

University Ordinances

12 February 2019

Ordinance 1 – Procedure for the Appointment of Successors to the First Vice-Chancellor

- (1) On notice of a vacancy in the Vice-Chancellorship the Council shall invite the Senate to join with it in establishing a joint committee of the two bodies to consider the position and to recommend an appointment to fill the vacancy.
- (2) The joint committee shall comprise the Pro-Chancellor, who shall be the Chair of the Committee, three lay members of the Council appointed by the Council, three members of academic staff appointed by the Senate, one non-academic member of staff appointed by the Council and one registered student of the University appointed by the Senate.
- (3) In making appointments to the joint committee, the Council and the Senate respectively shall aim to reflect diversity of experience and expertise within the University and the wider community.
- (4) The appointees of the Senate to the joint committee shall not normally include more than one appointee from each of the following categories of post holders:
 - (i) the serving Deputy Vice-Chancellor or Pro-Vice-Chancellors
 - (ii) the serving Chairs of the Boards of Faculties or serving Heads of academic Departments.
- (5) The joint committee shall submit its recommendations in the first instance to a joint meeting of the Council and the Senate especially convened for the purpose.
- (6) If the recommendations are approved by the joint meeting they shall be submitted to a meeting of the Council called under Statute 5(2).

Ordinance 2 – Procedure for the Appointment of a Deputy Vice-Chancellor

- (1) On the Council approving a recommendation from the Vice-Chancellor that the post of Deputy Vice-Chancellor be filled, the Council shall request that the Senate establish a Search Committee to act in an advisory capacity to the Vice-Chancellor on the person to be appointed to the post. The Vice-Chancellor shall recommend appointment of the Deputy Vice-Chancellor to the Council from a shortlist provided by the Search Committee after the Senate has been informed of the Vice-Chancellor's choice in the matter. In the event that the Vice-Chancellor does not wish to recommend appointment of any person recommended by the Search Committee additional consultation shall be undertaken between the Vice-Chancellor and the Search Committee with a view to resolving the matter through a further process of selection.
- (2) The membership of the Search Committee shall comprise a Pro-Vice-Chancellor who shall be Chair of the Committee, three other professorial members of the Senate appointed by the Senate who are not serving as Pro-Vice-Chancellors and a lay member of the Council appointed by the Council. The Registrar, or the Registrar's nominee, shall act as secretary of the Committee. The Search Committee shall determine its own procedures consistent with the University's stated policies with regard to employment matters.

Ordinance 3 – Procedure for the Appointment of Pro-Vice-Chancellors

- (1) The Council shall appoint Pro-Vice-Chancellors of the highest academic standing.
- (2) The number of Pro-Vice-Chancellors shall be determined by the Council on the recommendation of the Vice-Chancellor.
- (3) Notice of an impending vacancy shall be given to all members of the Senate by the Registrar normally not less than six months before the expiry of a Pro-Vice-Chancellor's term of office and shall be reported to the Senate at its next ordinary meeting.
- (4) Notice of an impending vacancy may also be advertised externally to the University at the discretion of both the Vice-Chancellor and the Pro-Chancellor.
- (5) The appointment of Pro-Vice-Chancellors shall be made by the Council on the recommendation of the Appointment Committee for Pro-Vice-Chancellors consisting of the following:
 - The Vice-Chancellor (Chair)
 - Three members of the Senate appointed by the Senate
 - One lay member of the Council
- (6) The Selection Committee shall conduct its business in accordance with procedures approved by the Council which shall be available from the Registrar.
- (7) The term of office of Pro-Vice-Chancellors shall be for such periods as the Council may determine except that no Pro-Vice-Chancellor shall hold office for more than seven consecutive years.
- (8) The term of office shall normally commence on 1 September.
- (9) The Council shall appoint Pro-Vice-Chancellors on such terms and conditions as it considers appropriate.
- (10) By virtue of this office, a Pro-Vice-Chancellor shall normally be a member of the Council, the Senate and the Assembly.

Ordinance 4 – Appointment of Lay Members of the Council

- (1) The Council may appoint up to twelve persons to membership of the Council who may not be members of the academic staff or salaried officers of the University.
- (2) The maximum term of office for lay membership of the Council (except where provided for by another appointing criterion) is a maximum of nine years (on a pattern of three plus three years, with the potential thereafter for reappointment on an annual basis for up to three further years, at the Council's discretion, and with no presumption of an extension of appointment beyond six years).

- (3) All members of the Senate, the Council and Heads of academic departments will be invited to suggest names of lay persons for consideration for appointment to membership of the Council. In addition any member of the University may suggest names of persons for consideration for appointment to membership of the Council. Such suggestions should be submitted in writing to the Registrar for transmission to the Nominations Committee of the Council.
- (4) The Nominations Committee which shall be appointed annually by the Council shall comprise the Pro-Chancellor, the Vice-Chancellor and President, the Provost, two Pro-Vice-Chancellors appointed by the Vice-Chancellor and three lay members of the Council appointed by the Council. It shall have the following functions:
 - (a) to keep under review the periods of membership of persons co-opted to membership of the Council.
 - (b) to keep under review the extent to which the membership of the Council is broadly representative of the public and appropriate to the interests of the University.
 - (c) to receive suggestions from any member of the University as to the names of persons who might be considered for appointment to lay membership of the Council.
 - (d) to take pro-active steps to attract nominations and suggestions for appointment to lay membership of the Council from within and without the University.
 - (e) to make such nominations as the Committee considers appropriate for appointment to lay membership of the Council.
 - (f) to keep under review and to recommend to the Council the appointment of lay members of the Council and individuals external to the University to membership of Council Committees.
 - (g) to receive suggestions from non-academic members of University staff as to the names of non-academic members of staff who might be considered for appointment to membership of the Council.
 - (h) to make such nominations as the Committee considers appropriate for appointment of a non-academic member of University staff to membership of the Council for consideration by the Senate.
- (5) The Nominations Committee shall consider all the names transmitted to it by the Registrar and shall recommend a list of names to the Council for appointment to lay membership of the Council. No person shall be included in this list unless they shall have indicated in writing their willingness to serve.
- (6) The recommendations of the Nominations Committee concerning the appointment of lay members of the Council shall be communicated in writing to members of the Council by the Registrar.
- (7) Members of the Council may within two weeks of the date of the Registrar's written communication submit in writing to the Registrar additional nominations for appointment to lay membership of the Council seconded by another member of the Council and accompanied by:
 - (a) a written statement from the proposer outlining the suitability of the nominee for appointment.
 - (b) a written statement from the nominee indicating their willingness to serve.

- (8) The Nominations Committee will consider the re-appointment of a lay member after the first three year period, with an expectation that reappointment would normally be made for a further three years, noting that the appointment during each term of office would be subject to the caveat that “in the event that the member was unable to perform their duties or that there was a need to rebalance the skills or diversity of the Council during the term of appointment, the Council could require the member to stand down.”
- (9) If the total number of nominations for appointment to lay membership of the Council does not exceed the number of vacancies the full list of nominations shall be put to the vote at the ordinary meeting of the Council in the Summer term.
- (10) If the number of nominations for appointment to lay membership of the Council exceeds the number of vacancies an election by postal ballot shall be held, the ballot papers being circulated at least two weeks before the ordinary meeting of the Council in the Summer term.
- (11) The ballot paper shall list the candidates nominated for appointment to lay membership of the Council and members of the Council shall each have one vote in respect of each vacancy. No member may vote more than once for any candidate. The vacancies shall be filled by the candidates receiving the most votes providing that every such candidate receives a vote from more than half of the members participating in the election. For this purpose the submission of a blank ballot paper shall be regarded as participation in the election.
- (12) The whole proceedings in the appointment of lay members to the Council shall be held to be strictly private and no communication regarding the proceedings shall be made, without the authority of the Council, to any person who is not a member of the Council.

Ordinance 5 – Appointment of Members of the Council Appointed by the Senate

- (1) The Senate may appoint up to four academic members of the Senate and one member of the non-academic staff of the University to membership of the Council.
- (2) Members of the Council appointed by the Senate shall hold office for a period of three years commencing on the first day of August in the year in which they are appointed and may be appointed for further periods of three years. After holding office for six consecutive years a member appointed by the Senate shall not be eligible for appointment until after one further year.
- (3) All members of the Senate will be invited to suggest names of Senate members for consideration for appointment to membership of the Council. Such suggestions should be submitted in writing to the Registrar for transmission to the Senate.
- (4) If the number of nominations for academic members of staff received and transmitted to the Senate is equal to or less than the number of vacancies to be filled, the person or persons nominated will be deemed elected.
- (5) If the number of nominations received for academic members of staff and transmitted to the Senate exceed the number of vacancies to be filled a secret ballot shall be held among the members present at the meeting, the candidate or candidate(s) receiving the highest number of votes being elected.

- (6) Any non-academic member of University staff may suggest names of non-academic members of staff for appointment to membership of the Council. Such suggestions should be submitted in writing to the Registrar for transmission to the Nominations Committee for consideration. The Nominations Committee will bring forward to the Senate for consideration a nomination for appointment of a non-academic member of University Staff to the Council.

Ordinance 6 – Senate: Amendments and Additions to the Charter, Statutes and Ordinances

The Senate shall have an opportunity to comment on any proposed amendment or addition to the Charter, Statutes or Ordinances of the University under the following procedure.

When proposals to change the Charter, Statutes or Ordinances are placed on the Agenda of a meeting of the Council, members of the Senate shall be informed of such proposals. If the proposals receive the required majority at that meeting of the Council, they shall be placed on the Agenda of the next meeting of the Senate. If there is no ordinary meeting of the Senate between the two meetings of the Council at which changes in the Charter, Statutes or Ordinances have to be approved and the proposed changes have not previously been approved by the Senate, then a special meeting of the Senate shall be called before the second meeting of the Council. Notice of not less than fourteen days shall be given to each member of the Senate before any such special meeting of the Senate.

Ordinance 7 – Constitution of the Boards of the Faculties

- (1) Under the terms of Statute 17(1) there shall be a Faculty of Arts, a Faculty of Science, Engineering and Medicine, and a Faculty of Social Sciences.
- (2) Under the terms of Statute 17(2) each Faculty shall have a Board, namely a Board of the Faculty of Arts, a Board of the Faculty of Science, Engineering and Medicine, and a Board of the Faculty of Social Sciences.
- (3) The membership of the Boards of the Faculties shall be as follows:
- Board of the Faculty of Arts
- (a) The Vice-Chancellor ex officio.
- (b) The Chair of the Faculty of Arts ex officio (Chair).
- (c) The Deputy Chair of the Faculty of Arts ex officio.
- (d) The Head and one other member of academic staff elected by and from each of the Departments of Classics and Ancient History, English and Comparative Literary Studies, Film and Television Studies, History, History of Art and the School for Cross-Faculty Studies.
- (e) The Head and one other member of academic staff elected by and from the School of Theatre, Performance and Cultural Policy Studies.

- (f) The Head of the School of Modern Languages and Cultures, the Director, ex officio, of the Language Centre, and up to three members of the academic staff elected by and from the School of Modern Languages and Cultures.
- (g) The Chair, ex officio, and the Deputy Chair, ex officio, of the Faculty Education Committee of the Board of the Faculty of Arts.
- (h) One member of academic staff elected by and from the Department of Philosophy.
- (i) Two members of academic staff, one to be elected by and from the Board of the Faculty of Science, Engineering and Medicine, and one by and from the Board of the Faculty of Social Sciences.
- (j) Three student members, one of whom shall be a registered undergraduate student, one who shall be a registered postgraduate taught student of the University, and one who shall be a registered postgraduate research student of the University, elected in accordance with the Regulations Governing the Procedure for the Election of Student Members and Observers on the Boards of the Faculties. The student members will not participate in nor receive papers for any business affecting the appointment, promotion and personal affairs of individual members of staff of the University or affecting the admission, academic assessment or personal affairs of individual students.
- (k) Up to three co-opted members, being members of academic staff, subject to the approval of the Senate.

Board of the Faculty of Science, Engineering and Medicine

- (a) The Vice-Chancellor ex officio.
- (b) The Chair of the Faculty of Science, Engineering and Medicine ex officio (Chair).
- (c) The Head and one other member of academic staff elected by and from each of the Departments of Chemistry, Computer Science, Mathematics, Physics, Psychology and Statistics; the Schools of Engineering, Life Sciences and Medicine; and the Warwick Manufacturing Group.
- (d) The Chair of the Faculty Education Committee of the Board of the Faculty of Science, Engineering and Medicine, ex officio; two members of academic staff elected by and from the Faculty Education Committee of the Board of the Faculty of Science, Engineering and Medicine to represent undergraduate education; and two members of academic staff elected by and from the Faculty Education Committee of the Board of the Faculty of Science, Engineering and Medicine to represent postgraduate education.
- (e) Two members of academic staff, one by and from the Board of the Faculty of Arts, and one by and from the Board of the Faculty of Social Sciences.
- (f) One member of academic staff elected by and from the School for Cross-Faculty Studies.
- (g) Up to three co-opted members, being members of academic staff, subject to the approval of the Senate.

- (h) Five student members from the Faculty, one shall be a registered undergraduate student representing Engineering and the Experimental Sciences, one shall be a registered undergraduate student representing Physics and the Formal Sciences, one shall be a registered undergraduate student representing Warwick Medical School, one shall be a registered postgraduate taught student and one shall be a registered postgraduate research student; elected in accordance with the Regulations Governing the Procedure for the Election of Student Members and Observers on the Boards of the Faculties. The student members will not participate in nor receive papers for any business affecting the appointment, promotion and personal affairs of individual members of staff of the University or affecting the admission, academic assessment or personal affairs of individual students.
- (i) The Departments within the Faculty of Science, Engineering and Medicine shall be the Departments of Chemistry, Computer Science, Mathematics, Physics, Psychology, Statistics, the School of Engineering, the School of Life Sciences, the School of Medicine and the Warwick Manufacturing Group.

Board of the Faculty of Social Sciences

- (a) The Vice-Chancellor.
- (b) The Chair of the Faculty of Social Sciences ex officio (Chair).
- (c) The Head of Department and one other member of academic staff elected by and from each Department within the Faculty.
- (d) The Director, ex officio, or another member of the academic staff nominated by the Director of each of the following:
 - (i) Centre for Educational Development Appraisal and Research (CEDAR);
 - (ii) Centre for Interdisciplinary Methodologies (CIM);
 - (iii) Centre for Lifelong Learning (CLL);
 - (iv) Centre for Teacher Education (CTE);
 - (v) ESRC Doctoral Training Centre;
 - (vi) Institute for Employment Research (IER);
 - (vii) Warwick Foundation Studies (WFS).
- (e) The Director of the Centre for Applied Linguistics or another member of the academic staff of the Centre nominated by the Director and one other member of staff from within the Centre nominated by the Director.
- (f) The Chairs of the IT Committee, the Research and Impact Committee, and the Faculty Education Committee of the Board of the Faculty of Social Sciences, ex officio.
- (g) One member of academic staff elected by and from the School for Cross-Faculty Studies.

- (h) Two members of academic staff, one to be elected by and from the Board of the Faculty of Arts, and one by and from the Board of the Faculty of Science, Engineering and Medicine.
- (i) Three student members from the Faculty, one of whom shall be a registered undergraduate student, one a registered postgraduate taught student and one a registered postgraduate research student elected in accordance with the Regulations Governing the Procedure for the Election of Student Members and Observers on the Boards of the Faculties. The student members shall not participate in nor receive papers for any business affecting the appointment, promotion and personal affairs of individual members of the staff of the University or affecting the admission, academic assessment or personal affairs of individual students.
- (j) Up to three co-opted members, being members of academic staff, subject to the approval of the Senate.
- (k) The Departments within the Faculty of Social Sciences shall be the Centre for Education Studies, the Departments of Economics, Philosophy, Politics and International Studies, Sociology, the School of Law, Warwick Business School and Warwick Foundation Studies.
- (4) The Chair of the Boards of the Faculties of Arts, Science, Engineering and Medicine, and Social Sciences shall be a member of the Board. The Chair shall hold office for no more than two consecutive terms of three years; appointment being subject to annual reaffirmation by the Board.

Ordinance 8 – Sub-Faculties

The use of the term Sub-Faculty ceased following the 2016/17 Academic Governance Review.

Ordinance 9 – Board of Graduate Studies

- (1) There shall be a Board of Graduate Studies which shall be responsible to the Senate. The Board shall have the following functions:
 - (a) To regulate the admission of all graduate students and, subject to the Higher Degrees Regulations, the initial conditions of registration and any change to these conditions.
 - (b) To make recommendations to the Senate, after consultation with the Faculty Boards, Departments and Faculty Education Committees, if appropriate, on all matters to do with graduate study in the University.
 - (c) To make recommendations on the appropriate provision of academic resources and social facilities for graduate students in the University.
 - (d) To make awards established from University funds to graduate students and to nominate graduate students for graduate awards made by external bodies.
 - (e) To advise the Senate on any general or specific strategic considerations regarding graduate study.
- (2) The Board shall have the following membership:
 - (a) A Chair appointed by the Senate, normally for a period of three years.

- (b) A Deputy Chair appointed by the Senate, normally for a period of three years.
- (c) The Vice-Chancellor.
- (d) The Chairs or Deputy Chairs of the Faculty Education Committees of the Faculty Boards.
- (e) Four members of academic staff appointed by the Senate.
- (f) Seven members of academic staff, two appointed by each of the Boards of the Faculties of Arts and Social Sciences, and three appointed by the Board of the Faculty of Science, Engineering and Medicine normally from members of the Faculty Education Committee of each Faculty Board.
- (g) One graduate student appointed by each Faculty Board from amongst the Departments within that Faculty.
- (h) Up to four co-opted members of academic staff, subject to the approval of the Senate.
- (i) One CDT representative from the Sciences.
- (j) One CDT representative from the Social Sciences and Arts.
- (k) Dean of Students.
- (l) A representative from the Library.
- (m) A representative from Student Careers and Skills.
- (n) A representative from the Learning and Development Centre.
- (o) Up to two co-opted students, subject to the approval of the Senate.

Ordinance 10 – Departments

Membership

- (1) The membership of a Department shall consist of all the employees of the University who at the 1st of October in any year hold a contract of employment in that department of at least twelve months duration (or are seconded or otherwise assigned). Where an individual holds a contract in more than one department he/she shall be considered a member of all the departments concerned.

Responsibilities of a Head of Department

- (2) Each Department shall have a Head, who shall be appointed under the provisions of the Ordinance on the Appointment of Heads of Departments except where the role of Head has been incorporated (ex officio) into a broader leadership role on the approval of the Senate.

- (3) A Head of Department shall be responsible for the management of their Department to the Provost who may appoint a deputy for this purpose.
- (4) All members of the Department shall be responsible to the Head through whatever decision-making and management structures the Head from time-to-time approves.
- (5) Heads shall be responsible for a range of duties that shall be defined from time to time.

Management Structures

- (6) The University will from time to time promulgate regulations setting out a framework for the management structure and staff consultation mechanisms.

Ordinance 11 – Appointment of Heads of Departments

Committee on the Appointment of Heads of Department

- (1) The Vice-Chancellor shall establish a Committee on the Appointment of Head of Department which shall determine the appointment of the Head of Department.
- (2) The membership of the Committee on the Appointment of Head of Department shall be:

The Vice Chancellor (Chair) or Provost (Vice-Chair);

A senior member of the University from outside the Department, normally a Chair of Faculty, who shall be appointed by the Vice-Chancellor to act as Independent Chair for the consultation process;

The Registrar;

Three members of the Department, nominated by the Independent Chair and appointed by the Vice Chancellor, who are not themselves nominees for appointment to Head of the Department.

Role of the Independent Chair

- (3) The role of the Independent Chair shall be to undertake consultation with members of the Department.

Term of Office of Heads of Department

- (4) The term of office of a Head of Department shall normally be three years with the expectation of reappointment for a further two years, subject to there being no weight of objection from the membership of the Department to such an extension. A Head of Department will be eligible to be considered for appointment for a second consecutive term of up to five years, subject to a nomination and appointment process. Reappointment for a third or further term will not normally be permitted.

Nomination and Appointment Process

- (5) The Independent Chair shall consult with members of the Department, and shall take account of views expressed, in determining the appointment of a Head of Department. The Independent Chair shall facilitate such consultation.

- (6) The process for the nomination and appointment of Heads of Department shall be conducted in accordance with such University Regulations and procedures as shall be determined by the Senate, subject to the provisions of this Ordinance, from time to time, and with such legislative requirements and good practice guidance as may be in force from time to time.
- (7) The Vice-Chancellor shall call a meeting of the Committee on the Appointment of Head of Department in order to determine the appointment of the Head of Department.
- (8) Where either no nominations are forthcoming or the Committee on the Appointment of Head of Department is unable to make an appointment, the Committee shall canvass further opinions within the Department on the basis of which the Committee shall
 - either
 - appoint a new Head of Department,
 - or
 - extend the appointment of the current Head of Department for a further twelve month period,
 - or
 - appoint an Acting Head of Department for no longer than twelve months after which time the process for appointing a substantive Head of Department shall have been completed.

Casual Vacancies

- (9) In the case of a casual vacancy the Vice-Chancellor shall consult with the Provost and appoint an Acting Head of Department, except that no Acting Head of Department shall hold continuous office for more than twelve months.

Ordinance 12 – Emeritus Professors and Readers

- (1) The Senate may confer the title Emeritus Professor on any Professor of the University after his/her retirement, or the title of Emeritus Reader on any Reader of the University after his/her retirement, in recognition of distinguished services to the University.
- (2) An Emeritus Professor shall be a Member of the University and on ceremonial occasions shall have the same privileges as a Professor of the University.

Ordinance 13 – Degrees and Diplomas

The University may confer the following degrees, diplomas and certificates:

Bachelor of Arts (BA)

Bachelor of Arts and Science (BASc)
Bachelor of Education (BEd)
Bachelor of Engineering (BEng)
Bachelor of Laws (LLB)
Bachelor of Philosophy in Education (BPhil (Ed))
Bachelor of Science (BSc)
Bachelor of Medical Science (BMedSci)
Bachelor of Medicine/Bachelor of Surgery (MB ChB)
Diploma in Engineering (DiplEng)
Master of Advanced Study (M.A.St.)
Master of Arts (MA)
Master of Business Administration (MBA)
Master of Biological Sciences (MBio)
Master of Chemistry (MChem)
Master of Education (MEd)
Master of Engineering (MEng)
Master of Fine Arts (MFA)
Master of History (MHist)
Master of Languages (MLang)
Master of Laws (LLM)
Master of Mathematics (MMath)
Master of Mathematics and Statistics (MMath Stat)
Master of Mathematics, Operational Research, Statistics and Economics (MMORSE)

Master of Medical Education (MMedEd)
Master of Medical Science (MMedSci)
Master of Philosophy (MPhil)
Master of Physics (MPhys)
Master of Public Administration (MPA)
Master of Public Health (MPH)
Master of Research (MRes)
Master of Science (MSc)
Master of Science (MS)
Master of Science (MSci)
Master in Teaching and Learning (MTL)
Doctor of Business Administration (DBA)
Doctor of Clinical Psychology (DClinPsych)
Doctor of Education (EdD)
Doctor of Engineering (EngD)
Doctor of Laws (LLD)
Doctor of Letters (DLitt)
Doctor of Medicine (MD)
Doctor of Philosophy (PhD)
European Doctor of Philosophy (PhD)
Doctor of Science (DSc)
Diploma
Post-Experience Diploma (PExDip)

Advanced Diploma
Postgraduate Diploma (PGDip)
Graduate Diploma
Diploma of Higher Education (DipHE)
Certificate
Post-Experience Certificate (PExCert)
Postgraduate Certificate (PGCert)
Postgraduate Certificate in Education (PGCE)
Professional (Graduate) Certificate in Education
Certificate of Higher Education (CertHE)
Foundation Degree in Arts (FdA)
Postgraduate Award (PGA)

Ordinance 14 – Honorary Degrees

- (1) In accordance with its powers under Statute 16(12) the Senate may grant honorary degrees and joint honorary degrees with identified/specified partner or affiliate institutions. The Senate delegates the authority to consider and approve nominations for honorary degrees and joint honorary degrees to the Honorary Degrees Committee, which is a joint Committee of the Senate and the Council.
- (2) The University may confer the following honorary degrees:
 - Doctor of Laws (LLD)
 - Doctor of Letters (DLitt)
 - Doctor of Science (DSc)
 - Master of Arts (MA)
 - Master of Science (MSc)The honorary degrees of Doctor of Laws, Doctor of Letters and Doctor of Science shall be conferred upon persons of high intellectual or cultural distinction.

The honorary degrees of Master of Arts and Master of Science shall be conferred upon persons who have served the University or the community and for whom the award of such a degree would be a proper form of recognition by the University.

- (3) Degrees included in the above list may be awarded dually or jointly with other institutions, subject to the approval of the Honorary Degrees Committee on behalf of the Senate of the arrangements for such dual or joint awards. A list of degrees awarded dually or jointly with other institutions shall be maintained by the Honorary Degrees Committee.
- (4) The procedure for the selection of honorary graduands and the revocation of honorary degrees shall be prescribed in Regulations.
- (5) An honorary degree shall not be conferred upon any person whose name has not been approved for that purpose by the majority of the Honorary Degrees Committee on behalf of the Senate.
- (6) Recipients of honorary degrees shall normally be presented for admission by the Public Orator at a Congregation, as assigned by the Vice-Chancellor on behalf of the Senate.
- (7) In accordance with its powers under Statute 16(22) the Vice-Chancellor on behalf of the Senate may revoke honorary degrees. Recommendations for the revocation of honorary degrees shall be made to the Vice-Chancellor by the Honorary Degrees Committee.

Ordinance 15 – Matriculation

- (1) Matriculation is the formal recognition of the right of a student to participate in a course of study or programme of research leading to a degree or diploma of the University.
- (2) No student shall be matriculated unless:
 - (a) being a candidate for the Degree of Bachelor, he/she has satisfied the General Entrance Requirement and course requirements prescribed in the appropriate Regulations; or
 - (b) being a candidate for a diploma or for a higher degree, he/she has satisfied the appropriate Regulations.
- (3) Matriculation is effected by the completion of the first enrolment of each student who has satisfied the University's entrance requirements and accepted and fulfilled the conditions of an authorised offer of admission to a course of study or programme of research in the University.
- (4) For courses of study with a duration greater than 12 months, the continuation of a student's period of registration shall be contingent on the completion of a re-enrolment form prior to the commencement of successive academic years and also on the satisfaction of any conditions related to progression on the given course of study.
- (5) Matriculation shall confer the privilege of membership of the University and shall impose the obligation of abiding by the Statutes, Ordinances and Regulations of the University.

Ordinance 16 – Payment of Annual Fees, Residential Charges and Other Debts

- (1) A student shall be liable to pay:
 - (a) his/her annual fee on the first day of the first term of each academic year or on the first day of his/her registered period of study if this commences later than the first day of the term
 - (b) any accommodation charges on the first day of each term or on the date when his/her occupation of accommodation commences if this begins on a date later than the beginning of term
 - (c) any other debt to the University on the day on which such debt is incurred.
- (2) No person shall be registered as a student of the University unless he/she has paid study related debts incurred in a previous year. A student who has temporarily withdrawn shall not be allowed to return to the University until he/she has paid any outstanding study related debts.
- (3) No student shall be permitted to occupy University accommodation if he/she has any accommodation related debts outstanding from a previous term.
- (4) No degree, diploma, certificate or other qualification of the University shall be awarded to any student who is in debt for any study related reason to the University.
- (5) Where payment of a residential charge or academic fee is not made within 21 days of a due date an administration fee shall be charged, the amount of which shall be determined from time to time by the Finance and General Purposes Committee. (Addition of 'academic fee' subject to confirmation.)
- (6) Any grant or payment due to be made by the University to a student in debt to the University may be reduced by the amount of the outstanding debt or may be set off against the outstanding debt.
- (7) The Finance Director may, subject to any general directions issued to him/her, agree to payments being deferred and/or made in instalments in cases of hardship or particular difficulty. In any case where the Finance Director exercises his/her discretion to make such arrangements, the student concerned shall not be subject to the sanctions laid down in the Ordinance for students owing debts to the University unless such arrangements are subsequently broken by the student concerned.
- (8) Where a student has a significant overdue study related debt or has had their re-registration refused in accordance with paragraph (2) above, their case will be referred to the Finance and General Purposes Committee of the Council.
- (9) All students referred to the Finance and General Purposes Committee of the Council will be given at least seven days' notice to appear before it and state their case (or to submit a written statement if the student prefers), accompanied, if the student wishes, by his/her personal tutor, another member of the academic teaching staff or a representative from the Students' Union Advice Centre.
- (10) On receipt of a report on the facts from the Finance Director, the Finance and General Purposes Committee of Council, acting on behalf of Council and in pursuance of those powers of Council which Council has decided should be exercised by and through the Committee, will:

- (a) make any further enquiries which it considers necessary;
 - (b) if, following (a), the Committee finds that the student has forfeited his/her right to remain a member of the University, the student shall be so informed and shall cease to be a member of the University upon such date and subject to such conditions as the Committee shall decide.
- (11) In exercising any of the powers and functions of this Ordinance, the Finance and General Purposes Committee may delegate its powers to a Sub-Committee appointed for this purpose.

Ordinance 17 – Parking and Traffic in the University

- (1) The University shall regulate access to its premises, which is private land, for motor and other vehicles, traffic on University premises, and parking on the University premises.
- (2) Any person using a motor or other vehicle on University premises shall there observe all provisions of the law relating to drivers on public roads and shall ensure that such use is covered by their insurance policy. They shall observe any speed limits, signs or other restrictions laid down by the University and shall obey the directions of the University’s duly authorised staff.
- (3) Any person using or parking a motor or other vehicle on University premises does so entirely at their own risk whether to themselves, their passengers, the vehicle or its contents, third persons or third party property of any kind whatsoever.
- (4) Members and employees of, and visitors to, the University shall observe this Ordinance, the Regulations on Parking and Traffic and any Rules made pursuant thereto from time to time. The University may charge any member, employee or visitor who contravenes the Ordinance, Regulations and any such Rules, and may move any vehicle in contravention of the same.
- (5) Any member or employee who contravenes this Ordinance, or the Regulations on Parking and Traffic or any Rules made pursuant thereto from time to time shall be liable, in addition to any parking notices charges payable, to reimburse the University for any costs incurred by the University in tracing the owner of the vehicle.
- (6) The University shall also have the right to prohibit any member or employee of, or visitor to, the University from bringing a motor or other vehicle on to University premises.
- (7) Parking charges and parking notice charges shall be determined by the Finance and General Purposes Committee from time to time.
- (8) There shall be a procedure for appealing against parking notice charges or prohibition of a motor or other vehicle from University premises, which shall be as laid down by the Finance and General Purposes Committee.

Ordinance 18 – Health and Safety in the University

- (1) It shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with:

- (a) The provisions of the Health and Safety at Work etc Act, 1974 and Statutory Regulations.
 - (b) Codes of Practice and Guidance issued by the Health and Safety Executive or other enforcing authorities.
 - (c) Guidance issued by the Committee of Vice Chancellors and Principals.
 - (d) The Statement of Health and Safety Policy issued by the Council of the University together with any other rules and guidance that may apply.
- (2) It shall be the responsibility of each member of staff, student and every other person working on the premises of the University, to protect himself/herself, and others who may reasonably be expected to be affected, from hazards resulting from his/her work or behaviour.
- (3) Heads of Departments shall ensure that the risks to health and safety of all activities undertaken by staff, students or others for which they have responsibilities are:
- (a) Suitably and sufficiently assessed; and
 - (b) Eliminated or adequately controlled.
- Note: The Council's Statement on Health and Safety Policy, together with rules and guidance issued thereunder, are published on the Health, Safety and Welfare web pages, and under the section named 'Topic Guidance' in particular. Further information is also included in Departmental web pages as and when appropriate. Further guidance and support is also available from the Health and Safety Team.

Ordinance 19 – Dismissal of Academic Staff on Grounds of Redundancy

- (1) The provisions of this Ordinance apply only where the Council, as the Appropriate Body under the Statute, has decided that it is desirable that there should be a reduction in the academic staff in all or part of the University. It does not apply to dismissals which arise under the contract of employment (eg. the expiry of fixed term appointments), which may or may not be on the grounds of redundancy, but in any event the Council has not decided that there is a need for a reduction in the academic staff.
- Nothing in this Ordinance shall detract from the duty of the University, where it is contemplating the dismissal of academic staff on grounds of redundancy, to consult with the representatives of the appropriate independent trade union(s), in accordance with the requirements of current legislation, such consultation to commence at the earliest opportunity.
- (2) The Chairman of the Redundancy Committee shall be appointed by the Council, from amongst the lay members of the Council.
 - (3) The Redundancy Committee appointed by the Council shall:
 - (a) Identify the individuals who constitute the pool of academic staff engaged in the areas identified by the Council where a reduction in academic staff is required, and from which the required redundancies will be drawn.
 - (b) Determine the criteria which will be used to select individuals for redundancy from the pool taking account of the particular circumstances at the time.

- (c) Make suitable arrangements, in accordance with good practice, for continuing consultation with the appropriate trades union(s) and with the staff concerned on the criteria and procedures to be adopted, with a view to reaching agreement if possible. Every consideration will be given to means of avoiding compulsory redundancies.
- (d) Consider representations made in the course of the consultation process in (c) above. Such representations may be in writing, or made in person to the Committee.
- (e) Make written recommendations to the Council on each member of academic staff who is in the pool from which those declared redundant are to be selected, having taken account of any representations made under (d) above.
- (f) Proceed as expeditiously as possible to complete the process, while taking reasonable steps to protect the rights of individuals to present their case. However, when members of staff have been given adequate notice (normally 14 days) of the date, time and place of a hearing under (d) above, their non-attendance shall not prevent the Redundancy Committee from proceeding to consider the case(s) if the Committee decides that it is appropriate to do so in the circumstances.
- (4) The Council shall decide by a simple majority whether or not to approve the recommendations of the Redundancy Committee under 3 (e). The members of the Council who have served as members of the Redundancy Committee whose recommendations are being considered shall not be debarred from voting on the decision by the Council.
- (5) Following approval of the Redundancy Committee's recommendations by the Council, the Registrar is authorised as the Appropriate Officer to proceed to dismiss the selected members of academic staff on grounds of redundancy, in accordance with the procedure set out in the Statute.

Ordinance 20 – Discipline, Dismissal and Removal from Office

- (1) In all cases where formal action is taken against members of academic staff under the provision of Part III of the Statute, they should have the right to be accompanied by a friend who may be an officer of a trade union or a legal representative. A representative of the Registrar shall also be present at formal hearings under Stages 1 and 2 of Statute 24 (13), to advise the Head of Department on procedure.
- (2) Where the Head of Department is the subject of the disciplinary action or is involved in a personal capacity, the role of Chair in stages 1 and 2 of Statute 24 (13) shall be taken by a Pro-Vice-Chancellor or some other senior Professor, appointed by the Vice-Chancellor. No person appointed to take part in Stages 1 and 2 of the procedure shall take part in any subsequent stage of the procedure. When the matters complained of are outside the competence of the Head of Department (eg. because they are concerned with University rather than Departmental duties), the Vice-Chancellor will act in the role of Head of Department under the Statute. In so acting, the Vice-Chancellor may appoint a senior Professor of the University to act on his behalf.
- (3) In making arrangements for the consideration of offences under Stages 1 and 2 of the procedure, the Head of Department (or the Pro-Vice-Chancellor) shall have regard to the requirements of natural justice and of good practice in dealing with disciplinary matters in relation to employment. In particular it should be ensured that:
 - (a) There has been an adequate preliminary investigation of the matter by the Head, or Pro-Vice-Chancellor, before formal action is commenced.
 - (b) The member of staff against whom the complaint is made shall be given the full particulars of the complaint giving rise to the disciplinary action at least three days before the interview with the Head and given an opportunity to answer the complaint at the hearing.

- (c) The member of staff is able to bring evidence or witnesses to be heard by the Head or the Pro-Vice-Chancellor.
- (d) The decision of the Head, or Pro-Vice-Chancellor, shall be confirmed in writing as soon as possible after the interview, giving written details of the grounds of the decision, of the action to be taken, and of the procedure to be followed for an appeal against the outcome of the disciplinary action.
- (4) Where serious disciplinary action is contemplated under paragraphs 14-20 of Statute 24, involving the establishment of a Tribunal, the following procedures shall be followed for the preparation, hearing and determination of charges:
 - (a) The member of staff shall be notified in writing of the grounds of the complaint against him/her, the procedure to be followed, the constitution of the Tribunal and the date of the hearing of the Tribunal, not less than 14 days before the date of the hearing.
 - (b) The member of staff shall also have the right to request a postponement of the proposed date of the hearing, for good reason; and such request shall be decided upon by the Vice-Chancellor.
 - (c) The member of staff shall be provided with copies of any and all documentary evidence to be put to the Tribunal by the person acting for the University in presenting the complaint, and be informed of the names of any witnesses to be called. Similarly, the member of staff shall provide to the person acting for the University in presenting the complaint, copies of documents to be used in his/her defence and the names of witnesses to be called on his/her behalf. This information should be exchanged by and through the Secretary no later than 7 days before the hearing. Once the Tribunal has begun its hearing, no additional charges may be brought for consideration by that Tribunal. The Tribunal may, however, decide to permit the amendment of minor or technical accidental errors contained in the charges. If, during the hearing, other matters of substance come to light which might lead to disciplinary action, such matters shall be referred to the Vice-Chancellor to proceed in accordance with Statute 24(14).
 - (d) The Chair of the Tribunal shall rule on any disputes regarding evidence or witnesses, and his/her decision in such matters shall be final.
 - (e) The parties to the action shall have the right to be present and to be represented throughout the hearing, save as provided in (g) below. Witnesses should withdraw after giving their evidence and being questioned by the parties and by the members of the Tribunal.
 - (f) The detailed procedure to be followed shall be determined by the Tribunal, but will allow for oral presentations by the member of staff and by the person acting for the University in presenting the complaint, for the hearing and examination of witnesses and for final statements from both parties.
 - (g) Following the presentation of evidence, and final statements, the parties shall withdraw. The Tribunal shall decide on the case on the basis of the evidence presented to it; if the members of the Tribunal are divided, the majority view shall prevail. The Secretary to the Tribunal shall remain in attendance during the consideration of the evidence for the purpose of providing factual information and procedural guidance.
 - (h) The parties concerned, and the Tribunal, shall have the right of legal assistance at all stages in the preparation, hearing and consideration of the case. If the Tribunal makes use of legal assistance, the person concerned may also remain with the Tribunal during its deliberations.

- (i) The Tribunal shall act in such a way as to expedite consideration of the complaint but shall allow for postponements, adjournments, the dismissal of charges, the remission of the charge or charges to the Vice-Chancellor for further consideration and the correction of accidental errors, where such action shall be seen as reasonable in the circumstances. The Tribunal may set time-limits on the duration of all or part of the hearing, direct witnesses to ensure relevance, refuse to hear witnesses whose evidence is deemed on reasonable grounds to be irrelevant, and disallow questions which are vexatious or irrelevant to the issues, at its absolute discretion.

Ordinance 21 – Appeals Lodged under the Provisions of Statute 24

- (1) An appeal lodged with the Registrar under Part V of Statute 24 shall, in addition to the requirements set out in the Statute:

- (a) Set out reasoned grounds for the appeal.
- (b) Include any documentary evidence to be used in support of the appeal.
- (c) Indicate the names of the witnesses to be called in support of the appeal.
- (d) Provide details of the person, if any, who is to represent the member of staff at the appeal.

The Registrar will pass this information to the Secretary appointed under paragraph 8 below, with a copy to the person who will represent the University at the appeal.

- (2) The appeal will be heard as soon as is practicable and shall not be unreasonably delayed. The Appellant shall be notified in writing of the date, time and place of the hearing not less than 14 days in advance and at the same time shall be given details of the person (or persons) who will hear the appeal.
- (3) The Appellate Body (i.e. the person appointed by Council under paragraph 24(1) of the Statute, and the two persons sitting with him/her under paragraph 24(3), if any) shall have the power to postpone or adjourn the hearing of the appeal, and to dismiss the appeal for want of prosecution, for good reasons and at its absolute discretion.
- (4) The Appellate Body shall have the power, after consulting the parties, to set appropriate time limits for all or part of the appeal process, in order to ensure that the appeal is dealt with expeditiously.
- (5) The Appellant shall have the right of attendance in person before the Appellate Body and to be accompanied by a representative who may be legally qualified.
- (6) The Registrar or his/her nominee shall present the case against the appeal. Any documentation which the Registrar or his/her nominee wishes to submit to the Appellate Body, together with the names of any witnesses which he/she will call, must be given to the Appellant(s) and the Secretary of the Appellate Body not less than 10 days before the date of the hearing. The Secretary will then be responsible for circulating copies of the complete documentation to the Appellate Body.

- (7) The detailed procedure for hearing the appeal shall be for the Appellate Body to determine, but shall allow for the submission of written and oral evidence by the Appellant and by the Registrar or his/her nominee, for the presentation of evidence by witnesses called by either party, and for questioning at all stages by the parties and by the Appellate Body. On completion of the presentation of evidence, the parties shall withdraw while the Appellate Body considers its decision. A decision may be given orally after the hearing if appropriate, but in any event a reasoned decision shall be issued in writing as required by paragraph 30 of the Statute.
- (8) The Vice-Chancellor shall appoint a Secretary to the Appellate Body to deal with the organisation of the appeal and the hearing, and to prepare the written decision under the direction of the person appointed by the Council under paragraph 24 of the Statute. The Secretary shall remain in attendance during the consideration of the evidence, for the purpose of providing factual information and procedural guidance, and to assist with the preparation of the written decision.
- (9) The Appellate Body shall have the power to consolidate appeals into a single hearing, where the Body in its absolute discretion considers it reasonable to do so.

Ordinance 22 – Hearing of a Grievance from a Member of Academic Staff

- (1) A Grievance Committee shall be established by the Council in all cases where a grievance is lodged with the Vice-Chancellor and the Vice-Chancellor does not deal with the matter informally. The Committee will either hear the grievance or receive a report from the Vice-Chancellor to the effect that he/she has dismissed or deferred the grievance under the provisions of paragraphs 33(3) and (4) of the Statute. In exercising his/her powers the Vice-Chancellor shall, where appropriate, seek to resolve the dispute through conciliation. Where such conciliation is not possible, the normal expectation will be that the matter will be referred to a Grievance Committee.
- (2) The Registrar or his/her nominee shall be the Secretary to the Committee, to act on its behalf in the organisation and administration of the procedure. Where the Registrar is directly involved with the grievance, the Vice-Chancellor shall appoint the Secretary.
- (3) The member of staff who made the written application for the redress of grievance shall have the right to present his/her case in person to the Committee and he/she shall have the right to be accompanied by a friend or representative at the meeting.
- (4) The detailed procedure for the hearing of the grievance shall be determined by the Grievance Committee with the objective of dealing with the matter as expeditiously as possible, having regard to the interests of fairness and justice. Wherever practicable, grievance should be heard within 28 days, but the Committee shall have the power to defer, postpone or adjourn a hearing where it takes the view that there are good grounds for doing so.
- (5) The Committee is also empowered to dismiss a grievance at any stage of the procedure where it comes to a view that the grievance is without substance.
- (6) The member of staff and any other parties involved shall be informed of the date, time and place of the hearing not less than 14 days in advance. The Committee shall act through the Secretary to ensure that all documents that it considers relevant are available to the parties, as appropriate, at least 7 days before the hearing.
- (7) Where the grievance involves allegations to the detriment of other members of staff, or of students of the University, they shall be made aware of the allegations as soon as practicable and given an opportunity to present evidence either orally or in writing to the Committee.
- (8) The Committee shall inform the Council whether the grievance is or is not well found and if it is well found the Committee shall make such proposals for the redress of the grievance as it sees fit.

Ordinance 23 – Code of Practice pursuant to the Education Act 1994 Part II: Students’ Union

- (1) Part II of the Education Act 1994 places a range of responsibilities on the governing bodies of university institutions in regard to the organisation of students’ unions. This code of Practice, issued by the Council with the agreement of the Union of Students, sets out how the University will carry out its responsibilities under the Act.
- (2) The Union of Students qualifies as a students’ union within section 20 of the Act; no other organisation of students in the University falls within the definition.
- (3)
 - (a) The Union has a written Memorandum and Articles of Association. Approval of the Memorandum and Articles of Association and any amendments will be the responsibility of the Council.
 - (b) The Memorandum and Articles of Association will be subject to review by the Council at intervals of not more than five years. This need not mean a special quinquennial review of the constitution. The Council may take the opportunity to review the terms of the Memorandum and Articles of Association should the Union at any time bring forward proposed amendments.
- (4)
 - (a) Students have a right under the Act not to be a member of the Union.
 - (b) Students who wish to exercise the right of non-membership should write to the President. Their decision to opt out will be acknowledged by the President.
 - (c) To avoid frivolous or tactical opting out and re-joining, the period in which students may make the decision to opt out shall be one week from their date of registration each academic year and the decision, once made, will hold good for the remainder of the academic year.
 - (d) The President of the Union will inform the Registrar of the names of those students who have exercised their right of non-membership as soon as practically possible.
 - (e) Students will be informed of their right not to be a member, of the mechanism by which they can exercise that right and what the consequences of non-membership will be and of any service made available for those students who have opted out of membership. The University will publish annually in its undergraduate and postgraduate prospectuses a statement conveying this information. The University will also include a statement conveying the information to students commencing study and returning students in pre-registration materials.
- (5)
 - (a) It is the responsibility of the Council under the Act to ensure that students who exercise the right of non-membership are not unfairly disadvantaged with regard to the provision of services or otherwise by reason of their having done so.
 - (b) Students who exercise the right of non-membership shall enjoy all of the facilities provided by the University for its students including use of the Union building and all of the social, catering and welfare services provided by the Union, except that:

- (i) they will not be permitted to stand for Union office, or office in any Union-affiliated club or society, or to participate in the elections for such offices or participate in any of the democratic processes of the Union;
 - (ii) on joining any Union-affiliated club or society they may be required to pay an additional fee, the amount to be determined by the Trustees. This will normally be aligned with the fee charged to associate members of clubs and societies, as amended from time to time.
 - (iii) on the occasions when priority access to events in the Union is restricted to members, they will enjoy only that access accorded to non-members;
 - (iv) the University has made no special arrangements for the provision of services or facilities for non-members of the Union, since it is satisfied that the provision made by the University and the Union for all students, whether they are members of the Union or not, is sufficient to ensure that those who have exercised the right of non-membership under the Act are not unfairly disadvantaged.
- (c) Students who have exercised the right of non-membership will be able to stand for those offices and to participate in the elections for those offices open to all students e.g. the second student representative of the Council, the second or third student representative on the Senate, student membership of a Faculty Board and representatives on Staff Student Liaison Committees.
- (d) There will be no financial compensation to students who have exercised their right of non-membership.
- (6)
- (a) In accordance with section 22(2) d of the Education Act, the Council shall satisfy itself that appointment to major Union offices is by election in a secret ballot in which all full members are entitled to vote.
 - (b) Major Union offices shall be defined as sabbatical union offices.
 - (c) Elections to major offices shall be conducted in accordance with the following:
 - (i) the provisions set out in the Memorandum and Articles of Association and the Election Regulations pursuant to it;
 - (ii) the Registrar (or his/her nominee) may observe any part of the election process and an annual report will be made to the Council on the conduct and outcome of the elections to the major Union offices.
 - (d) No person shall hold sabbatical office or paid elected Union office for more that two academic years and this shall be provided for in the Memorandum and Articles of Association of the Students' Union.
- (7)
- (a) The Union company(ies) will present audited accounts and annual report(s) to duly convened Company meetings(s). The Union Company(ies) budget will be presented to a duly convened Board of Directors meetings(s). Audited accounts will be available to all students and to the University Council and are published on the Students' Union website.

- (b) The annual budget for the Students' Union and accounts for the Union and Union Company(ies) will be presented to a meeting of the Finance and General Purposes Committee of the University Council each year during the Autumn term.
- (c) Management Accounts for the Union and Company(ies) will be made available twice a year covering the Autumn and Spring Terms to the University's Finance Director during the succeeding term. The Finance sub group will meet to review these Management Accounts.
- (d) The Students' Union and Services Company(ies) are subject to the University's internal auditing procedure and will make books and records available to the internal auditor on request.
- (e) Borrowing by the Students' Union or Union Company(ies) which produces a liability, contingent or otherwise, on the University, will require the University's prior written consent.
- (8) Procedures for the allocation of resources to clubs and societies affiliated to the Union should be fair and set down in writing and freely accessible to all students.
- (9)
- (a) Any decision by the Union to affiliate to an external organisation shall be recorded in the minutes of the relevant Union body stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organisation. The minutes should be freely accessible to all students and a copy sent to the Registrar for report to the Council.
- (b) The Union will publish in its annual accounts a list of its affiliation to any external organisations and details of any subscriptions, fees or donations paid to such organisations in the past year. These will also be displayed on the Students' Union website.
- (c) The Union shall bring annually the full list of affiliations to members by display on the Students' Union website. A requisition may be made by 2% of the members of the Union that the question of continued affiliation to any particular organisation be decided upon by a secret ballot of all members. The time-limit and procedures for such a requisition shall be published along with the list of affiliations.
- (d) Notwithstanding the provisions contained in the Union Memorandum and Articles of Association, these procedures shall apply to affiliation to the National Union of Students.
- (10) Any student or groups of students who are dissatisfied in their dealings with the Union in relation to the provisions of the Act or who claim to be unfairly disadvantaged by reason of their having exercised the right of non-membership should complain in the first instance to the President of the Union who will investigate the complaint under the Students' Union Complaints Policy as amended from time to time. If the complainants are not satisfied at this stage they may refer the complaint to the Registrar who will investigate the complaint and respond as soon as possible. If they are still dissatisfied after the Registrar has dealt with the complaint they may then refer the complaint to an independent person who will be appointed for the purpose by the Council. When the Council appoints an independent person to hear a complaint it will specify a time by which the complaint should be investigated and a report submitted to the Council which shall, if the complaint is upheld, prescribe an effective remedy.

- (11) The activities of the Union are restricted by the law relating to charities. Consequently the Union cannot have a political purpose and must not seek to advance the interest of a political party, but it may seek to influence opinion on issues relating directly to its own stated purposes, provided such activity is within its powers. The ways in which charities may or may not legitimately engage in political activities is the subject of advice and legislation from time to time by the Charities Commissioners, courts of law, Parliament and government departments.
- (12) The University is responsible under section 43 of the Education (No.2) Act 1986 for the provision of safeguards to ensure freedom of speech within the law. The way in which the University carries out this duty is set out in Regulation 29.
- (13) The University shall bring to the attention of students annually by publication in the pre-registration materials this code of practice, any restrictions imposed on the activities of the Union by the law relating to charities and the provisions of section 43 of the Education (No.2) Act 1985 and the code of practice issued under it, relevant to the activities or conduct of the Union.