
- Diploma of Higher Education in Medicine denoted by DipHEMed
- Diploma of Higher Education in Veterinary Sciences denoted by DipHEVetSci
- Diploma of Higher Education in Dentistry denoted by DipHEDent
- Diploma in Dental Hygiene and Dental Therapy

- Bachelor of Science denoted by BSc.
- Bachelor of Medicine and Bachelor of Surgery denoted by MB,ChB
- Bachelor of Dental Surgery denoted by BDS
- Bachelor of Veterinary Science denoted by BVSc.

**Postgraduate Taught Awards**

- Postgraduate Certificate in *(subject)* denoted by PGCert
- Postgraduate Diploma in *(subject)* denoted by PGDip
- Master of Science in *(subject)* denoted by MSc.

- Master of Clinical Dentistry denoted by MClinDent
- Master of Research in *(subject)* denoted by MRes
Postgraduate Research Awards

Master of Science denoted by MSc
Master of Surgery denoted by ChM-
Doctor of Dental Surgery denoted by DDS
Doctor of Philosophy denoted by PhD
Doctor of Medicine denoted by MD

Higher Doctorates

Doctor of Science denoted by DSc

Faculty of Science

Undergraduate Awards

Preliminary Certificate in Science denoted by PreCertSci
Pathway Certificate in Science denoted by PathCertSci
Certificate of Higher Education in Science denoted by CertHESci
Diploma of Higher Education in Science denoted by DipHESci
Bachelor of Science denoted by BSc

Master in Science denoted by MSci

Postgraduate Taught Awards

Postgraduate Certificate in (subject) denoted by PGCert
Postgraduate Diploma in (subject) denoted by PGDip
Master of Science in (subject) denoted by MSc

Master of Research in (subject) denoted by MRes

Postgraduate Research Awards

Master of Science denoted by MSc
Doctor of Philosophy denoted by PhD

Higher Doctorates
Doctor of Science denoted by DSc

Faculty of Social Sciences and Law

Undergraduate Awards

Preliminary Certificate in Social Sciences denoted by PreCertSocSci
Preliminary Certificate in Law denoted by PreCertLaw
Pathway Certificate in Social Sciences denoted by PathCertSocSci
Pathway Certificate in Law denoted by PathCertLaw
Certificate of Higher Education in Social Sciences denoted by CertHESocSci
Certificate of Higher Education in Law denoted by CertHELaw

Diploma of Higher Education in Social Sciences denoted by DipHESocSci
Diploma of Higher Education in Law denoted by DipHELaw

Foundation Degree (Science) denoted by FDSc
Professional Graduate Certificate in Education

Graduate Certificate

Bachelor of Science denoted by BSc
Bachelor of Laws denoted by LLB
Graduate Diploma denoted by GradDip
Master in Science denoted by MSci

Postgraduate Taught Awards

Postgraduate Certificate in (subject) denoted by PGCert
Postgraduate Diploma in (subject) denoted by PGDip
Diploma in Advanced Social Work (Child Care) -
Advanced Diploma in Legal Studies-

Postgraduate Certificate in Education denoted by PGCE
Advanced Certificate in Education-
Master of Arts in (subject) denoted by MA
Master of Science in (subject) denoted by MSc
Master of Science in Social Work denoted by MSc in Social Work
Master of Education in (subject) denoted by MEd
Master of Laws in (subject) denoted by LLM
Master of Social Science denoted by MSocSci
Master of Research in (subject) denoted by MRes
Master in Research and Professional Studies in Education
Master of Social Work denoted by MSW

**Postgraduate Research Degrees**

Master of Philosophy denoted by MPhil
Doctor of Education denoted by EdD
Doctor of Philosophy denoted by PhD

Doctor of Social Science denoted by DSocSci
Doctor of Educational Psychology denoted by DEdPsy

**Higher Doctorates**

Doctor of Science denoted by DSc
Doctor of Laws denoted by LLD

Ordinance 20

**Academic Status**

Persons who are involved in the University’s teaching or research, but who are not members of staff, may be accorded academic status for a specified period in accordance with regulations. They shall then be eligible to examine students of the University. Academic status acknowledges the recipient’s contribution to the academic work of the University. Those with academic status are awarded a title and are permitted to use the Library and other University facilities.
Ordinance 21

Congregations
Congregations of the University shall be held at least annually to confer degrees, at such time and place as Council the Board of Trustees may determine. The Chancellor shall preside, or in his or her absence the Vice-Chancellor or a Pro Vice-Chancellor. The Registrar or his or her nominee shall be present.

Recipients of degrees other than honorary degrees shall be presented for admission by the dean of the faculty to which the degree belongs, or by another senior member of the faculty appointed by the Vice-Chancellor.

Recipients of honorary degrees shall be presented for admission by a person appointed by Senate.

Ordinance 22

Associated Institutions

Association

Council The Board of Trustees may by ordinance, on the recommendation of Senate, associate with the University an institution in which specialised teaching is given, or which has specialised research facilities, to supplement the teaching and research of the University. Teaching and supervision of University of Bristol students will be carried out by members of staff of the institution who have been accorded academic status in the University. Senate must approve the terms and conditions of any such association.

Changes

Any change to associations shall require the approval of Senate and Council the Board of Trustees, with appropriate notice to the institution.

Associated institutions

The following institutions are associated with the University:
Affiliation

Council

The Board of Trustees may by ordinance, on the recommendation of Senate, affiliate an institution with the University. Students taught at the institution are registered at the University of Bristol and receive degrees from the University of Bristol. The University will visit and inspect the institution, to ensure the quality of teaching and supervision, which will be carried out by members of staff of the institution who have been accorded academic status at the University.

Changes

Any change to affiliations shall require the approval of Senate and Council, with appropriate notice to the institution.

Affiliated institutions

The following institutions are affiliated to the University:
Background

1. Pursuant to the provisions of the Charter of the University of Bristol (referred to in this Ordinance 24 as the "University"), there will be a union of students of the University known as the "University of Bristol Students' Union" (the "Union").

2. The Union will be established as a company limited by guarantee in order to promote the charitable object of the advancement of education of students at the University for the public benefit by:
   (a) Promoting the interests and welfare of students at the University during their course of study and representing, supporting and advising its members.
   (b) Being the recognised representative channel between students and the University and any other external bodies.
   (c) Providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of its members.

3. The Union will be registered as a charity by the Charity Commission for England and Wales (the "Charity Commission") in accordance with the Charities Act 1993. The Union will also be a "students' union" within the meaning of the Education Act 1994 (the "Act").

Management and control

4. The Union will be managed and controlled in accordance with the provisions set out in its articles of association (the "Articles") from time to time. While the provisions of Ordinance 24.5 to 24.12 (inclusive) describe certain of the provisions of the Articles, it is the
Articles which regulate the governance of the Union.

5. The Articles provide that the Union will be under the management and control of a group of trustees (together the "Trustees") made up of:
(a) (d) "Nominated Trustees" appointed nominated by the Council Board of Trustees, appointed of the University (the "University Council"), Board of Trustees") and selected and appointed by the Union Trustees in accordance with the Articles.

The Trustees
6. The Trustees are the company directors (under company law) and charity trustees (under charity law) of the Union. All of the powers of the Union are exercisable by the Trustees, who may delegate some of their powers to an executive committee (and one or more other committees) in accordance with the Articles. The Trustees have the power to make, repeal or alter a set of rules (the "Rules") to regulate the management, administration and working practices of the Union. The Trustees have the power, acting jointly with the Student Council, to make, repeal or alter a set of bye-laws (the "Bye-Laws") to regulate the working practices of the Union that are not dealt with in the Rules.

Membership
7. Every full-time and part-time student of the University will be entitled to become a member of the Union (by becoming a member of the charitable company by which it is constituted), unless they give notice in accordance with the Articles that they choose not to be a member of the Union. The University and the Trustees from time to time are also members of the Union.

Major union offices
8. The "major union offices" for the purposes of Part II of the Act are set out in the Articles (as they may be amended from time to time). The holders of the major union offices may, if they wish, withdraw from their course of study at the University during their period of office.

Budget
9. The Trustees must obtain the approval of the University Council Board of Trustees of the budget for the Union in respect of each financial year before, or at the earliest possible date after, the start of the financial year in accordance with the Articles. Where the approval of the University Council Board of Trustees has not been obtained before the start of the financial year, the Trustees may implement and act upon the draft budget notwithstanding that it has yet to be approved by the University Council Board of Trustees but will agree any changes to the draft budget which may be required by the University Council Board of Trustees in order to obtain its approval at the earliest possible date after the start of the financial year.
Annual members' meeting
10. There will be an annual members' meeting held once in each Academic Year on the date set aside in the University calendar to be free of teaching and otherwise in accordance with the Bye-Laws.

Chief executive
11. There will be a chief executive of the Union appointed jointly by the University CouncilBoard of Trustees and the Trustees. The chief executive will enter into a contract of employment with the Union.

Union Advisers
12. There will be legal and financial advisers to the Union appointed jointly by the University CouncilBoard of Trustees and the Trustees. The responsibility of the advisers will be specified in the Articles (as amended from time to time).

The University's role
13. The University CouncilBoard of Trustees is obliged by Part II of the Act to take such steps as are reasonably practicable to secure that the Union operates in a fair and democratic manner and is accountable for its finances. In order to comply with this duty, certain powers are reserved to the University CouncilBoard of Trustees by the Articles. The University CouncilBoard of Trustees has published a Code of Practice setting out the steps taken to fulfil the requirements of the Act.

Funding
14. The University may make financial contributions to the Union of such amounts and at such intervals as the University CouncilBoard of Trustees determines from time to time. The Trustees may make recommendations to the University CouncilBoard of Trustees in relation to such funding which the University CouncilBoard of Trustees may act upon (at its absolute discretion).

15. The University may make such arrangements (including such terms as to the payment of rent, repair and such other matters as may be agreed from time to time by the University and the Union) for the use or occupation of such parts of the University's premises by the Union as the University CouncilBoard of Trustees determines from time to time.

Student Affairs Committee
16. There will be a committee of the University CouncilBoard of Trustees called the "Student Affairs Committee". The membership and terms of reference of the Student Affairs Committee will be laid down by the University CouncilBoard of Trustees and may be amended from time to time by the Student Affairs Committee with the prior approval of the University CouncilBoard of Trustees.

17. The functions of the Student Affairs Committee in relation to the Union shall include but not be limited to:
(a) Reviewing the liaison arrangements between the University and the Union to ensure that they are operating effectively; and

(b) Acting as a critical friend to both the University and the Union, in particular in relation to their educational and student aims.

**Alterations to Ordinance 24**

18. Ordinance 24 may be altered by the University Council from time to time and in such manner as the University Council determines.

**Statutory references**

19. Any reference to a statute or statutory provision in this Ordinance 24 includes any statute or statutory provision which modifies, consolidates, re-enacts or supersedes it.

**Ordinance 25**

1. **Operating Principles**

Ordinances 26 to 31 relating to employees shall be applied and construed to give effect to these operating principles;

1. **Appeals.** Any decision made under any procedure prescribed by Ordinances 26 to 31 will remain in force pending the outcome of an appeal.

2. **Appeal by clinical academic member of staff.** Where an appeal is made under any of the procedures prescribed by Ordinances 26 to 31 by a member of the clinical academic staff, who is required to engage in clinical work or activities and for that purpose to be registered with the General Medical or Dental Council or similar body and/or to have an honorary or substantive contract or status with a National Health Service Trust or similar body, then the panel may include, in addition to its other members, an appropriate representative of the National Health Service.

3. **Confidentiality.** All parties involved in the operation of Ordinances 26 to 31 must ensure that they maintain, as appropriate, confidentiality within and outside the University. However, none of this shall preclude information being given to any person where this is appropriate, and the University may disclose information:

   (i) to those who need to know in order to discharge their responsibilities;
   (ii) where disclosure is necessary in the interests of health and safety at work or the welfare of other staff, students or the public;
   (iii) where disclosure is required by law;
(iv) to witnesses and/or attendees at the meetings within the procedures.

4. **Equality.** It is expected that Ordinances 26 to 31 will be operated impartially and that all parties involved in the procedures prescribed by them will be treated with respect and dignity and that no individual will be unjustifiably discriminated against. This includes discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

5. **The Role of Human Resources ("HR").** HR will:
   (i) provide guidance and support to all parties involved in the operation of the procedures prescribed by Ordinances 26 to 31;
   (ii) advise on the fair and consistent application of the relevant procedure;
   (iii) give guidance to the Appropriate Manager on their responsibilities under the relevant procedure; and
   (iv) be mindful of any conflict that may arise in these roles.

6. **Nominees.** References to University post holders shall be construed to refer either to the post holder or to a person nominated by him or her to act with full authority on his or her behalf.

7. **Notices and formal communication.** The University will deem any notification to be received by an employee within two days of it being posted to his/her home address as notified by the employee from time to time. If the notification is sent by email it will be deemed to have been received the day after it is sent.

8. **Postponement.** Employees (and any representative) must make every effort to attend all meetings arranged under Ordinance 26 to 31. If the Employee (or their representative) is unable to attend the meeting, they should inform HR as soon as possible. In the event that the employee fails to attend a meeting without good reason, the University reserves the right to make a decision in their absence.

9. **Recordings.** Audio and visual recordings in any form are prohibited during any meetings or hearings taking place under Ordinances 26 to 31 unless agreed in advance and for reasons of accessibility.

10. **Review.** Ordinances 26 to 31 will be reviewed from time to time to ensure that they reflect the University’s legal obligations and its organisational and operational needs.

11. **Right to be accompanied.** At any meetings or hearings prescribed by Ordinances 26 to 31 where formal action is being taken, employees have the right to be accompanied by a colleague, friend, trade union or other representative. Although the representative will be able to address the meeting and to confer with the employee during the meeting s/he will not be permitted to answer any questions on behalf of the employee. In some circumstances the employee’s choice of companion may not be accepted. In such circumstances the employee will be asked to select an alternative representative.
12. **Statutory references.** References in Ordinances 26 to 31 to any statute are a reference to it as amended, extended or re-enacted from time to time. A reference to legislation shall include all subordinate legislation made from time to time under that statute.

13. **Suspension.** The decision to suspend an employee under Ordinances 26 to 31 will be taken by the HR Director or their nominee. The University will advise the employee of the expected length of that suspension and will keep them informed of any changes in that timeframe. The employee will be required to cooperate with any investigation and to be available for interview(s) during working hours. The University may impose conditions during the period of suspension and the employee will be notified accordingly. Any suspension may include the suspension of use of the University’s intranet and email account. Suspension is a neutral act and is not considered by the University to be a disciplinary sanction.

14. **Timescales.** Whilst every effort should be made by the University to comply with any timescales prescribed by Ordinances 26 to 31, timescales may be extended in complex cases. In such circumstances the University should keep the employee informed and advise them of the reasons for any delay.

15. **Trade Union Representatives.** Where formal proceedings are contemplated against a Trade Union Representative under Ordinances 26 to 31, the HR Director or nominee shall inform the chair or secretary and the full time official of the Union of those circumstances before any formal meeting.

**Definitions**

1. **Appropriate Manager** means the Line Manager, Principal Investigator, Head of Department, Head of Section, Head of Discipline, Technical Manager, the Head of School, School or Faculty Manager, or other manager within the line management structure. Where appropriate HR will consider and advise on who the Appropriate Manager is in respect of the operation of all or part of a particular procedure or policy.

2. **Trade Union Representative** means an accredited representative of a trade union recognised by the University.

**Ordinance 26**

**Application and Scope**

1.1 This procedure is applicable where either an employee’s performance or conduct has not improved following an initial meeting under paragraph 5 of the Initial Service Review Policy (see Appendix 1) or their performance or conduct is so poor as to warrant dismissal.

1.2 Action under this procedure may be taken at any time during or at the end of an Initial Service Review Period.
2. Procedure
2.1 The employee should be invited in writing to attend a meeting giving them appropriate notice and advising them of their right to be accompanied. The letter should state the reasons why they have fallen short of the required standards of performance or conduct and enclose any documents that will be referred to at the meeting.

2.2 At the meeting the Appropriate Manager will:
(i) identify the poor performance or conduct and if appropriate give the reasons for considering non confirmation in post;
(ii) allow the employee and/or their representative to respond to the concerns and to ask any questions.

2.3 Following the meeting the Appropriate Manager will consider all the representations made and decide whether or not the employee should:
(i) be given an opportunity to improve, and if so explain: the specific action(s) that the employee is required to take; the outcomes that they are expected to achieve; the timescale within which these must be achieved (the "Improvement Period"); and that if these are not achieved within the Improvement Period their employment may be terminated; or
(ii) receive notice of termination of their employment; or
(iii) be dismissed without notice of termination of their employment.

2.4 Any decision reached should be confirmed in a letter to the employee with a copy to HR.

3. Appeal
3.1 Where an employee’s employment has been terminated during their Initial Service Review period they have a right to appeal against the decision using the appeal procedure set out in the Staff Grievance Procedure.
Appendix 1

1. **Application and Scope**

1.1 During the initial service review period employees will be subject to this policy and will not be subject to the University’s disciplinary and capability procedures or participate in Staff Review and Development.

1.2 This policy is designed to:

(a) support employees while they are settling into their role;
(b) give the University time to assess the employee’s suitability in their role including skills, conduct, capability and attendance together referred to as “Performance”; and
(c) provide a framework within which any areas of concern can be identified, addressed and resolved.

1.3 The Appropriate Manager will give employees:

(a) details of their role and expected standards of performance;
(b) access to the necessary information, equipment, training and other resources; and
(c) details of relevant rules, policies, procedures and standards of conduct.

1.4 Support shall be provided through regular discussions between the employee and the Appropriate Manager. This shall be a two way process, giving the employee an opportunity to raise issues, as well as enabling the Appropriate Manager to evaluate progress.

1.5 The University wishes to support employees to complete their initial service review period successfully. Action under this procedure may be taken if any part of an employee’s Performance is found to be deficient.
1.6  Transferring staff – Employees transferring within the University will be treated as follows:

(i) employees transferring to a comparable role while subject to an initial service review period will continue the initial service review period in the comparable role;
(ii) employees transferring to a different role while subject to an initial service review period will commence a new initial service review period in the new role;
(iii) employees transferring to a comparable role who have completed their initial service review period in another comparable role will not usually be required to complete a further initial service review period;
(iv) employees transferring to a different role after having completed an initial service review period will not be subject to a new initial service review period in the new role but should be supported by the Appropriate Manager as set out in 4.1 below; and
(v) in a case where an employee has been redeployed to another role within the University, a trial period will usually be a more appropriate method of ascertaining whether the redeployment is suitable for both the employee and the University.

2.  Length of Initial Service Review Period
2.1  The employee’s initial service review period is set out in their terms and conditions of employment and will not normally be longer than twelve months.

2.2  The length of the initial service review period may vary where a significant or particular element of the work falls in a specific part of the year to ensure that this period is adequately covered and to enable the employee to demonstrate their Performance in respect of this particular element of their role.

3.  Extension to Initial Service Review Period
3.1  The University may extend the initial service review period where, for example, due to sickness absence or other authorised absence it has not been possible to assess the employee’s Performance. Where the review period is extended, the employee shall be notified accordingly.

4.  Initial Service Review Procedure
4.1  Throughout the initial service review period an employee’s Performance should be subject to assessment by the Appropriate
Manager. Regular and informal one to one meetings should be held to:

(i) support the employee in their role;
(ii) review Performance at work;
(iii) ensure that the employee is kept informed of their progress against the required standards;
(iv) advise them of any concerns and how these can be addressed; and
(v) ensure the employee is able to raise any questions they may have about their Performance or development requirements.

4.2 In addition to informal one to one meetings, formal, documented initial service reviews are to be carried out at the half way stage and towards the end of the initial service review period. The purpose of these reviews is to assess and record the employee's standard of Performance and to identify progress made and any further support, development or guidance required.

4.3 Human Resources shall remind the Appropriate Managers of the need for a formal review and report. It is the responsibility of the Appropriate Manager to carry out the formal reviews in good time.

4.4 Formal reviews should be set up in advance so that both parties have time to prepare for the meeting.

4.5 As part of the formal review meeting the Appropriate Manager should:

(i) provide support and guidance;
(ii) identify good performance and progress made;
(iii) discuss the employee's Performance against the requirements of the position identified in the job description and against any objectives and targets that have been identified;
(iv) review timekeeping and attendance, including sickness absence;
(v) review training requirements and agree any further development needs;
(vi) identify any areas of Performance that need improving – identifying the standards required and how these can be achieved;
(vii) be sensitive to issues of equality and diversity, seeking guidance as appropriate;
(viii) set a date for next review meeting if appropriate; and
(ix) record the details of the review meeting on the initial service review form and send it to HR.

5. **Concerns during Initial Service Review Period**

5.1 At any time during the initial service review period where the Performance of an employee is causing concern the Appropriate Manager’s first step will normally be to discuss the problem with the employee. Such discussions shall identify the nature of the problem and consider its causes and possible solutions. The Appropriate Manager shall ensure that the employee is aware of the standard of Performance expected; outline in what respect the employee’s Performance is failing to meet an acceptable standard and, through discussion with the employee, seek to identify ways of resolving the problem.

5.2 If any employee’s Performance does not improve following this meeting, or their Performance is so poor as to warrant dismissal it may be necessary to take further action under Ordinance 26.

6. **Confirmation in Post**

6.1 On satisfactory completion of the initial service review period the employee will be informed in writing that they have been confirmed in post.
Ordinance 27

Application and Scope
1.1 Where the University has identified a potential redundancy situation it will try to minimise the effect of any potential redundancies through the steps set out in this procedure.

2. Avoiding Compulsory Redundancies
2.1 The University is committed to retaining employees wherever possible and will seek to minimise redundancies by forward planning within the relevant area. Where redundancies are proposed consideration will be given to ways of avoiding redundancy or reducing the numbers involved. Examples of such steps include:

(i) reviewing the use of agency staff, self-employed contractors and consultants;
(ii) restricting recruitment in affected categories of employees;
(iii) identifying suitable alternative work for potentially redundant employees;
(iv) staff turnover;
(v) seeking volunteers for redundancy (selection of volunteers for redundancy shall be at the discretion of the University and shall be determined by the University’s requirements to retain key skills and experience to meet the present and anticipated needs of the University);
(vi) considering the introduction of agreed short time working, job sharing or other flexible working arrangements, where these are practicable;
(vii) filling vacancies from among existing employees.

2.2 Any measures adopted must not adversely affect the University’s organisational or operational needs.

3. Identification of Potential Redundancies
3.1 Where a potential redundancy situation has been identified an Appropriate Manager will where appropriate:

(i) identify the pool from which employees will be selected for dismissal by reason of redundancy: and

(ii) propose the criteria by which individuals will be selected from the pool for dismissal by reason of redundancy;

4. Identification of the Pool
The pool will be defined by the nature of the work that is (or will be) ceasing or reducing. A pool may be limited to one
individual or to a group of individuals carrying out the work.

5. **Selection Criteria**
5.1 The criteria used to select employees who will potentially be made redundant will be transparent and fair and based on the skills required to meet the University’s existing and anticipated organisational and operational needs.

5.2 Selection may be based on the:

(i) skills, experience and aptitude of the employee;
(ii) standard of work performance;
(iii) attendance and/or disciplinary record of the employee;

and the selection process may include interviews with relevant employees.

6. **Consultation with Trade Union(s)**

6.1 The Appropriate Manager and the relevant Trade Union(s) will engage in collective consultation (as required by law) and in such circumstances will discuss any proposed redundancies and ways of avoiding them.

6.2 The purpose of the consultation is to seek ways of:

(i) avoiding the redundancy situation;
(ii) reducing the number of dismissals; and
(iii) mitigating the effects of the proposed redundancies.

6.3 Where appropriate, consultation may include discussions concerning the definition and size of the proposed pool for selection and the proposed selection criteria.

6.4 The University will respond to any written submissions from the relevant Trade Union(s) in respect of the above.

7. **Consultation with individual employees.**
7.1

Where a potential redundancy situation has been identified which may affect a group of more than 20 employees an Appropriate Manager may inform those individuals of the proposal prior to the commencement of individual consultation.

7.2 Those employees who have been provisionally selected for redundancy will be consulted with individually.

7.3 Where appropriate, consultation will include discussion of matters such as:

(i) the reason for the proposal;
(ii) ways to avoid or mitigate the effect of the proposed redundancy;
(iii) the rationale for the employee’s inclusion in the pool;
(iv) the fact that the employee has been provisionally selected for redundancy;
(v) where there is a pool of one, the rationale for the pool;
   (vi) the method of selection and/or scoring and the opportunity to challenge them;
(vii) the proposed redundancy payment.

7.4 Individual consultation will be carried out as follows:

(i) The employee will be invited in writing to attend a formal consultation meeting with an Appropriate Manager who may be accompanied by a representative from HR. The letter will explain the reason for the meeting and give any other relevant information to the employee. The employee will be given the right to be accompanied to the consultation meeting. The employee and their representative may make representations, which will be considered.
(ii) Following this meeting the Appropriate Manager may decide that the post is redundant. If so the Appropriate Manager will write to the individual to advise them of the decision. The letter will respond to any representations made during the consultation meeting and, if the post is declared redundant, will explain the employee’s right of appeal, together with details of any notice provisions and any payments that they will receive.
(iii) Where appropriate, further consultation meeting(s) may take place with either the Appropriate Manager or with a manager more senior to the one who undertook the initial consultation meeting(s) at which action taken to date may be reviewed. The manager who conducted the initial consultation meetings may also be invited to attend and a representative from HR may also be present.
(iv) Following the meeting(s) the Appropriate Manager (or a more senior manager) may decide that the post is redundant. If so
the Appropriate Manager will write to the individual to advise them of the decision. The letter will respond to any representations made during the consultation meeting(s) and, if the post is declared redundant, will explain the employee’s right of appeal, together with details of any notice provisions and any payments that they will receive.

8. **Redundancy Payments**

8.1 Redundancy payments will be calculated as follows:

- 0-9 complete years of service - statutory redundancy payment
- Ten or more complete years of service - statutory redundancy payment x2

8.2 Eligibility for a redundancy payment may be lost if an employee refuses an offer of reasonable alternative employment.

9. **Alternative Employment**

9.1 During the notice period the University operates a redeployment policy to try to find alternative employment for employees who have been given notice of redundancy. Where suitable alternative employment is offered it will be subject to a trial period.

9.2 Employees under notice of redundancy will be entitled to take a reasonable amount of paid time off work to look for alternative employment or to arrange training for future employment.

10. **Appeal**

10.1 The employee has the right of appeal against a decision to terminate their employment under this procedure. Any appeal should be made in writing to the University Secretary within 28 days of the date of the letter confirming the decision appealed against. The appeal must state the grounds for appeal.

10.2 The appeal will be heard by a panel of at least three, none of whom should have had any prior involvement in the case. The appeal panel shall include one member who is independent of the area (for example the Faculty or Division) in which the employee is employed and in the case of academic staff the appeal panel shall include a member of the academic staff from Senate.

10.3 The University Secretary or nominee from HR shall act as clerk to the appeal panel. The procedure shall be determined by the panel. The employee may present the appeal in person, attend hearings and be accompanied by a representative. The University may be represented by a member of staff or other representative.

10.4 The panel's decision is final. The panel shall give a reasoned decision in writing which shall be sent to the employee and the
Employment Rights Act 1996, Section 139

(1) For the purposes of this Act an employee who is dismissed shall be taken to be dismissed by reason of redundancy if the dismissal is wholly or mainly attributable to:

(a) the fact that his employer has ceased or intends to cease:
   (i) to carry on the business for the purposes of which the employee was employed by him; or
   (ii) to carry on that business in the place where the employee was so employed; or

(b) the fact that the requirements of that business:
   (i) for employees to carry out work of a particular kind; or
   (ii) for employees to carry out work of a particular kind in the place where the employee was employed by the employer have ceased or diminished or are expected to cease or diminish.

(2) For the purposes of subsection (1) the business of the employer together with the business or businesses of his associated employers shall be treated as one (unless either of the conditions specified in paragraphs (a) and (b) of that subsection would be satisfied without so treating them).

(3) For the purposes of subsection (1) the activities carried on by a local education authority with respect to the schools maintained by it, and the activities carried on by the governors of those schools, shall be treated as one business (unless either of the conditions specified in paragraphs (a) and (b) of that subsection would be satisfied without so treating them).

(4) Where:
   (a) the contract under which a person is employed is treated by section 136(5) as terminated by his employer by reason of an act or event; and
   (b) the employee's contract is not renewed and he is not re-engaged under a new contract of employment, he shall be taken for the purposes of this Act to be dismissed by reason of redundancy if the circumstances in which his contract is not renewed, and he is not re-engaged, are wholly or mainly attributable to either of the facts stated in paragraphs (a) and (b) of subsection (1).

(5) In its application to a case within subsection (4), paragraph (a)(i) of subsection (1) has effect as if the reference in that subsection...
to the employer included a reference to any person to whom, in consequence of the act or event, power to dispose of the business has passed.

(6) In subsection (1) "cease" and "diminish" mean cease and diminish either permanently or temporarily and for whatever reason.

**Employment Rights Act 1996 Section 136 (5)**

(5) Where in accordance with any enactment or rule of law:
(a) an act on the part of an employer; or
(b) an event affecting an employer (including, in the case of an individual, his death),

operates to terminate a contract under which an employee is employed by him, the act or event shall be taken for the purposes of this Part to be a termination of the contract by the employer.

**Appendix 2**

**Trade Union and Labour Relations (Consolidation) Act 1992, Section 188**

(1) An employer proposing to dismiss as redundant an employee of a description in respect of which an independent trade union is recognised by him shall consult representatives of the union about the dismissal in accordance with this section.

(2) The consultation must begin at the earliest opportunity, and in any event-

(a) where the employer is proposing to dismiss as redundant 100 or more employees at one establishment within a period of 90 days or less, at least 90 days before the first of those dismissals takes effect;
(b) where the employer is proposing to dismiss as redundant at least 10 but less than 100 employees at one establishment within a period of 30 days or less, at least 30 days before the first of those dismissals takes effect.

(3) In determining how many employees an employer is proposing to dismiss as redundant no account shall be taken of employees in respect of whose proposed dismissals consultation has already begun.

(4) For the purposes of the consultation the employer shall disclose in writing to the trade union representatives-

(a) the reasons for his proposals,
(b) the numbers and descriptions of employees whom it is proposed to dismiss as redundant,
(c) the total number of employees of any such description employed by the employer at the establishment in question,
(d) the proposed method of selecting the employees who may be dismissed, and
(e) the proposed method of carrying out the dismissals, with due regard to any agreed procedure, including the period over which the
dismissals are to take effect.

(5) That information shall be delivered to the trade union representatives, or sent by post to an address notified by them to the
employer, or sent by post to the union at the address of its head or main office.

(6) In the course of the consultation the employer shall-

(a) consider any representations made by the trade union representatives, and
(b) reply to those representations and, if he/she rejects any of those representations, state his/her reasons.

(7) If in any case there are special circumstances which render it not reasonably practicable for the employer to comply with a
requirement of subsection (2), (4) or (6), the employer shall take all such steps towards compliance with that requirement as are
reasonably practicable in those circumstances.

(8) This section does not confer any rights on a trade union or an employee except as provided by sections 189 to 192 below.

Appendix 3

Redundancy Notice Provisions
(a) With the exception of staff covered by paragraphs (b) to (e), for whom protected arrangements will instead apply, staff will be
given a minimum notice provision as follows in the event of dismissal by reason of redundancy:

- Staff employed by the University for less than 5 years: 3 months
- Staff employed by the University for at least 5 years but fewer than 7 years: 4 months
- Staff employed by the University for at least 7 years but fewer than 9 years: 5 months
- Staff employed by the University for 9 years or more: 6 months

(b) All staff employed by the University on a permanent academic or academic related contract before the 1 October 2004, or offered
such employment on such terms before that date, will retain the right to a minimum of one year’s notice in the event of redundancy.

(c) All staff employed by the University on an academic or academic-related contract at the 1 October 2004 and who were offered a
permanent contract on or after the 1 October 2004 will be entitled to a minimum of 6 months’ notice in the event of redundancy.

(d) All staff employed by the University on a permanent support staff contract at 30 April 2006, and those employed at that date on a fixed-term contract who subsequently transferred to a permanent contract, will be entitled to a minimum of 6 months’ notice in the event of redundancy.

(e) The employment of a member of staff, who is employed on a fixed-term contract and who is subsequently selected for dismissal in a situation of general redundancy, will end either at the termination of the fixed-term contract or following 3, 4, 5 or 6 months’ notice of redundancy in accordance with his or her length of service as set out in (a) above, whichever is the earlier.

Appendix 4 - Redundancy Pay

Any member of staff whose contract of employment is terminated by reason of redundancy will be entitled to receive a redundancy payment, based on length of service as follows. Enhanced redundancy payments applicable to redundancies effective from 1 May 2006 onwards.

Staff with 0-10 years’ service - Statutory Redundancy Pay only

Staff with 10-20 years’ service - Statutory Redundancy Pay x 2

Staff with 20 years’ + service - Statutory Redundancy Pay x 2 (with no cap on weekly pay but a cap on total figure of £20K. The “cap on weekly pay” is the maximum amount of money defined (by the government) as a “week’s pay” for the purposes of calculating a statutory redundancy payment.)
Application and Scope

1.1 The purpose of this procedure is to provide a constructive framework for dealing with staff conduct and to ensure that disciplinary action, where necessary, is applied fairly and consistently.

1.2 This procedure applies to all employees who have (where applicable) satisfactorily completed their Initial Service Review.

1.3 The general obligations for employees in respect of their conduct are set out in Appendix 1.

2. Early Action

2.1 It is part of the supervisory process that managers bring to the attention of employees the standards of behaviour required and any failure to meet those standards. Minor misconduct should be dealt with by the employee’s line manager (the “Manager”) informally and without delay. The Manager should speak to the employee to ensure that they understand the nature of the concerns, expectations of improvements in conduct and where appropriate timescales and the nature of any support available.

2.2 It is expected that cases of minor misconduct will be dealt with informally between the employee and their Manager. However, if that informal discussion does not bring about an improvement or where there is a more serious case of misconduct, formal action under this procedure may be necessary.

3. Suspension

3.1 Where appropriate the University may suspend an employee on full pay whilst it undertakes an investigation into alleged misconduct.

4. Investigations

4.1 Before a disciplinary hearing is convened the Appropriate Manager will normally appoint an investigator (supported by HR) to carry out an investigation into the circumstances of the alleged misconduct. The purpose of the investigation is to:

(i) gather evidence; and
(ii) consider if the matter should proceed to a formal hearing.

4.2 If there is no disagreement concerning the facts of the case, for example because the misconduct is admitted, an investigation may not be necessary before a disciplinary hearing is arranged. However, in cases where misconduct is not admitted or if there are conflicting views or evidence, further investigation would usually be appropriate before a decision is taken to...
proceed to a formal hearing.

4.3 As part of any investigation, the employee may be invited to provide a written response to the allegations as well as invited to attend an investigation meeting.

4.4 The investigator will decide whether:

(i) there is a case to answer;
(ii) there is no case to answer; or
(iii) the matter should be considered under an alternative procedure.

5. Taking Formal Action

5.1 Where it is decided that formal action is to be taken the employee will normally be given ten days’ notice and invited to attend a disciplinary hearing.

Prior to the Hearing

5.2 The employee will be provided with details of the allegation(s) and an indication as to whether the alleged misconduct is considered as potentially a serious/gross misconduct case and therefore whether a sanction less than or up to dismissal may be considered.

5.3 Prior to the hearing the employee will be invited to provide:

(i) their response to the allegations including bringing forward any relevant witnesses; and
(ii) any documentation that they will refer to in the hearing.

5.4 Prior to the hearing any documentation or other evidence that is to be relied upon by either the employee or the University will be made available to each other and to the Appropriate Manager at least seven days before the hearing.

The Conduct Hearing

5.5 An appropriate person (supported by HR) shall present the allegation(s) against the employee at the hearing.
5.6 The hearing will be conducted by an Appropriate Manager supported by HR.

5.7 The Appropriate Manager will arrange for notes of the meeting to be taken.

5.8 At the hearing the employee will be given an opportunity to present their case, question witnesses and raise any issue that they wish to have considered. The Appropriate Manager will be able to question those involved in the case.

The Outcome of the Hearing

5.9 At the end of the hearing the Appropriate Manager will consider all representations then decide whether or not, on the balance of probabilities, the allegation(s) are proved and if they are proved what level of disciplinary sanction, up to and including dismissal is appropriate. On the basis of the information presented, the Appropriate Manager may decide to impose any of the disciplinary sanctions or other measures set out in paragraph 5 and 6.

5.10 The decision may be given on the day of the hearing and will in any event be confirmed in writing within fourteen days of the hearing. The employee has a right of appeal against any decision.

Disciplinary Sanctions

5.11 There are three levels of sanction that may be given: first written warning, final written warning and dismissal.

Warnings

5.12 The warnings given under this procedure will normally be “live” for a period of 12 months. At the end of that period, subject to the employee’s satisfactory conduct, the warning will normally be disregarded for disciplinary purposes. However, the University reserves the right to issue warnings for a longer period depending on the nature or seriousness of the offence and to take previous action taken under this procedure into account when issuing a sanction or other measure in respect of a subsequent allegation of misconduct even when the stated duration of any previous warning(s) or other action taken has expired. The University reserves the right to extend the period of time in which a warning is live to reflect any period of time for which the employee is absent from work (not including, for example, annual leave) whilst the warning is live.

5.13 A written warning will be placed on the employee’s personnel file and will set out:

(i) the areas where the required standards of behaviour and/or conduct have not been met;
(ii) any specific action(s) that the employee is required to take and outcomes that they are expected to achieve to
correct/improve their behaviour or conduct including any time period for completion;

(iii) any measures such as additional training or support which will be taken with a view to correcting or improving conduct or behaviour;

(iv) the date(s) of any interim review meeting(s) to review progress;

(v) the Review Period, i.e. the period of time over which the employee will need to demonstrate that they can sustain the required improvement or correction in behaviour or conduct; and

(vi) the consequences of failing to improve or correct their behaviour or conduct within the review period or of further unsatisfactory behaviour or conduct (whether similar or not) within the Review Period including, if appropriate, termination of employment.

First Written Warning

5.14 Where the misconduct is of a minor nature or, after early action has been taken but there has been no improvement in conduct or behaviour, a first written warning may be issued.

Final Written Warning

5.15 If after a first written warning has been given, the employee commits a repeated or further act of misconduct, or where the misconduct is considered sufficiently serious to warrant a final written warning but not sufficiently serious to justify dismissal, a final written warning may be issued.

Dismissal

5.16 If after a final written warning has been given, the employee commits a repeated or a further act of misconduct, or where the employee commits an act of gross misconduct (see Appendix 1) the Appropriate Manager may consider dismissal or summary dismissal (that is dismissal with or without notice).

6. Other Measures

In all cases the University will consider whether it is appropriate to withhold any increment of salary from the employee. The University reserves the right to impose such other disciplinary measures as it considers appropriate in the circumstances.

7. Appeals

Appeals against a sanction or measure other than dismissal

7.1 If an employee wishes to appeal they should write to the HR Director within 14 days of receiving the written notification of the sanction setting out the reasons for the appeal.
7.2 The HR Director will then arrange for the appeal to be heard by an Appropriate Manager who has had no prior involvement in the case. The appeal hearing will be a review of the decision and will be supported by HR.

7.3 Where, on appeal, the case is upheld, in whole or in part, the Appropriate Manager conducting the appeal may substitute a different sanction. It is not intended that a substituted sanction would be more severe.

7.4 The decision may be given at the appeal hearing and will in any event be confirmed in writing within fourteen days of the hearing.

7.5 The decision following the appeal shall be final.

**Appeals against dismissal**

7.6 The employee has the right of appeal against a decision to terminate their employment under this procedure. Any appeal should be made in writing to the University Secretary within 28 days of the date of the letter confirming the decision appealed against. The appeal must state the grounds for appeal.

7.7 The appeal will be heard by a panel of at least three, none of whom should have had any prior involvement in the case. The appeal panel shall include one member who is independent of the area (for example the Faculty or Division) in which the employee is employed and in the case of academic staff the appeal panel shall include a member of the academic staff from Senate.

7.8 The University Secretary or nominee from HR shall act as clerk to the appeal panel. The procedure shall be determined by the panel. The employee may present the appeal in person, attend hearings and be accompanied by a representative. The University may be represented by a member of staff or other representative.

7.9 The panel’s decision is final. The panel shall give a reasoned decision in writing which shall be sent to the employee and the Appropriate Manager.
### Appendix 1

#### Summary of Disciplinary Action

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<th>Notice (working days)</th>
<th>Present at hearing (or nominee)</th>
<th>Action which may follow hearing</th>
<th>Period in force</th>
<th>Time for appeal (working days)</th>
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<td>Human Resources Manager</td>
<td>Investigation</td>
<td>7</td>
<td>Human Resources Manager</td>
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<tr>
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<td>Human Resources Manager</td>
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<tr>
<td>Stage 2 warning</td>
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<td>Human Resources Director</td>
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Appendix 2

Rules of Conduct for Members of Staff

Introduction

These Rules apply to all members of staff of the University and form part of their terms and conditions of employment. They set out behaviour which may amount to misconduct, resulting in disciplinary action. The Rules are intended to promote a productive, harmonious and safe working environment.

General Requirements

Members of staff are expected to:

a) Comply with their contract and terms and conditions of employment;
b) Fulfill the duties of their post as reasonably required by their Appropriate Manager;
c) Observe relevant University rules, regulations, codes of practice and policy statements;
d) Comply with health and safety and data protection requirements.

Misconduct

The following list gives examples of behaviour which may constitute misconduct. This list is not intended to be exhaustive:

a) Conduct which constitutes a criminal offence, of a kind that is judged in all the circumstances to be relevant to the member of staff’s employment by the University, whether committed on University premises or elsewhere;
b) Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language at work;
c) Sexual, racial, or any other form of harassment, including bullying of any student or member of staff of the University, or any visitor to the University, or any other failure to respect the University’s Equal Opportunities and Dignity at Work Policies;
d) Incapacity at work through the use of alcohol or drugs;
e) Fraud, deceit, deliberate falsification of records, deception or dishonesty in relation to the University or its staff, students or visitors;
f) Theft, misappropriation or misuse of University property, or the property of the University’s staff, students or visitors, including intellectual property;
g)

Fraud or plagiarism in connection with academic research or failure to comply with the University’s Research Misconduct Policy;
h) Computer misuse, contrary to the University's regulations;
i) Misuse or unauthorised use of University premises, equipment or facilities;
j) Damage to University property, or the property of the University’s staff, students or visitors, caused intentionally or recklessly;
k) Action likely to cause injury or impair safety on University premises, or infringement of University Health and Safety policy;
l) Negligence which causes or might cause unacceptable loss, damage or injury;
m) Improper bias in relation to students, whether relating to admission or assessment;
n) Willful or negligent failure to respect confidentiality of information and/or breach of the University’s policy on Data Protection;
o) Failure to respect the rights of any student or member of staff of the University, or any visitor to the University, to freedom of belief and freedom of speech;
p) Breach of the provisions of any University code, policy, rule or regulation;
q) Misuse of the University’s name, or bringing the University into serious disrepute;
r) Undertaking paid work detrimental to or in conflict with the University’s interests without the University’s permission;
s) Unauthorised absence;
t) Poor timekeeping;
u) Failure to comply with a reasonable request or instruction from an appropriate person.

**Gross Misconduct**

A member of staff who is found to have been guilty of misconduct shall normally in the first instance be given a warning. However gross misconduct, of such seriousness as to give good grounds for immediate dismissal, may lead to summary dismissal without warning. When determining whether an issue should be dealt with as misconduct or gross misconduct, the actual or potential consequences of the conduct shall be considered. Examples of behaviour which may constitute gross misconduct include assault or physical violence, theft, fraud, research misconduct and serious breaches of regulations relating to health and safety or data protection.
Ordinance 29

Application and Scope
1.1 The purpose of this procedure is to provide a constructive framework to address, identify and resolve any areas of concern relating to an individuals’ performance and to ensure that any action taken is fair and consistent.

1.2 This procedure applies to all employees (except those who are in their initial service review period).

2. Early Action
2.1 It is part of the supervisory process that managers bring to the attention of employees the standards of performance required and any failure to meet those standards. Any minor lapses in performance should be dealt with by the employee’s line manager (the “Manager”) informally and without delay. The Manager should speak to the employee to ensure that they understand the nature of any concerns, expectations of improvements in performance (for example in levels of skill, knowledge, responsibility, autonomy and behaviours) and where appropriate timescales and the nature of any support or training available. Where an employee has identified that their performance may have been affected by ill health or a disability, additional support may be available (see Ill Health Policy, Appendix 1 to Ordinance 31).

2.2 It is expected that minor cases of underperformance will be dealt with informally between the employee and their Manager. However if that informal discussion does not bring about an improvement or where there are more serious concerns about an employee’s performance, formal action under this procedure may be taken.

3. Considering Taking Formal Action
3.1 Before any formal action is taken the Appropriate Manager will review the circumstances and the detail of the performance concerns. In particular the Appropriate Manager will consider:

(i) the nature of the concerns;

(ii) whether the employee has been informed of what is expected of them and where the performance shortfalls lie;

(iii) whether the employee has identified that their performance may have been affected by ill health or a disability and
what steps have been taken under the Ill Health Policy;

(iv) the support or training that may have already been provided to the employee.

4

Taking Formal Action

4.1 Where it is decided that formal action is to be taken the employee will normally be given ten days’ notice and invited to attend a capability hearing.

Prior to the Hearing

4.2 The employee will be provided with details of the performance concerns and an indication as to their seriousness and whether dismissal may be considered.

4.3 Prior to the hearing the employee will be invited to provide:

(i) their response to the performance concerns including bringing forward any relevant witnesses;
(ii) any documentation that they will refer to in the hearing.

4.4 Prior to the hearing any documentation that is to be relied upon by either the employee or the University will be made available to each other and to the Appropriate Manager at least seven days before the hearing.

The Capability Hearing

4.5 An Appropriate Person (supported by HR) may explain the performance concerns about the employee at the hearing.
4.6 The hearing will be conducted by the Appropriate Manager supported by HR.

4.7 The Appropriate Manager will arrange for notes of the meeting to be taken.

4.8 At the hearing the employee will be given an opportunity to present their case, question witnesses and raise any issue that they wish to have considered. The Appropriate Manager will be able to question those involved in the case.

**The Outcome of the Hearing**

4.9 At the end of the hearing the Appropriate Manager will consider all representations then decide if on the balance of probabilities whether the performance concerns are justified and if justified what level of capability sanction, up to and including dismissal is appropriate. On the basis of the information presented the Appropriate Manager may decide to impose any of the capability sanctions set out in paragraph 4.11. In all cases the Appropriate Manager will consider whether it is appropriate to withhold any salary increment from the employee.

4.10 The decision may be given on the day of the hearing and will in any event be confirmed in writing within fourteen days of the hearing. The employee has a right of appeal against any decision.

**Capability Sanctions**

4.11 There are three levels of sanction that may be given: first written warning, final written warning and dismissal.

**Warnings**

4.12 The warnings given under this procedure will normally be “live” for a period of 12 months. At the end of that period, subject to the employee’s satisfactory performance, the warning will normally be disregarded for disciplinary purposes. However, the University reserves the right to issue warnings for a longer period depending on the nature or seriousness of the poor performance and to take previous action taken under this procedure into account when issuing a sanction or other measure in respect of subsequent poor performance even when the stated duration of any previous warning(s) or other action taken has expired. The University reserves the right to extend the period of time in which a warning is live to reflect any period of time for which the employee is absent from work (not including, for example, annual leave) whilst the warning is live.

4.13 A written warning will be placed on the employee's personnel file and will set out:

(i) the areas where the required standards of performance have not been met;
(ii) any specific action(s) that the employee is required to take and outcomes that they are expected to achieve to improve their performance including any time period for completion;

(iii) any measures such as additional training or support which will be taken with a view to improving performance;

(iv) the date(s) of any interim review meeting(s) to review progress;

(v) the Review Period i.e. the period of time over which the employee will need to demonstrate that they can sustain the required improvement in performance; and

(vi) the consequences of failing to improve performance within the Review Period or of further unsatisfactory performance (whether similar or not) within the Review Period including, if appropriate, termination of employment.

First Written Warning
4.14 Where the poor performance is of a minor nature or, after early action has been taken but there has been no improvement in performance, a first written warning may be issued.

Final Written Warning
4.15 If after a first written warning has been given the employee’s performance has not improved, or where the performance concerns are considered sufficiently serious to warrant a final written warning but not sufficiently serious to justify dismissal, a final written warning may be issued.

Dismissal
4.16 Dismissal of an employee may be considered where performance:

(i) has not improved sufficiently within the review period set out in a final written warning;

(ii) is unsatisfactory while a final written warning is still active; or

(iii) has been grossly negligent such as to warrant dismissal without the need for a final written warning.

4.17 When considering dismissal the Appropriate Manager may decide:

(i) to dismiss the employee;

(ii) that there are insufficient grounds to dismiss the employee;
on the imposition, or extension of a warning already issued under this procedure; or

to explore options other than dismissal with the employee.

5. **Appeals**

   **Appeals against warnings**

5.1 If an employee wishes to appeal, they should write to the HR Director within 14 working days of receiving the written notification of the warning. The appeal letter must set out the reasons for the appeal.

5.2 The HR Director will then arrange for the appeal to be heard by an Appropriate Manager who has had no prior involvement in the case. The appeal hearing will be a review of the decision to issue a warning and will be supported by HR.

5.3 The Appropriate Manager conducting the appeal may substitute a different sanction from that appealed against; it is not intended that a substituted sanction would be more severe.

5.4 The decision may be given at the appeal hearing and will in any event be confirmed in writing within 14 days of the hearing.

5.5 The decision following the appeal shall be final and there will be no further internal right of appeal.

   **Appeals against dismissal**

5.6 The employee has the right of appeal against a decision to terminate their employment under this procedure. Any appeal should be made in writing to the University Secretary within 28 working days of the date of the letter confirming the decision appealed against. The appeal must state the grounds for appeal.

5.7 The appeal will be heard by a panel of at least three, none of whom should have had any prior involvement in the case. The appeal panel shall include one member who is independent of the area (for example the Faculty or Division) in which the employee is employed and in the case of academic staff the appeal panel shall include a member of the academic staff from Senate.

5.8 University Secretary or nominee from HR shall act as clerk to the appeal panel. The procedure shall be determined by the panel. The employee may present the appeal in person, attend hearings and be accompanied by a representative. The University may be represented by a member of staff or other representative.

5.9 The panel's decision is final. The panel shall give a reasoned decision in writing which shall be sent to the employee and the
Appropriate Manager.
## Appendix 1
### Summary of Action

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken by postholder (or nominee)</th>
<th>Consults</th>
<th>Possible action before hearing</th>
<th>Notice (working days)</th>
<th>Present at hearing (or nominee)</th>
<th>Action which may follow hearing</th>
<th>Time for appeal (working days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informal discussion</td>
<td>Appropriate Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Advice, training, transfer</td>
<td>Stage 1 Notification of concern</td>
</tr>
<tr>
<td>Stage 1 Notification of concern</td>
<td>Appropriate Manager</td>
<td>Human Resources Manager</td>
<td>Gather information</td>
<td>7</td>
<td>Human Resources Manager</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Stage 2 Warning</td>
<td>Appropriate Manager</td>
<td>Human Resources Manager</td>
<td>Gather information</td>
<td>7</td>
<td>Human Resources Manager</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Stage 3 Panel</td>
<td>Panel of 3</td>
<td>Human Resources Director</td>
<td>Gather information</td>
<td>7</td>
<td>Human Resources Director</td>
<td>Action including dismissal</td>
<td>20</td>
</tr>
</tbody>
</table>

2 July 2010
Ordinance 30

Application and Scope
1.1 Where it is believed that there are circumstances which, although not covered by any of the other University procedures, lead the University to contemplate the dismissal of an employee, the steps set out in this procedure will be followed.

1.2 The procedure is intended to apply where dismissal of an employee is contemplated in any circumstance not covered by Ordinances 26 to 31 for example:

(i) where it is considered that the employee cannot continue to work in the position which s/he holds because to do so would mean that s/he and/or the University would be in breach of legislation. In such a case the University may be required to terminate the employment with immediate effect in which case the provisions set out in paragraph 4 may not apply. The employee will still have a right to appeal against their dismissal;
(ii) dismissal of a member of clinical academic staff whose honorary NHS contract is compromised, withdrawn and/or whose registration is revoked or suspended;
(iii) dismissal arising from the expiry of a fixed term contract where the reason for the expiry is not redundancy (e.g. where the individual is covering for sabbatical or maternity leave, etc);
(iv) where the employee is unable to attend work due to imprisonment;
(v) dismissal from a remunerated post in the University which is undertaken in addition to an employee’s substantive post; or
(vi) where there has been breakdown in mutual trust and confidence in the working relationship.

2. Investigation
Where necessary an investigation will be undertaken to:

(i) gather evidence; and
(ii) consider if the matter should proceed to a formal hearing.

In such cases the Appropriate Manager will appoint an investigating officer. Where the University considers it appropriate, the findings and outcome of an investigation undertaken under another procedure may be used as part of this process.
3. Procedure
3.1 Where dismissal of an employee is contemplated, the Appropriate Manager will write to the employee inviting them to a meeting detailing the purpose of the meeting and the circumstances that led the University to consider terminating employment.

3.2 Prior to the meeting the employee where appropriate will be:

   (i) provided with relevant documentation which include a copy of any investigation report, at least seven days before the meeting;
   (ii) invited to provide a written response; and
   (iii) invited to bring forward witnesses that they believe are relevant to the matter.

3.3 At the meeting the employee will be given an opportunity to present their case, question witnesses and raise any issues they wish to have considered and the Appropriate Manager conducting and hearing the case will be able to question all those involved in the case.

4. Outcome
4.1 The Appropriate Manager will consider all representations before reaching a decision. The decision may include (but will not be limited to) the following outcomes:

   (i) there are insufficient grounds to dismiss the employee under this procedure;
   (ii) the employee’s employment should be terminated with or without notice; or
   (iii) the case should be considered under an alternative procedure.

4.2 The decision may be given at the meeting and will in any event be confirmed in writing within seven days of the meeting. The employee has a right of appeal against the decision.

5. Appeals
5.1 The employee has the right of appeal against a decision to terminate their employment under this procedure. Any appeal should be made in writing to the University Secretary within 28 days of the date of the letter confirming the decision appealed against. The appeal must state the grounds for appeal.

5.2 The appeal will be heard by a panel of at least three, none of whom should have had any prior involvement in the case. The appeal panel shall include one member who is independent of the area (for example the Faculty or Division) in which the employee is employed and in
the case of academic staff the appeal panel shall include a member of the academic staff from Senate.

5.3 The University Secretary or nominee from HR shall act as clerk to the appeal panel. The procedure shall be determined by the panel. The employee may present the appeal in person, attend hearings and be accompanied by a representative. The University may be represented by a member of staff or other representative.

5.4 The panel’s decision is final. The panel shall give a reasoned decision in writing which shall be sent to the employee and the Appropriate Manager.

Ordinance 31

Application and Scope
1.1 This procedure is only applicable where the University is considering dismissing an employee on the grounds of ill-health (which may or may not amount to a disability as defined by the Equality Act 2010) for example where an employee has:
   (i) had a period of long term sickness absence;
   (ii) had frequent intermittent sickness absence, which is found to be attributable to an underlying medical condition; or
   (iii) has sustained difficulty in fulfilling the required standards of a role due to an underlying medical condition, even if the employee is not absent from work.

1.2 No action may be taken by the University under this procedure unless it has first considered the Ill Health Policy (Appendix 1).

2. Termination of Employment

2.1 Where the University is considering terminating the employee’s employment on the grounds of ill-health it will follow the procedure set out below.

   (i) The employee will be invited to attend a meeting to consider whether the employee’s employment should be terminated.

   (ii) The meeting will be conducted by an Appropriate Manager who will consider all representations made by the University and the employee. In particular consideration will be given to any medical evidence supplied by either the employee or the University; whether the University has taken appropriate measures under the Ill Health Policy and the impact on the employee’s
ability to undertake the range of duties associated with their role; the delivery of the service of which the employee’s role forms part; other members of the team or group in which the employee is employed.

(iii) On the basis of the information presented, the Appropriate Manager may decide:

a. to dismiss the employee;
b. that there are further steps that either the University or the employee should take before termination of employment is considered, including where appropriate the reconsideration of further adjustments such as alternative employment; or
c. that the matter should be considered under an alternative procedure.

(iv) The decision may be given at the meeting and will in any event be confirmed in writing within 14 days of the meeting. The employee has a right of appeal against the decision.

3. Appeals
3.1 The employee has the right of appeal against a decision to terminate their employment under this procedure. Any appeal should be made in writing to the University Secretary within 28 days of the date of the letter confirming the decision appealed against. The appeal must state the grounds of appeal.
3.2 The appeal will be heard by a panel of at least three, none of whom should have had any prior involvement in the case. The appeal panel shall include one member who is independent of the area (for example the Faculty or Division) in which the employee is employed and in the case of academic staff the appeal panel shall include a member of the academic staff from Senate.
3.3 The University Secretary or nominee from HR shall act as clerk to the appeal panel. The procedure shall be determined by the panel. The employee may present the appeal in person, attend hearings and be accompanied by a representative. The University may be represented by a member of staff or other representative.
3.4 The panel’s decision is final. The panel shall give a reasoned decision in writing which shall be sent to the employee and to the Appropriate Manager.