

JESUS COLLEGE  
CAMBRIDGE

REGULATIONS

*Amended to 15 March 2021*

## **COUNCIL REGULATIONS**

These Regulations have been made by the College Council in exercise of its powers under Statute III.6(d), which provides that they “shall be read with and have the same force as” the Statutes of the College.

- A. The Election of Student Members of the College Council (Statute III.1(c))
- B. General Regulations (Statute XIV.1(c))
- C. Proceedings under Statute XIV
- D. Scholarships, Exhibitions, Prizes and Grants (Statutes XVI and XXIII.2)
- E. Capital Funds
- F. Proceedings concerning the Academic Staff (Statute XXVIII)
- G. Proceedings under Statute VII.G and XII.5 (Fellows and College Officers who are not members of the Academic Staff)
- H. Redress of Grievances (of Fellows and office-holders who are not members of the Academic Staff)
- I. The Assistant Staff
- J. Declaration of Interests by Members of Council
- K. Disqualification as a Charity Trustee
- L. Members of the College under Statute XI
- M. College Accounts
- N. Affixing of the College Seal under Statute XX.3
- O. The Retirement of Fellows of Class A or Class B and non-Fellow members of the Academic Staff
- P. Interpretation

## **A. The Election of Student Members of the Council**

(Statute III.1(c)) (Made on 10 May 1976, and amended 2 March 1981, 12 July 1996, 20 July 2009 and 18 July 2011.)

1. **Returning Officer:** The Returning Officer for the election of the four resident members of the College (not being Fellows) who are pursuing a course of study or research in the University (hereafter referred to as student members) shall be the Senior Treasurer of the M.C.R. for elections (a) and (b) and the Senior Treasurer of the J.C.S.U. for elections (c) and (d), or a Fellow or Officer of the College named by him/her.
2. The decision of the Returning Officer shall be final on any matter relating to the conduct of the elections or any dispute which may arise with regard to the interpretation of these Regulations respecting them.
3. **Elections:** There shall be four elections:
  - a) An election by graduate students to elect one graduate student (the President of the M.C.R.).
  - b) An election by graduate students to elect one graduate student.
  - c) An election by undergraduate students to elect one undergraduate student (the President of the J.C.S.U.)
  - d) An election by undergraduate students to elect one undergraduate student.

The students elected in Elections (a), (b) and (d) shall serve as members of the Council for one year from the last day of the Easter Full Term following their election, and the student elected in Election (c) shall serve as a member of the Council for one year from the last day of the Michaelmas Full Term following his/her election.

4. For the purpose of these Regulations:
  - a) a “graduate” is defined as a student member who holds a degree;
  - b) undergraduates in their final year of residence as undergraduates shall be regarded as graduate students for the purpose of being candidates in elections (a) and (b), provided that they have been offered unconditionally and accepted a place to follow a graduate course of study in the next academic year; and
  - c) in case of doubt, the Senior Tutor shall decide whether a student is an undergraduate or a graduate.
5. **Voting Days:**
  - a) Elections (a) and (b) shall be held every year on the day in the Easter Full Term on which the annual elections to the Executive of the M.C.R. are held.
  - b) Election (d) shall be held every year on a day specified by the Returning Officer which is not earlier than the fourteenth and not later than the twenty-eighth day of the Easter Full Term.
  - c) Election (c) shall be held every year on the day in the Michaelmas Full Term on which the annual elections to the Executive Committee of the J.C.S.U. are held.
6. In elections (a) and (b), the Returning Officer shall, not later than the fourteenth day before each voting day, display or cause to be displayed on the screens nearest to the Graduate Room a notice giving the day, the place within the College and the times of voting in the Elections, together with a copy of these Regulations. In

categories (c) and (d), the Returning Officer shall, not later than the fourteenth day before each voting day, display or cause to be displayed on the screens nearest to the Marshall Room a notice giving the day, the place within the College and the times of voting in the Election to be held, together with a copy of these Regulations. The times of voting shall be at least 1230 to 1330, 1800 to 2000 and 2230 to 2330 on voting days.

7. Voting Register: The voting register shall be the College list of students in residence so marked as to indicate which are graduate students and which are undergraduate students, and certified as correct by the Senior Tutor on the ninth day before each voting day. Only such students whose names appear on the voting register shall be eligible to vote, to be candidates, or to propose or second candidates in the elections.
8. The Returning Officer shall, not later than the fourteenth day before each voting day, deposit or cause to be deposited in the Porters' Lodge, where it shall be open to inspection by all resident members of the College, a provisional voting register. Any student members may, not later than the tenth day before each voting day, make written representations to the Returning Officer concerning the inclusion of any name in the voting register, the exclusion of any name therefrom, or the classification of any student as a graduate or undergraduate. The decision of the Returning Officer whether to amend the provisional register in consequence of representations made to him/her shall be final. A copy of the voting register certified as correct in accordance with the foregoing Regulation shall likewise be deposited in the Porters' Lodge.
9. Nominations: The candidates in the elections shall be those student members whose valid nominations have reached the Returning Officer not earlier than the fourteenth day, nor later than the seventh day before voting day. To be valid a nomination must be in writing and signed by the student member being nominated, the student member proposing him/her and the student member seconding him/her. Candidates in elections (a) and (b) must be proposed and seconded by student members who are graduate students, and candidates in elections (c) and (d) must be proposed and seconded by undergraduate students. No candidate may be proposed or seconded by another candidate, by the proposer or seconder of another candidate, or by a member of the College Council.
10. If the number of candidates in an election does not exceed the number of student members to be elected in that election, the Returning Officer shall re-open nominations in that election until the fifth day before voting day. If on the fifth day before voting day, the number of candidates in an election does not exceed the number of student members to be elected in that election, the candidate shall be declared elected and that election shall not take place.
11. A student member who is or has been a member of the Council may be a candidate, provided they meet the criteria of Regulations 4 and 9.
12. The Returning Officer shall, not later than the fifth day before voting day, post on the screens referred to in Regulation 6 a list of candidates in the elections.
13. Election addresses and expenses: The Returning Officer shall, not later than the third day before each voting day, post on the screens aforesaid a typed copy of an election address prepared by a candidate provided that the address does not exceed

400 words, and is delivered to him/her not later than the fifth day before voting day.

14. No member of the College may publish or circulate any election address, notice or advertisement, or incur any expenditure in connection with an election, save in accordance with the provisions of Regulations 12 and 13, unless he/she shall first have been authorised so to do by the Returning Officer.
15.
  - a) If written complaint is made to the Returning Officer alleging a contravention of these Regulations it shall be determined by a Committee composed of the Returning Officer (who shall act as Chair), the President, Secretary and Treasurer of the M.C.R. (for elections (a) and (b)), or the Returning Officer (who shall act as Chair), the President, Secretary and Treasurer of the J.C.S.U. (for elections (c) and (d)), provided always that the complainant, the person complained against, and the candidates in the election shall not act as members of the Committee. The Committee's decision shall be final.
  - b) A person found to have contravened these Regulations shall be disqualified from becoming or being a candidate in the election. The election of a candidate found to have contravened these Regulations shall be declared void.
16. Voting: Voting shall be by secret ballot and the method of recording votes shall be such that the voters shall not be identifiable from the voting paper.
17. The Returning Officer or a teller appointed by him/her shall be present whenever voting is taking place. No candidate in the elections nor any student who has proposed or seconded a candidate may be appointed a teller.
18. Counting of votes: The votes in each election shall be counted in accordance with the University's Single Transferable Vote Regulations 5-6, 10-12 (University Statutes and Ordinances, 2008, pp. 118 - 120).
19. The Returning Officer (or a teller appointed by him/her in accordance with Regulation 17) shall be present throughout the counting of the votes.
20. Results of election: Not later than noon on the day following each voting day, the Returning Officer shall post, or cause to be posted, on the screens referred to in Regulation 6, an announcement of the results of the elections and shall at once send, or cause to be sent, a copy of the announcement to the Master, who shall report it to the next meeting of the Council. Its receipt shall be recorded in the minutes of that meeting.
21. The announcement required by Regulation 20 shall be in the following terms:

“I declare that the elections of student members to the Council took place on [ DATE ]

in accordance with the Regulations governing such elections and that the following are the results of those elections:

Election A (President of the M.C.R.) / Election B (Graduates) / Election C (Undergraduates) / Election D (President of the J.C.S.U.)

Number on voting register:

Number of valid votes cast:

Candidate elected: [ NAME ]

with [ NUMBER ] votes, including [ NUMBER ] transferred votes.

(Signed) [ NAME ] / on behalf of the Returning Officer / Returning Officer Date  
[DATE ]

22. Casual vacancies and by-elections: If a student member of the Council vacates his/her seat by reason either of the provisions of Statute 11.2.(c) or by giving notice in writing to the Master of his/her resignation, an election to fill the casual vacancy thus occasioned shall be held as soon as may be convenient in accordance with so much of the requirements of these Regulations as are applicable to such a by-election.
23. General: In the event of a situation arising with regard to the election of student members of the Council which is not provided for by these Regulations, the Returning Officer shall at his/her discretion decide how it shall be dealt with, and his/her decision shall be final.

## **B. General Regulations**

(Statute XIV.1(c)) (Made on 10 May 1976, and amended 19 December 1979, 3 July 1981, 9 June 1987, 17 October 1989, 8 November 2004, 19 October 2009 and 18 July 2011. Revised and re-enacted on 30 January 2012, and amended 14 July 2014, 1 December 2014, 9 March 2015, 15 February 2016, 10 July 2017, 16 October 2017 and 30 April 2018.)

Every member of the College (not being a Fellow) pursuing a course of study or research in the University (hereafter referred to as ‘student members’) shall comply with such of the following Regulations as apply to her or him, and any failure to do so may render her or him liable to disciplinary proceedings under Statute XIV.2 or to the imposition by the Dean of College of such penalty (not exceeding £250) or other restriction as may appear proper. Any such penalty or restrictions shall, where damage has been caused, be in addition to a requirement to pay the cost of making good that damage.

College hostels and other houses belonging to the College in which students are accommodated are, for the purposes of these Regulations, deemed to be within the precincts of the College, and rooms in them to be College rooms.

### **Keeping Terms by Residence**

1. Student members shall comply with the University’s requirements for the validation and continuance of their student status by means of the Self-Service system on CamSIS.
2. Student members admitted to the College to follow a course of study for a Tripos examination shall:
  - (i) come into residence not later than the first day of each Full Term unless they have first consulted their Director of Studies and obtained the Senior Tutor’s permission to come into residence later;
  - (ii) sign the Redeat Book in the Porters’ Lodge when they come into residence each term;
  - (iii) sign the Small Exeat Book in the Porters’ Lodge if they expect to be absent from the college between midnight and 0600 hours on any day.
3. No student member admitted to follow a course of study for a Tripos examination shall go out of residence without having:
  - (i) kept the term, or
  - (ii) after consulting her or his Director of Studies, obtained the Senior Tutor’s permission to do so.
4. Student members not following a course of study for a Tripos examination shall notify the office of the Tutor for Graduates if they expect to be out of residence for any period of more than two weeks.

### **The Courts and Precincts of the College**

5. No student member of the College shall within the College precincts behave in a manner which, having regard to the fact that College is a place where its members both live and study, is likely to cause serious offence to, or to disturb or inconvenience to an unreasonable extent, any other member.

6. No student member shall make any undue noise in the Courts or in College rooms, and no musical instrument, CD player or similar device, radio or television may be played at any time so as to be a nuisance to other members of the College.
7. No musical instrument, CD player or similar device, radio or television may be played within the College or a College room between midnight and 1300 hours so as to be heard elsewhere than within the room in which it is situated.
8. (a) Dogs and other animals may not be brought into or kept within the precincts of the College.  
(b) No car, motorcycle, scooter, moped, bicycle, or other vehicle may be brought into the College courts.
9. Every student member shall observe the rules for the time being in force respecting the grass lawns in the courts.

### **Safety and Health Precautions**

10. No student member shall:
  - (i) tamper with any fire escape or use such apparatus without good cause;
  - (ii) discharge or interfere with any fire extinguisher without good cause;
  - (iii) keep within the College precincts any shotgun, firearm or ammunition or any article made, adapted, or intended for use for causing injury to the person;
  - (iv) smoke within the College precincts (other than in a place designated for this purpose).

### **College Rooms**

11. No student member may occupy any accommodation owned by the College without first entering into a written tenancy or licence agreement permitting such occupation, or remain in such occupation after the termination of the tenancy or licence otherwise than in accordance with the terms of that agreement.
12. Every student member shall comply with the terms of any tenancy or licence agreement relating to accommodation that she or he has made with the College.

### **Guests**

13. The name of every guest of a student member who is present in a College room between 0200 and 0600 hours shall be recorded by their host in advance in the book kept for the purpose in the Porters' Lodge. Resident members of the College shall not be regarded as guests within these rules.
14. The prior written permission of the Senior Tutor shall be obtained by the guest's host whenever:
  - (i) a guest is under the age of 18; or
  - (ii) there is more than one guest;
  - (iii) a guest spends more than three consecutive nights in College; or
  - (iv) a guest spends more than 15 nights in any one term in College.The Tutor whose permission is required is, in the case of rooms allotted by the Tutor for Graduates, that Tutor and; in the case of all other rooms, the Senior Tutor, or their deputies.
15. Every student member shall at all times ensure that her or his guests observe the regulations and rules of the College while they are in the College precincts, and she or he shall be responsible for any damage or extra costs arising from the presence of her or his guests.

### **Entertainments, Parties, Games**

16. The written permission of the Dean of College, or in her or his absence her or his Deputy, shall be obtained before any entertainment, party or meeting is given or held within the precincts of the College, by a student member. Student members of the College who hold such entertainment, party or meeting must ensure, as far as they reasonably can, that those invited to participate observe the Regulations of the College.
17. All entertainments, parties and meetings shall end by midnight, except on Saturdays when those in the Forum may continue until 0100 hours on Sunday.
18. (i) No games (other than tennis and all-day cricket matches) may be played on the Close before 1300 hours, or on Sundays after 1800 hours. Croquet and bowls (Chapel Court lawns - Easter Term and Long Vacation only) may not be played before 1300 hours, after dark, or between 1800 and 1930 hours on Sundays.  
(ii) No student member of the College may use the College gyms without first completing an appropriate induction.  
(iii) Student members of the College may not invite guests to use the College gyms.  
(iv) No student member may use the College gyms between 2400 hours and 0600 hours unless the Porters' Lodge is informed prior to use. Unaccompanied bench pressing in the College gyms between 2400 hours and 0600 hours is prohibited.  
(v) There are advertised times during the week when only self-identifying women and non-binary people may use the College gyms. Entry to the College gyms during these times by members who do not self-identify in these ways is prohibited.

### **Cars, Motorcycles and Bicycles**

19. No student member may keep a motor-vehicle, other than a moped, in Cambridge unless she or he has first obtained permission from both the Senior Tutor and the University's Special Pro-Proctor for motor vehicles.
20. No motor vehicle, motorcycle, or moped may be parked within the precincts of the College except in such places and subject to such condition as may be specified from time to time.
21. Every student member who has a bicycle or moped in Cambridge shall comply with the proctorial regulations regarding the numbering of bicycles, and with the rules respecting the parking of bicycles and mopeds within the precincts of the College.

### **Assaults etc. on College members and staff**

22. (i) A student member convicted of an offence under the Offences against the Person Act 1861 or the Sexual Offences Act 2003, committed against another member, or an employee of or visitor to the College within its precincts, contravenes these Regulations.  
(ii) A student member of the College who intentionally or recklessly causes serious bodily injury to another member, or to an employee of or visitor to the College within its precincts contravenes these Regulations.

**Misuse of Drugs**

23. A student member of the College who is convicted of an offence under the Misuse of Drugs Act 1971 committed while she or he is in residence in the University contravenes these Regulations.

**IT Facilities**

24. Every student member shall comply with the College's IT Rules and Regulations for the time being in force, including any documents deemed to form part of such Rules and Regulations.

**Student Debt**

25. The College reserves the right, after consideration of the circumstances of the matter, to decline to present for any degree, diploma or other qualification any member who is in debt to the College. The circumstances that the College will consider include the nature (academic or non-academic) of the debt; its size; the reason for non-payment; the reasonable practicability of its payment by the student, or on her or his behalf; the likely damage to the student from non-presentation; the likely efficacy of alternative, less damaging sanctions. The College will afford the student the opportunity of commenting on those matters before reaching its decision.

## **C. Proceedings under Statute XIV**

(Made on 10 May 1976, and amended 3 July 1981, 17 October 1989, 14 October 1996, 18 July 2011, 14 October 2019 and 15 March 2021.)

### **1. Fellows' Panel**

- (a) The Council shall at its first meeting in every academical year appoint nine Fellows, who do not hold the office of Tutor or Dean of College, to be the Panel from which Review Committees shall be constituted during that year.
- (b) Before proceeding to the appointment of the Fellows' Panel, the Council shall ascertain the views (if any) as to the composition of the Panel of the members of Council elected under Statute III.1(c).

### **2. Review Committee**

- (a) The date, time and place at which a Review Committee will sit to consider a recommendation made by the Educational Board (Statute XIV.2(a)) or a meeting of the Master and Tutors (Statute XIV.2(b)(i).5) shall be determined by the Master or, in cases where Statute XIV.4 prevents the Master from taking part in the proceedings, by the President. However, the Committee shall not sit on a day earlier than, in cases where the recommendation is that a Student Member of the College be sent out of residence, the fourteenth day after written notice of the recommendation was sent to the member of the College to whom it relates by the Chairman of the meeting that made it.
- (b) The notice of the recommendation and of the meeting at which it will be considered shall inform the member of the College of his right to be present at that meeting, to be heard in his own defence, and to be represented at it by another member of the College of his choosing who agrees to do so.
- (c) If the Master is not a member of the Review Committee, the senior Fellow present shall be the Chairman.
- (d) The Chairman and two Fellows shall constitute a quorum.
- (e) Confirmation of a recommendation shall require the concurrence of a majority of the members present. No member of a Review Committee who has been absent during any of its proceedings shall take part in a decision to confirm a recommendation.
- (f) As soon as practicable, after the conclusion of its proceedings, the Chairman shall send a written notice of the decision of the Review Committee to the member of the College to whom it relates, to the Dean of College, and, if the Master is not a member of the Review Committee, to the Master.
- (g) The decision of the Review Committee on any matter referred to it shall be final, but nothing in these Regulations shall preclude a Tutor for Admissions from acceding to an application for readmission to the College of any person who has been required to go out of residence on account of any failure in any examination or failure to be classed in an examination.

### **3. The Dean of College**

- (a) Whilst all Fellows of the College have a general responsibility for maintaining good order within College, the Dean of College shall be primarily responsible

for maintaining discipline among, and imposing penalties and restrictions on, student members of the College. No other Officer or Fellow of the College shall impose any penalty or restriction on any such member of the College by way of punishment, except as provided under Statute XIV.2.

- (b) The Deputy to the Dean of College shall be a Fellow of the College and shall have authority to discharge the duties and responsibilities of the Dean of College and to exercise his powers under these Regulations, at times when the Dean is absent from College or when the Dean so requests. So far as is practicable the Dean of College shall ensure that either he or his Deputy pernoctate within, or within easy reach of, the College during Full Term.
- (c) The Dean of College may, in his discretion, take or initiate such actions as appear appropriate in regard to any matter relating to the discipline and good order of student members of the College.

4. **Disciplinary Proceedings by the Dean of College (Statute XIV.1(c) - (e))**

- (a) Whenever it shall appear to the Dean of College, whether by written complaint made by any Officer, Fellow or resident member of the College, or a member of its Assistant Staff, or otherwise, that a student member of the College may have contravened any Statute or Regulation of the College, he shall investigate the matter, and in so doing provide a proper opportunity for the person of whom complaint is made, or who is otherwise suspected of contravening any Statute or Regulation, to make such representations as he wishes, either personally or with or through a representative of his choosing, who is a member of the College.
- (b) The Dean of College when investigating any such matter may seek the assistance of any other member of the College and its Assistant Staff, and may require such cooperation as is reasonable in the circumstances.
- (c) The Dean of College may, in his discretion, invite the Director of Studies of the person of whom complaint is made or one or more of the Welfare Tutors, or in the case of a graduate student the Tutor for Graduates, to be present and to advise him during the course of any investigation or determination of a complaint made under (a) above.
- (d) After such investigation as is referred to in (a) above, and subject to Statute XIV.2, the Dean of College may impose whatever penalty or restriction he, in his discretion, considers appropriate, providing that any financial penalty (other than an order to pay the whole or part of the cost of making good any damage or compensating any loss) shall not exceed the sum of £250.
- (e) Whenever the Dean of College considers it appropriate to seek the imposition of a fine in excess of £250, or an order requiring a member of the College to go out of residence, either temporarily or permanently he shall initiate proceedings under Statute XIV.2.
- (f) The Dean of College shall keep or cause to be kept a proper record of all proceedings under this Regulation, and in cases where he has received a written complaint alleging a contravention of any Statute or Regulation of the College, he shall inform the complainant of his determination in writing.
- (g) In cases where complaint is made of the actions together of members of a College club, association, society or team, or some significant part of the

members thereof, then the Dean of College may impose such penalty or restriction as he considers appropriate on that club, association, society or team as a whole, including the withdrawal from its members of the facilities of the College, or the privilege of representing the College in any sport or other such representative activity, for such period as he considers reasonable. Where such a penalty or restriction is imposed, each and every member of that club, association, society or team shall comply with it and shall not attempt to circumvent it by seeking to reconstitute the club, association, society or team under any other name or in any other form.

5. **Review of Penalties imposed by the Dean of College**

Any resident member of the College in statu pupillari who is aggrieved by a determination or decision of the Dean of College acting under the powers given by Regulation 4 above, may request the Master to nominate two members of the Panel constituted in accordance with Regulation 1 above, to review the Dean's determination or decision on the grounds either

- (a) that it was unreasonable, or
  - (b) that, in the light of evidence or information which was unavailable to the Dean at the time of his determination or decision, or which he failed to consider, it was inappropriate,
- and to confirm, vary or disallow it, and their decision shall be final.

6. **Proceedings under Statute XIV.2(b)**

The Meetings of Master and Tutors

- (a) In all cases falling under Regulation 4(e) the Dean of College shall inform the Master (or in his absence the President) of the matter in writing as soon as practicable. He shall then prepare a statement naming the member of College whose conduct is complained of and specifying the paragraph of Statute XIV which it is alleged has been contravened, together with such other factual information as is required to make clear the substance of the complaint.
- (b) When such complaint has been made, the Master shall, not later than the tenth day after receiving notification from the Dean of College, convene a meeting of himself and the Tutors to consider and determine the matter. Those so summoned shall receive, no later than the fourth day before the meeting, a copy of the statement prepared by the Dean of College.
- (c) The member of the College of whom complaint is made shall receive from the Dean of College no later than the seventh day before the meeting a copy of the Dean's statement and written notification of his right -
  - (i) to speak at the meeting in his own defence;
  - (ii) to be represented by any member of the College of his choosing who is willing so to act; and
  - (iii) to make a written request to the Master not later than the third day before the meeting that three student members of the College be invited to sit with the Master and Tutors, as members of the meeting, to consider and determine the matter referred to it by the Dean of College.
- (d) Where a request is made by a student member of the College under (c) (iii) above, the three student members of the College to sit with the Master and

Tutors shall be selected by lot from a panel composed by taking the third and every fifteenth name thereafter from a list supplied by the Chief Clerk of all the resident members of the College pursuing courses of study or research in the University. If any student member so chosen is unsuitable or unwilling to sit as a member of the meeting called pursuant to Statute XIV.2(b) another student member chosen in the same manner may be invited to sit in his place. The Master (or in his absence the President) shall be responsible for causing this selection to be made.

- (e)
  - (i) In the absence of the Master the senior Fellow present shall preside as Chairman. The Chairman and three tutors shall constitute a quorum.
  - (ii) Where, because of the nature of the conduct complained of, or because of the rule alleged to have been violated, there is, in the opinion of the Chairman, a risk that, whichever Fellow presides as Chairman, that Fellow will reasonably appear to be a judge in their own cause, the Chairman shall ask Council to appoint an external Chairman to preside.
  - (iii) To be an external Chairman, an individual must be a current or past Head of House from a constituent college of the University of Cambridge (except this College).
  - (iv) If an external Chairman is appointed, it is the responsibility of the recused Chairman to write to the Dean of College and the member of College whose conduct is complained of informing them of the appointment of an external Chairman under this provision.
- (f) The Dean of College shall appear before the meeting summoned pursuant to Statute XIV.2(b) and shall be heard in the prosecution of his complaint against the student member concerned, who shall have the right to be present during the presentation of the case against him and to be heard in reply. At the discretion of the Chairman, both the Dean of College and member of the College of whom complaint has been made shall be allowed to present relevant evidence to the meeting, including the statement of witnesses, either in writing or orally. If either the Dean of College or the member of College of whom complaint is made intends to present witnesses to the meeting, the Master (or in his absence the President) shall be informed of the name or names of such persons, no later than the day before the meeting.
- (g) The making of a recommendation to which Statute XIV.2(b) applies shall require the concurrence of a majority of the members present at the meeting. No person who has been absent at any time during consideration of the complaint shall take any part in making a recommendation.
- (h) As soon as practicable after the conclusion of the consideration of the complaint of the Dean of College, the Chairman shall send written notice of the decision of the meeting to the member of College of whom complaint was made, the Dean of College and (if the Master did not sit as a member of the Review Committee) to the Master.

#### Review of Recommendation

- (i) Every recommendation to which Statute XIV.2(b) applies shall be considered by a Review Committee constituted in accordance with Statute XIV.3 and 4, and meeting as provided in Regulation 2 above. The decision of the Review Committee shall be final.
- (j) The notice to the member of College of whom complaint has been made from the Chairman of the meeting convened pursuant to Statute XIV.2(b) shall inform him that, if not later than the third day before the meeting of the Review Committee he so requests, the Master or President, as the case may be, shall invite two student members to sit with three Fellows as a Review Committee, the student members to be chosen by the procedure defined in Regulation 6(d) above.
- (k) The Dean of College and the member of College to whom the recommendation relates shall attend before the Review Committee if the Committee so requires. The Dean of College shall have the right to attend and be heard, if the member of College to whom the recommendation relates is called before the Committee.

#### General

- (l) If all or any of the student members invited in accordance with Regulations 6(d) and (j) are not present at the place and time fixed for the meeting of the Master and Tutors or the Review Committee, the Chairman shall, after ascertaining the wishes of the member of College of whom complaint is made, decide whether the meeting shall be adjourned to a later time, or shall proceed to consider the complaint or review the recommendation in the absence of the student members. The decision of the Chairman shall be final.
- (m) The proceedings of every meeting, committee or body acting under Statute XIV and these Regulations shall, insofar as they are governed by the Statute and these Regulations, be determined by the Chairman, whose decision shall be final.
- (n) "Tutors" in this Regulation mean the persons described as Tutors in Regulation O (Interpretation).

## **D. Scholarships, Exhibitions, Prizes and Grants**

(Statutes XV.A.3; XVI; XXIII and XXIV) (Made on 23 July 1976, and amended 2 March 1985, 9 June 1997, 25 October 1999, 9 October 2000, 9 January 2003, 26 May 2003, 10 November 2003, 4 May 2004, 14 June 2004, 14 March 2005, 30 January 2006, 8 May 2006, 24 July 2006, 29 January 2007, 29 May 2007, 15 October 2007, 27 May 2008, 10 November 2008, 26 May 2009, 19 October 2009, 19 July 2010, 9 May 2011, 18 July 2011, 30 January 2012, 20 February 2012, 28 May 2012, 23 July 2012, 15 October 2012, 7 May 2013, 10 March 2014, 27 May 2014, 10 November 2014, 26 May 2015, 16 June 2015, 19 October 2015, 15 February 2016, 14 June 2016, 11 July 2016, 20 February 2017, 22 May 2017, 20 June 2017, 29 January 2018, 30 April 2018, 19 June 2018, 18 February 2019, 11 March 2019, 29 April 2019, 18 June 2019, 14 October 2019, 4 November 2019, 23 November 2020 and 15 February 2021.)

1. *Scholarships, Exhibitions, Prizes and Grants:*
  - i. The income attributable to all funds established for the provision of scholarships, exhibitions or prizes and administered by the College (except the Rustat, Somerville and Chapman Scholarships and Exhibitions) shall (subject to any specific agreement made between the College and the donor of any particular fund) be paid into the General Scholarship Fund.
  - ii. There shall also be paid into the General Scholarship Fund such of the income attributable to each of the funds referred to in Regulation D.9 below (with the exception of those listed in Schedules 1 and 2(b) to these Regulations) as is not in any year applied to the purpose of that fund.
  - iii. Save where Regulation D.9 provides that an award shall be at the discretion of the Senior Tutor, the Financial Tutor shall determine who should receive payments (and the amounts thereof) under Regulation D.9 from the General Scholarship Fund or under any of the funds mentioned in Regulation D.9. The Financial Tutor shall report to Council at least once a year on the payments so made.
  - iv. In determining the amounts of any payments to persons or for purposes specified in Regulation D.9, the Financial Tutor (or, as the case may be, the Senior Tutor) shall have regard to the income attributable to any fund for such persons or purposes that was not so applied in previous years.
  - v. At the date of adoption of these regulations certain prizes and grants are funded from sources external to the College; for ease of reference these are listed in Schedule 2 (a) (prizes) and (b) (grants) to these Regulations.
2. The emoluments of all Scholarships and Exhibitions (except Rustat, Somerville and Chapman Scholarships and Exhibitions) and all sums paid as prizes (other than the David Crighton Prize, which shall be paid from the David Crighton Music Fund) shall be paid from the General Scholarship Fund.
3.
  - (i) The emolument of a Scholarship shall be a single sum of £150.
  - (ii) The emolument of an Exhibition shall be a single sum of £90.

4. (i) A member of the College who in his first year of residence is placed in the First Class in a Tripos Examination or whose performance in any Preliminary Examination or in a Tripos examination in which classes are not awarded is, in the opinion of the Educational Board, of First Class standard, shall be eligible for election to an Exhibition, provided always that a member of the College whose performance in such an examination is, in the Board's opinion, of exceptional merit shall be eligible for election to a Scholarship.
- (ii) A member of the College who in his second, third or fourth year of residence is placed in the First Class in a Tripos Examination or whose performance in any Preliminary Examination or in any Tripos examination in which classes are not awarded is, in the opinion of the Educational Board, of First Class standard, shall be eligible for election to a Scholarship.
5. When awards are made of Scholarships and Exhibitions, the names of the following benefactors of the College shall be attached to so many of the Scholarships and Exhibitions as may be necessary to ensure that there is (if qualified) always in the College a Scholar or Exhibitioner having these titles:

<b>Title</b>	<b>Donor(s)</b>	<b>Qualifications</b>
ALLAN BURR	The Rev'd A.E.L. Burr (1981)	Organ Scholar
BRUNSELL	Henry Brunsell, D.D. Prebendary of Ely and Rector of Streatham (1677)	
CHESTER	Henry Morris Chester, LL.D. of Poyle House, Surrey (1920)	Child of clergy of the Church of England
DUCKWORTH	W.L.H. Duckworth, M.D., Sc.D., sometime Master (1957)	Either pupil of Birkenhead School or elected to read medicine
DUNNE	Edith Dunne (1960)	"A student training for the Ministry of the Church of England"
GATFORD	The Rev'd Lionel Gatford, D.D., sometime scholar, Archdeacon of St Albans and Treasurer of St Paul's (1715)	Children of clergy of the Church of England
GEORGE HANDS	W.J. Hands (1973)	Pupil of Bournemouth School

HUMPHREY	Charles Humphrey (1718)	Pupil of Caistor School, or failing that, Louth or Alford School, or failing such any from Lincs.
LADY KAY	Sir Edward Ebenezer Kay, a Lord Justice of Appeal, in memory of his wife, daughter of Dr French, sometime Master (1890 & 1893)	See Regulation D.8(i)
LEY	Mrs Sarah Jone, in memory of the Rev. Thomas Drummer Ley (1825)	
LILLISTONE	Mrs E.K. Lillistone, in memory of the Rev'd John S. Lillistone, sometime Fellow (1899)	Child of clergy of Church of England
BERNARD MANNING	Subscribers, in memory of Bernard Manning, MA, sometime Fellow and Senior Tutor (1942)	Pupil of Caistor School, or failing that, any school in Lincolnshire or the former county of Westmorland
MARSHALL	William Marshall, secretary to Archbishop Grindall (1579)	Pupil of a school in Lancashire, the former county of Cumberland, Hertfordshire or Essex
MAWHOOD	John Mawhood, D.D., sometime Fellow (1703)	Pupil of a school in or near Doncaster
PRICE	Lady Price (1620)	From Gwynedd or the City of London
ROUMIEU	The Rev'd John Joseph Roumieu (1926)	
LAMBERT CHARLES SHEPHERD	Major Percy Edward Shepherd in memory of his father	Classics and English Triposes

STERNE	Archbishop Richard Sterne (1673)	From Yorkshire or Nottinghamshire, with preference for those from York or Mansfield
SYKES	The Rev'd John Sykes (1621)	
WAUGH	The Rev'd Arthur Thornhill Waugh (1930)	

6. [Omitted - 9 October 2000]

7. Awards of a Scholarship or Exhibition to persons qualified in the manner specified below shall, if it is possible to pay the emoluments of such Scholarships or Exhibitions from the fund named, be made to a Scholarship or Exhibition bearing the appropriate title:

<b>Fund</b>	<b>Donor</b>	<b>Qualifications</b>
CHAPMAN	William Thomas Chapman (1949)	Pupils of Loughborough Grammar School or Loughborough High School with preference for a candidate in Natural Sciences
RUSTAT	Tobias Rustat, Yeoman of the Robes to King Charles II (1671)	Children of clergy ordained according to the rites of the Church of England
SOMERVILE	The Rev'd John Somerville, schoolmaster of Loughborough (1682)	Pupils of Loughborough Grammar School or Loughborough High School

8. (i) Except where otherwise stated, the following Prizes will, if there are suitable candidates, be awarded annually to student members of the College on the basis of the Tripos examinations.
- (ii) Prizes may be divided if the merits of the candidates cannot be distinguished.
- (iii) The Council expects that Prizes will normally be expended on the purchase of books, scientific instruments, or objects of permanent value.

- (iv) Where the entry under the Amount column states 'Academic Prize Value', the value of the prize will be £120.

<b>Prize</b>	<b>Donor(s)</b>	<b>Subject</b>	<b>Eligibility</b>	<b>Amount</b>
FRANK ALLHUSEN	Mrs K. Allhusen, in memory of F.E. Allhusen, sometime Scholar (1906)	Study and Research in Chemistry	(i) have taken Honours in Parts I or II of the Natural Sciences Tripos; (ii) not more than 18 terms have elapsed since first term of residence; (iii) not previously been awarded the prize	£135 (every 3 <sup>rd</sup> year)
BENEFACTOR'S (2004) PRIZE	Mr Adrian Frost (2004)		In recognition of outstanding academic performance in any part of the Tripos by students not in receipt of a Keller Prize.	Seven prizes of £135 each (C.928)
BRERETON	Robert Pearson Brereton of Oundle (1905)	Classics	"The best overall First Class performance by a member of the College in the Language papers within Part IA of the Classical Tripos"	Academic Prize Value
BRERETON	ibid.	Classics	"The best overall First Class performance by a member of the College in the Language papers within Part IB of the Classical Tripos"	Academic Prize Value
BRONOWSKI	Mrs R. Bronowski in memory of Dr. J. Bronowski Honorary Fellow (1985)	Mathematics	"A distinguished performance in Part IA of the Mathematical Tripos"	Academic Prize Value
CARRUTHERS	Mr Tomás Carruthers (2002)	Computer Science	The best First Class (or equivalent) performance in each of Parts IA, IB, II and III of the Computer Science Tripos	Academic Prize Value

CHADWICK	Mrs M.L. Chadwick in memory of her husband the Rev. William Edward Chadwick sometime Scholar (1936)	Essay on Philosophy of Religion	See Regulation 10 (ii)	£500
COLERIDGE	Professor & Mrs E.L. Griggs, Honorary Fellow (1972, 1977) to commemorate the bicentenary of the birth of Samuel Taylor Coleridge	Literary Studies	The Tripos candidate(s) in English (or failing this other Arts subject) whom the Educational Board considers the most deserving	Academic Prize Value
CORRIE & OTTER	The Revd Edward Otter, sometime Fellow (1840); and members of the College and others in memory of the Rev. George Elwes Corrie, D.D. sometime Master (1887)	Theology	"A distinguished performance in any Part of the Theology and Religious Studies Tripos"	Academic Prize Value
SIR ALAN COTTRELL	The Marshall Foundation (1991)	Physical Sciences	"Two prizes awarded for First Class performance in any two different Physical Science subjects within Part II or Part III of the Natural Sciences Tripos."	Academic Prize Value

DAVID CRIGHTON	Mrs Johanna Crighton, in memory of D.G. Crighton, Sc.D., sometime Master (2001)	Musical Performance	The first- or second-year undergraduate who, among those participating in music making within the College, is considered to be outstanding as a concert or recital performer or conductor or both, and to be particularly deserving of recognition and encouragement.	£200
DUCKWORTH	W.L.H. Duckworth, M.D., Sc.D., sometime Master (1964)	Medicine	The student who in the opinion of the Director of Studies achieves "the best aggregate performance in Parts IA and IB of the Medical Sciences Tripos, having taken Part IB in the year concerned"	Academic Prize Value
EDUCATIONAL BOARD			The student who in the opinion of the Educational Board has made the greatest progress during their studies as an undergraduate.	Academic Prize Value
ELIOT	Ellsworth Eliot, M.D., of New York and other descendants of John Eliot, "Apostle to the Indians" (1899)	Modern and Mediaeval Languages	The best First Class performance by a member of the College in Part II of the M.M.L. Tripos	Academic Prize Value
ENGINEERS'	Mr A.L. Percival, Engineering Fellow (1962)	Engineering	"The member of the College placed highest in the order of merit by the Examiners for Part IB of the Engineering Tripos"	Academic Prize Value
EVANS	Friends of Dr S. Evans, Fellow (1996)	Engineering	"Best First Class performance in Part IA of the Engineering Tripos"	Academic Prize Value

FARRELL	Wilfred Jerome Farrell, C.M.G., M.C., sometime Fellow (1960)	Greek Studies	(i) Proficiency in Tripos examinations, or examinations for University Prizes; (ii) not previously been awarded the prize	Academic Prize Value
SIR PETER GADSDEN	The Britain-Australia Bicentennial Committee (1991)	Graduate Studies	"The Australian student achieving the best performance in the final examinations in a one year taught course leading to a Master's degree"	Academic Prize Value
GILBERTSON	Dr D.R. Ives in memory of Sir Geoffrey Gilbertson (1998)		The 3rd or 4th year undergraduate who in the opinion of the Educational Board was most deserving of being, but was not, placed in the First Class (or given an equivalent mark of distinction) in a Tripos examination	Academic Prize Value
GRAY	The sons of Arthur Gray, M.A. sometime Master (1940)	Reading in Chapel	Not more than 12 terms have elapsed since first term of residence	£30
GRAY	Philip Gray, son of Arthur Gray, sometime Master (1948)	Reading in Hall	ibid.	£30
JOHN GULLAND	In memory of John Alan Gulland F.R.S. (1991)	Natural Sciences (Part IB)	"The best aggregate performance in Biological subjects in Parts IA and IB of the Natural Sciences Tripos"	Academic Prize Value
		Natural Sciences (Part II)	"The undergraduate member of the College achieving the highest First Class in Part II of the Natural Sciences Tripos"	Academic Prize Value

HADFIELD ANATOMY PRIZE	Mrs Ann Hadfield (2009)	Medicine	“For the student in Part IA Medical and Veterinary Sciences Tripos who performs best in Anatomy.”	Academic Prize Value
HADFIELD MEDICAL SCIENCE PRIZE	Mrs Ann Hadfield (2009)	Medicine	“For the best Tripos result in Part II achieved by a medical or veterinary sciences student in any subject related to medical or veterinary sciences.”	Academic Prize Value
HAMILTON PRIZE	Mr Iain and Mrs Frances Hamilton in memory of Andrew Iain Hamilton	History	“in recognition of outstanding aptitude for Economic and/or Social History by an undergraduate in any Part of the Historical Tripos”	Academic Prize Value
G.F. HART	Mr Gurnee Hart (1995)	History	“Promise in Historical Studies shown in the Preliminary Examination to Part I of the History Tripos”	Academic Prize Value
JAMES HADFIELD PRIZES	Mrs Ann Hadfield (2009)	Medicine	“Two prizes, for a pre-clinical and a clinical medical or clinical veterinary student who, in the opinion of the Director of Studies in undergraduate medical sciences and clinical medicine, have contributed most to medical and veterinary studies in the College.”	£130 each (C.3939)
JESUAN WELFARE AWARDS	Dr Geoff Parks (2016)	Not specified	“Up to three awards, on the nomination of the Senior Tutor and Welfare Tutors, to students whose actions have had a significant positive impact on the welfare of other members of the College.”	£100 each (C.7828)

KAPUVÁRI	Mr András Kapuvári (2019)	Land Economy	“Best First Class performance in Part IA of the Land Economy Tripos.”	Academic Prize Value
KELLER	The Rev. Frederick Keller, sometime Fellow (1784)		Undergraduates in their final year, for "distinguished performance throughout their undergraduate career". (Up to five in any year, and named 'Senior Keller' or 'Keller' as the Council may determine).	£220/ £165
KISSOCK	Dr Jonathan Andrew Kissock (2018)	Social Sciences	“An undergraduate of the College who has obtained outstanding marks in Tripos examinations for a dissertation on a social sciences subject.”	£100
LIVERMORE	Harold Livermore (2010)	Hispanic Studies	Best First Class performance in Hispanic studies	Academic Prize Value
LONGDEN PRIZE	Mr Kenneth Longden (2010)	Natural Sciences	For the best first class performance in Part IB of the Natural Sciences Tripos	Academic Prize Value
MARGARET MAIR CHORAL PRIZE	Professor Robert Mair and Mrs Margaret Mair (2011)	Any	A member of the College Choir in recognition of outstanding contribution to the life of the Chapel and its music over the course of the academic year	£150
MALTHUS		Economics and Human, Social and Political Sciences	“(one for each subject) to the students in the Economics Tripos and in the Human, Social and Political Sciences Tripos achieving the best First Class Honours performance in their Tripos.”	Academic Prize Value

SIR LESLIE MARTIN		Architecture	"The best First Class performance by a member of the College in any Part of the Architecture Tripos".	Academic Prize Value
DUNCAN McKIE	Mrs McKie in memory of Dr McKie (2002)	Chemistry or Geology	A first class performance in Part II or Part III of the Natural Sciences Tripos, provided that the prize shall not be awarded to an undergraduate who is awarded a Sir Alan Cottrell Prize for distinction in the same Tripos examination.	Academic Prize Value
MORGAN	The Rev. Henry Arthur Morgan, D.D., sometime Master (1912)	An English composition on a literary subject		£55
NEWLING	Alfred John Newling (1958)	History	"Most successful of his year in Historical Studies in the academic year in which he takes Part I of the History Tripos".	Academic Prize Value
JAMES PERRETT	His family and Members of the College in memory of James Perrett (1986)	Medicine	"The best First Class performance in Part IA of the Medical Sciences Tripos".	Academic Prize Value
MARCUS PRAWER	Professor S.S. Praver and his mother (1968)	An essay on Drama or the Theatre		£55
REID-HENRY PRIZE	Dr Simon Reid-Henry (2005)	Geography	A distinguished performance in any Part of the Geographical Tripos.	Academic Prize Value

RENFREW	Lord and Lady Renfrew (1997)	Musical performance	The student making the most significant contribution to the musical life of the College, whether by performance, composition or other practical musical enterprise.	£120
ROBERTS	Subscribers, in memory of Dr G.F. Roberts, sometime Fellow and Director of Studies in Medicine (1964)	Pathology	"The undergraduate judged to have the best literary style who, within three years of matriculation, has been placed in the First Class in a Tripos examination in Pathology."	Academic Prize Value
EDWIN STANLEY ROE	Mrs Roe (1983)	Essay on any topic explicitly related to the work of Charles Dickens	A student of the College for an essay of approximately 5,000 to 6,000 words on any topic explicitly related to the work of Charles Dickens.  Alternatively, for undergraduates of the College who have obtained outstanding marks in Tripos examinations for a dissertation.	£200  Up to three prizes of £100
SCHIFF	Captain Mortimer E.H. Schiff (1918)	History	Best First Class result in Part II of the History Tripos.	Academic Prize Value

SHELDRIK PRIZES	Mr John Sheldrick (2015)	Natural Sciences (Chemistry)	Two prizes in Chemistry: One will be awarded for First Class performance in the Natural Sciences Tripos, Part II: Chemistry and one for First Class performance in the Natural Sciences Tripos, Part III: Chemistry. These prizes may be awarded to students studying related Natural Sciences subjects at Part II or Part III if there are no suitable candidates studying Chemistry.	Academic Prize Value
SIR HAROLD SPENCER JONES	Lady G.M. Spencer Jones (1971)	Mathematics	(i) have been placed in the First Class in Part II of the Mathematical Tripos, or failing that, have performed with credit in some Part of the Mathematical Tripos; (ii) not previously been awarded the prize.	Academic Prize Value
THIAN	Dr S. Thian and others (1999)	Veterinary Science	An essay on a topic promoting the practice of veterinary medicine	The income of the fund
VALERIE TYSENS	M.M.L. students of the College in memory of Valerie Tyssens (1991)	French	"An outstanding performance in French Language in Part I of the Modern and Mediaeval Languages Tripos	Academic Prize Value
RUSSELL VICK	Sir Godfrey Russell Vick, Q.C. (1958)	Law	"Distinguished performance in any Part of the Law Tripos or in the LL.M., on the recommendation of the Fellows responsible for Law teaching."	Academic Prize Value

WARE	The relatives of John James Blake Ware (1975)	Mathematics	"The best First Class performance by a second year undergraduate in a Tripos examination in Mathematics."	Academic Prize Value
WARING	Professor Michael John Waring (1990)	Sporting achievement	"The undergraduate who contributes most outstandingly to the sporting life of the College"	Income of the Fund
WARING PRIZE	Professor Michael John Waring (2016)	Medical Sciences	"To be awarded for the best performance in the Final MB Examination Part III"	Academic Prize Value
R.A. WATCHMAN	Mr R.A. Watchman (2004)	Mathematics (Part III)	For the best performance by a member of the College within Part III of the Mathematical Tripos so long as it is at distinction level.	Academic Prize Value
WELLINGS PRIZE	Dr Paul Wellings (2006)	Natural Sciences	For the best first class performance in Part IA of the Natural Sciences Tripos.	Academic Prize Value
GLANVILLE WILLIAMS	Mrs Williams & son in memory of Prof. Williams (1997)	Law	The best First-Class performance in the LL.M.	Academic Prize Value
GLANVILLE WILLIAMS	College Prize in memory of Prof. Williams (1997)	Law	The best First-Class performance in Part II of the Law Tripos.	Academic Prize Value

#### COLLEGE PRIZES (unnamed)

In addition to any named prizes, Council may decide, on the recommendation of the Educational Board, to award prizes for distinguished performances in Tripos examinations. Such prizes will be referred to as 'College Prizes'. The value of a prize will be £120 (Academic Prize Value), CM.7252 refers.

9. *Grants*: Grants may from time to time be made to student members of the College from the General Scholarship Fund, and from the following funds.

<b>Fund</b>	<b>Donor(s)</b>	<b>Purpose</b>
BANE	John Curry Bane (1976)	“Assistance to needy students, particularly American and overseas students, graduate and undergraduate.”
BOOTH	M J Booth (2008)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”
JANE BOURQUE-DRISCOLL	John Driscoll III (2019)	“for the purpose of supporting graduate students experiencing hardship, specifically, PhD students experiencing financial hardship towards the end of their studies.”
BRIANCE	Richard Briance (2006)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College with preference to those reading Arts subjects.”
BRIGGS	William Briggs (1923)	“Assistance to student members of the College.”
MURIEL BRITTAIN	Mrs Muriel Brittain (2007)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”
BURNHAM	Paul Burnham (2006)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College giving preference to those reading Sciences, Engineering or Mathematics and from Dorset, Suffolk or the north-east of England.”

ALAN BURROUGH	A. Burrough CBE (1996)	“Assistance for student members of the College to help with expenses incurred in rowing either for the University or for the College”, (the remainder of the income of the Fund to be applied to the maintenance and upkeep of the Boat House, and the upkeep and replacement of boats).
CAMERON WILSON	Anonymous (2008)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College restricted to those reading Modern Languages.”
CARRUTHERS	Tomás Carruthers (2006)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College giving preference to those from the north of England.”
LAURA CASE	The Laura Case Trust in memory of Laura Case (2017)	“Up to four travel bursaries each year for medical students undertaking elective placements overseas in developing countries during the fifth year of their studies. One of these bursaries to be awarded based on academic merit to a student wishing to visit Africa and to be known as the Laura Case Prize. The remainder, to be known as Laura Case Travel Bursaries, awarded to those who would not otherwise be able to afford such travel, with preference to be given to those visiting Africa with strong preference to those visiting Uganda. Nominated by the medical Fellows of the College.”
CASHMORE	Dr T H R (Dick) Cashmore (2018)	Annual bursaries for the alleviation of financial hardship to undergraduate members of the College with preference for those reading History.

CHAPMAN	William Thomas Chapman (1949)	(See Statute XXIV)
CLARKE	Dr Martin Clarke (2009)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College with preference to those from King Edward VI School Louth, or to those reading History, or to those from other schools in Lincolnshire, in that order.”
JENIFER COLE	R Cole (2007)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College with preference for those from the North-East of England.”
COTTRELL	Sir Alan Cottrell (2012)	“An annual grant to a graduate student at the discretion of the Graduate Tutor, for need, study, travel or research.”
JAMES COWDEROY	J A F Cowderoy (2007)	“Annual Bursaries for the alleviation of financial hardship to undergraduate members of the College with preference for those involved in rowing.”
CRICKET FUND	Friends of cricket at the College (2019)	Support for College cricket including, but not limited to, assistance for members of the College to help with expenses incurred and the purchase of kit and equipment. The fund and awards will be overseen by the Fellow responsible for College cricket.
DAVIES	R F Davies (2006)	Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.

THE DAVIES FUND	R F Davies (2018)	To support bursaries for undergraduate students attending exchange opportunities at US universities annually. Priority is to be given to those intending to undertake such activities at the University of Pittsburgh.
DAY	P I Day (2006)	Annual Bursaries for the alleviation of financial hardship to undergraduate members of the College preferably restricted to those reading Engineering, with preference to those involved in rowing or another major sport, or other engineering disciplines (e.g. Chemical Engineering or Manufacturing Engineering) or Natural Sciences if there is no qualifying Engineering undergraduate.
DUCKWORTH	W.L.H. Duckworth, M.D., Sc.D., sometime Master (1957)	“deserving members of the College either (a) whilst studying medicine for a degree of the University of Cambridge or (b) whilst pursuing clinical studies elsewhere (provided in the latter case that they shall have studied medicine at, and obtained a degree from, the University of Cambridge).”
DUGDALE BRADLEY	John Dugdale Bradley in memory of John Augustus Oriel OBE (2014)	Annual bursaries for the alleviation of financial hardship to undergraduate members of the College with preference for UK citizens reading Engineering or Sciences.
ELLIOTT	Sir Claude Elliott, sometime Fellow and Senior Tutor (1974)	Assistance to student members of the College “at the sole discretion of the Senior Tutor, in any way he may think fit, and without publicising the name of the beneficiary and the nature of the help.” ( <i>See also Perrott (1990)</i> )

EMBIRICOS	Mrs Yvonne Embiricos (1991) and the Embiricos Foundation (1999)	Assistance to students of the College in Mathematics, Natural Sciences, Engineering or Medicine who are (or one at least of whose parents is or was) a citizen of the Hellenic Republic, the Republic of Cyprus, or of the United Kingdom, on the nomination of the Senior and the Admissions Tutors or the Tutor for Graduates.
FAIRBAIRN	“Subscribers to the Steve Fairbairn Memorial Fund (1991)”	“Assistance to student members of the College Boat Club to meet expenses incurred as such members, at the joint discretion of the Senior Tutor and the Captain of Boats as they think fit, and without publishing the name of the beneficiary and the nature of the help.”
FINLEY	Sir Moses & Lady Finley (1988)	Three or four travel bursaries awarded each Easter Term to assist research students and other members of the College following postgraduate courses of study who would not otherwise be able to afford to do so to travel during the ensuing Long Vacation.
THE FORTIETH	The Kajatawa Foundation, Jesus College and alumni of the College (2019)	Annual bursaries for the alleviation of financial hardship to undergraduate members of the College, with preference for students who meet measurements of need backed by the latest research.
EUGENE FUNG	Eugene Fung (2017)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College reading Law.”
ALBERT GOH AND ELIZABETH COUPE	Albert Goh (2006)	“Annual Bursaries for the alleviation of financial hardship to post graduate and undergraduate members of the College.”

HADFIELD	Mr W. Hadfield (1994)	“The purchase of Engineering books and software for the Library, the reimbursement on the joint recommendation of the Senior Tutor and the Director of Studies of expenses incurred by Engineering students of the College, graduate or undergraduate, in connection with approved projects; and the alleviation of financial hardship of such students; and (failing whom) any other students (with preference to those from Shropshire)”.
HALL	Professor Philip Hall (1983)	Grants at the discretion of the Senior Tutor for the alleviation of individual cases of hardship among student members of the College.
GURNEE HART	G F Hart (2007)	“An annual studentship for the alleviation of financial hardship to a graduate member of the College with preference to those reading Arts subjects, especially History.”
HENLEY/MARTIN	Duncan Martin and Virginia Henley (2017)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”
DAVID AND SUSAN HIBBITT SCHOLARSHIP	Dr David and Mrs Susan Hibbitt (2013)	“For a graduate studying technology (Engineering/ Chemical Engineering/ Computer Science) or Biological Sciences; the donors wish it to help younger researchers of high promise who choose to work in areas where basic research is likely to lead to developments of great value to all; the successful applicant be admitted for a PhD degree and the award be for three consecutive years subject to satisfactory progress.”

HOARE NAIRNE	C Hoare Nairne (2008)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”
HOGWOOD	Christopher Hogwood (2015)	“Scholarships for graduate members of the College, the successful applicants to be admitted for a PhD degree and the award to be for three consecutive years subject to satisfactory progress.”
CHRISTOPHER HOLMES	Mrs Ann Holmes (2007)	“An annual bursary for the alleviation of financial hardship to an undergraduate member of the College giving preference to one reading Natural Sciences.”
RICHARD HUTT	Friends of Richard Hutt (1969)	“Assisting members of the College (including those who have secured a place at the College, but have not yet come into residence) who wish to undertake voluntary service overseas; preferably to be used to purchase material or equipment which could usefully be introduced into the recipient's work within the overseas community.”
INCHBALD	Mr D.J.E. Inchbald (2000)	“An annual bursary for the alleviation of financial hardship to an undergraduate member of the College.”
ROBBIE JENNINGS	Lady Jennings (2006)	To assist deserving undergraduate or graduate members of the College with the expense of a significant project or purchase.

JONES	Dr C.W. Jones (1992)	“The furtherance of biological studies by the purchase of books or software for the library, and the reimbursement (on the joint recommendation of the Senior Tutor and the Biological Fellows) of expenses incurred by students of the College, graduate or undergraduate, in connection with approved projects.”
KAPUVÁRI	Mr András Kapuvári (2019)	“An annual book/travel/study grant to a student of Land Economy at the discretion of the Director of Studies in Land Economy.”
JOHN KILLEN SCHOLARSHIP	William and Patricia Burnside in honour of Professor John Killen (2014)	“A biennial scholarship for a graduate member of the College studying for an M.Phil. in Classics.”
KIRKER	Christopher Kirker (2011)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”
SIR JAMES KNOTT	The Sir James Knott Trust (1991)	“An annual bursary of not less than £450 for a deserving student member resident in the counties of Northumberland, Durham or Tyne-and-Wear, having regard to the student's financial circumstances, academic record, and general contribution to the life of the College, on the recommendation of the Educational Board.”
LEE	Howard Lee (2011)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”
LITTLEDALE	Margaret Littledale (2016)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College with preference for those from state schools.”

LIVERMORE	Harold Livermore (2010)	A vacation study grant to an undergraduate or postgraduate student needing to learn Spanish or Portuguese or to travel to improve their competence in these languages.
MAITLAND MEMORIAL PRIZE	Mr P M Maitland in memory of Dr Peter Maitland and Mr P M Maitland (2009)	“For an undergraduate of this College in the Archaeological and Anthropological Tripos who is specialising in Archaeology and taking the Mesolithic or similar papers, in the region of £10,000.”
MARSHALL FOUNDATION	James Marshall (2017)	“To support bursaries for undergraduate or graduate students to visit China for academic purposes, such as participation in summer school programmes or to undertake research or fieldwork in support of their studies. Priority is to be given to those intending to undertake such activities at Peking University.”
MARTIN	Duncan Martin (2013)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”
MATHIAS	Peter Mathias (2017)	“To support History students wishing to undertake study and research overseas who may not otherwise have the means to do so.”
MEW	Lt. Col. F.J. Templeman Mew (1985)	For the general benefit of the undergraduate members of the College.

MONGER	Mr G.W. Monger (1992)	“The furtherance of historical studies” by the purchase of books for the library, and the reimbursement (on the joint recommendation of the Senior Tutor and the History Fellows) of expenses incurred by students of the College, graduate or undergraduate.
DUDLEY MORGAN	D. Dudley Morgan, LL.B. (1977)	“Assistance to graduates, resident or non-resident, who have been classed either in any part of the Law Tripos or in the LL.B. (or LL.M.) examination.”
MORGAN (Benefaction)	The Rev. Henry Arthur Morgan, D.D., sometime Master (1912)	“Assistance to the children of clergymen of the Church of England.”
NG	Ng Kay Ian in memory of his mother Ng Yee Wai Fong and his sister Ng Sui Wan (2012)	“Two book/travel/study grants to students of Law at the discretion of the Director of Studies in Law.”
CC NG	Kay Ian Ng (2014)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”
MICHAEL AND MAUREEN NUGENT	Michael Nugent (2007)	“An annual bursary for the alleviation of financial hardship to an undergraduate member of the College.”
HUGH OWEN	Trustees of Mr and Mrs H F Owen and Mr J M B Gotch (1990)	“A bi-annual award for study or research in modern South Asian history or any other field of modern studies of an Asian region touching the Indian Ocean or Red Sea.”
SIR DENYS PAGE	Mrs Rosamond Richardson (née Page) (1981)	Two annual scholarship of £300 for travel to Greece, to a student of Classics nominated by the Classical Fellows of the College (C.7394).

ALAN PARS THEATRE	Trustees of The Club (Jesus College) (2009)	“Grants to encourage and support interest among student members of the College, and especially undergraduate members, in all forms of the theatre, including opera and ballet.”
PERROTT	E.F. and G.J. Perrott in memory of their father (1990)	“At the sole discretion of the Senior Tutor to help undergraduate members of the College in any way that the Senior Tutor may think fit and without publicising the name of the beneficiary and the nature of the assistance given.”
JAMES BADDELEY POOLE	Mrs Isabel A. Poole, in memory of her son (1975)	Two bursaries, annually, of not less than £425 for travel by undergraduates, with a preference for, but no restriction to, travel in Italy or Norway.
RAY	R C Ray (2012)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”
REID	Lord Reid (1980)	“Bursaries to assist resident members of the College, both graduate and undergraduate, with costs connected with their education, especially where unforeseen or abnormal conditions arise.”
ROBINSON	Professor Eric Robinson (1985)	Assistance to student members of the College at the sole discretion of the Senior Tutor.
RODRIGUES’	C J Rodrigues (2006)	Annual bursaries for the alleviation of financial hardship to undergraduate members of the College giving preference to students involved in rowing.
RUSTAT	Tobias Rustat, yeoman of the Robes to King Charles II (1671)	“Assistance to children of clergy ordained according to the rites of the Church of England” ( <i>Statute XXIII6(a)</i> )

RUTTONSHAS'	Mr F.S. Ruttonshaw and Mr C.S. Ruttonsha (2002)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College who make a positive contribution to the life of the College.”
SHELDRIK	John Sheldrick (2015)	A scholarship for a graduate member of the College who has recently completed an MSc in Chemistry at a German university, the successful applicant to be admitted for a PhD in Chemistry and the award to be for three consecutive years subject to satisfactory progress.
SPURRIER	Mrs Hilary Spurrier (2009)	Annual bursaries for the alleviation of financial hardship to undergraduate members of the College restricted to those from state schools.
SUTTON	Mr A. Sutton (2005)	Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.
THORNE	A C Thorne (2009)	Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.
DOUGLAS TIMINS	Douglas Theodore Timins (1971)	Assistance to student members of the College, paying “special regard to the needs of those possessing good social qualities and of athletic promise.”
VALLURI-RAO	Dr Valluri-Rao (2013)	“An annual scholarship for a graduate studying Biology, Chemistry, Computer Science, Engineering, Medicine or Physics. The successful applicant must be admitted for a PhD degree; the award to be granted for three consecutive years subject to satisfactory progress.”

WARE	The relatives of John James Blake Ware (1975)	Either “assistance to deserving members of the College reading for a Tripos examination in Mathematics or other mathematical subjects” or “assistance to physically handicapped undergraduate members of the College.”
ERNEST WARREN	Ernest Warren Trustees (1990)	“For travel by a student in Chemistry.”
WILSON	P N G Wilson (2007)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College with preference for those reading Economics.”
WOHL PRIZE	Professor Lisa Keller in honour of Professor Anthony Wohl (2012)	“An annual book/ travel/ study grant of £400 to a student of History at the discretion of the Director of Studies in History.”
WONG	Ting-Hway Wong (2020)	“Annual Grants for the alleviation of financial hardship to undergraduate or postgraduate members of the College, with preference for use for funding internships or work experience programmes in the non-profit or humanitarian sector.”
S.K. and MARGARET WONG	The Wong Foundation (2005)	“An annual bursary for the alleviation of financial hardship to a member of the College, restricted to a student with a strong involvement in College sports with priority to one involved in swimming.”
WOOTTON	D H Wootton (2007)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College with preference for those reading Classics or Law.”
PHILIP AND JOANNE YATES	Philip and Joanne Yates (2014)	“Annual bursaries for the alleviation of financial hardship to undergraduate members of the College.”

10. Scholarships, Prizes and Grants open to persons who are not student members of the College:

(i) *Lady Kay Scholarships:*

- (a) Elections to one or more Lady Kay Scholarships shall, if there is a suitable candidate or candidates, and subject to the provisions of paragraph (e) of this Regulation, be made in the Long Vacation in every year.
- (b) The Scholarships shall be open to any person pursuing a course of study or research in the University who has obtained a first or second class in any Tripos, and who declares his intention of seeking Holy Orders in the Church of England.
- (c) The Scholars, if not already members of the College must place their names on the Boards, become resident members of the College, and either study for a Part of the Theological Tripos, or apply themselves to such other theological study as the Council may approve.
- (d) The Scholarships shall be tenable for such periods, not exceeding three years in all, as the Council may determine.
- (e) The annual value of a Scholarship shall be such sum being not less than £50 as the Council may for each Scholar determine, having regard to the Scholar's other means (including other scholarships or grants) and the income attributable to the Lady Kay Fund.

(ii) *Chadwick Prizes:*

- (a) One or more prizes of £500 shall be offered annually for essays concerning Theology, the Philosophy of Religion, the History of Religious Thought, or Scriptural Interpretation.
- (b) Eligibility for the Prize is limited to those who, at the time when the essays are submitted, are either:
  - (i) in statu pupillari within the University, having previously graduated with Honours from any university;
  - (ii) graduates of the University, having graduated within the preceding three years.
- (c) Those who have previously been awarded the Prize will not be eligible to apply again.
- (d) The essay should not have been previously submitted for a degree or prize.
- (e) The length of the essay should be approximately 4,000 words.
- (f) The Council shall each year appoint two examiners by the division of the Lent Term, who shall each receive a fee of £50 together with £25 for each essay read, up to a limit of £200 for each examiner.
- (g) Notice of the Prize in any year shall be published no later than the division of the Michaelmas Term of the preceding year.
- (h) Essays must be sent to the Tutorial Office, Jesus College on or before the first day of the Easter Full Term. Each essay must bear a pseudonym, but not the candidate's name, and must be accompanied by a sealed

envelope marked outside with the same pseudonym, and the name of the Prize, and containing the candidate's full name and College written clearly.

- (iii) *Zelie Timins Grants:* The Council may from time to time make grants from the Zelie Timins Fund -
  - (a) to assist graduates of other Cambridge Colleges and other suitably qualified persons to become ordained as clergy in the Church of England, provided that if they are not already members of a Cambridge College they shall become members of the College during the time when they are so assisted; or
  - (b) to give temporary financial help to former members of the College in Holy Orders in poor circumstances.
- (iv) *Rustat Grants at Schools*
  - (a) The Council may from time to time make grants from the Rustat Fund in respect of the children of clergy ordained according to the rites of the Church of England, so long as the children are attending school, preference being given *ceteris paribus* to those who are orphans.
  - (b) In making such grants the Council shall have regard to:
    - (i) the amount of any surplus in the Fund after the other objects have been satisfied; and
    - (ii) the merits of each application, in the light of all relevant circumstances, and especially to cases:
      - where the child's parents are especially needy, or
      - of urgent and unforeseen need (e.g. when the child's education is imperilled by the death, illness, unemployment or bankruptcy of one of the parents), or
      - where for some special reason (e.g. physical or mental handicap) a child would clearly benefit from an education which is not provided free, but no preference shall otherwise be given to the making of grants towards school fees rather than the support of a child while at a local authority or maintained school.
  - (c) Grants shall be made annually, and may be renewed from year to year until the child's schooling is completed after consideration of any material changes in the circumstances of the child and of those responsible for his maintenance.
  - (d) Applications for grants may be made at any time, and shall be addressed to the Dean of Chapel. They should be accompanied by full details of the financial circumstances and commitments of those responsible for the child's maintenance, and any information believed to constitute a special claim for consideration.
- (v) *Allan Burr Choir Fund:*

The Council may from time to time make grants for the benefit of members of the Chapel choir, either singly or generally.

(vi) *Bernard Mortlock and Zelig Timins Funds*

Grants of £50 p.a. from the Bernard Mortlock and the Zelig Timins funds will be made to members or former members of the College who are candidates for Holy Orders in the Church of England payable (unless the Council otherwise decide) from the time of their acceptance for ordination until their ordination as Deacons.

**SCHEDULE 1** (Regulation D.1(ii) refers)

Burrough

**SCHEDULE 2** (Regulation D.1(iv) refers)

- (a) Prizes funded from external sources  
Lovell  
Tyssens (Valérie)

## E. Capital Funds

(Made on 2 February 1992, and modified 18 July 2011, 30 January 2012, 23 July 2012, 15 October 2012, 18 June 2013, 11 November 2013, 10 November 2014, 29 January 2018, 20 May 2019 and 18 June 2019.)

1. There shall be maintained within the College's Trust Pool those funds arising from the gifts and bequests accepted by the Council pursuant to Statute XV.D that are listed in the Schedule to this Regulation (not being funds for the provision of Scholarships, Exhibitions, Prizes and Grants to Students).
2. The Council may, subject to and in accordance with the provisions of Statute XV.C, authorise expenditure from these funds for the purposes indicated in the Schedule.
3. Sums appropriated by the Council in any year for expenditure from these funds but not in fact so expended shall be available for expenditure in any subsequent year.

### SCHEDULE

#### *(a) Chapel Maintenance, Services and Music*

<b>Fund</b>	<b>Donor</b>	<b>Restriction (if any)</b>
BRITTAIN	Muriel Brittain (2006)	-
BURR	Alan Burr (1981)	Choir members, singly or generally
HARRIES (half)	Owen Harries (1984)	
JOHN HUGHES CHOIR	Anonymous in memory of Rev'd Dr John Hughes (2014)	Support for the College choirs at the discretion of the Director of Music to encourage their joint activities, such as tours and recordings, and promote their reputation.
MORGAN (Conway)	Conway Morgan (1973)	Staff carol service party
THE CHARLES RAWLINSON CHAPEL FUND	Mr Charles F M Rawlinson (2019)	"The furtherance of the tradition of sacred music within the College."
STAMMERS	Frank Stammers (1985)	
TIMINS (Zelie)	Zelie Timins (1971)	
WHITE	Chester White (1991)	Head Chorister's Medal

#### *(b) College Fabric*

<b>Fund</b>	<b>Donor</b>	<b>Restriction (if any)</b>
BURROUGH (residue)	Alan Burrough (1997)	Boathouse and boats

<b>Fund</b>	<b>Donor</b>	<b>Restriction (if any)</b>
HARRIES (half)	Owen Harries (1984)	Boathouse
HUTCHINSON	Gordon Hutchinson (2008)	Boathouse and Library
MARSHALL (Room)	The Marshall Group of Companies (1985) and Sir Michael Marshall (2009)	Marshall Room (Maintenance and improvement)

*(c) Fellowships and similar posts*

<b>Fund</b>	<b>Donor</b>	<b>Restriction (if any)</b>
BUCKLEY	Brian Buckley (2010)	Fellow in Polar Sciences or Geography
COX	Vivian Cox (2010)	Fellow Teaching in English
CRISP (James)	Nora Crisp (2009)	Teaching in Architecture
DAVIES	Ron Davies (2012)	Teaching in Natural Sciences
DRYDEN	John-Paul Dryden (2016)	Dryden Lector/Lectrice in French
EDMONDS	Richard Dallas Edmonds (2012)	“To assist in the provision of pastoral care of undergraduate students.”
EMBRICOS	Yvonne Embiricos and the Y. & L. Embiricos Foundation (1997 & 2007)	Research Fellow in Sciences
FROST	Adrian Frost (2009)	Teaching in Geography
HART (Fellowship)	Gurnee Hart (2003)	Fellow in History
HART (History)	Gurnee Hart (2001)	Director of Studies in History's discretion
MARSHALL (Architecture)	Sir Michael Marshall (2009)	Visiting Fellow Commonership in Architecture
MORRISON	Alasdair Morrison (2006)	Teaching in Classics
C C NG	Kay Ian Ng (2016)	C C Ng Fellow in Law
YATES GLAZEBROOK	Philip and Joanne Yates (2012)	Fellow in Law (CTO)

*(d) General Purposes*

<b>Fund</b>	<b>Donor</b>	<b>Restriction (if any)</b>
COLE	Ray Cole (2010)	

<b>Fund</b>	<b>Donor</b>	<b>Restriction (if any)</b>
DAWSON (Andrew)	Dorothy Dawson (2010)	
DAY (John)	John Day (2012)	
J.C. CAPITAL	Several donors (1992)	
OUTREACH AND WIDENING PARTICIPATION	Andrew Harbor / Business Partners SAS (2019)	“to support outreach and widening participation initiatives for the College.”
WHEELER	Anthony Wheeler (2012)	

*(e) Libraries*

<b>Fund</b>	<b>Donor</b>	<b>Restriction (if any)</b>
ANDERSON	Lillie Anderson (1978)	Art and Architecture books
HADFIELD	William Hadfield (1994)	Engineering books and software
JONES (part)	C.W. Jones (1992)	Biology books and software
MONGER	G.W. Monger (1992)	History books
SAMS	Kenneth Sams (1970)	

## **F. Proceedings concerning the Academic Staff of the College**

(Statute XXVIII) (Made on 18 July 2011, and modified 2 December 2013.)

### **1. General Principles**

- a) In the interpretation of the guiding principles of Statute XXVIII.2 (Redundancy, Dismissal, Disciplinary and Grievance Procedures), academic freedom shall be understood in the sense of Sections VI and VII of the Recommendation concerning the Status of Higher-Education Teaching Personnel adopted by the General Conference of the United Nations Educational, Scientific and Cultural Organization (UNESCO), meeting in Paris from 21 October to 12 November 1997 at its 29<sup>th</sup> session.
- b) In making these Regulations regard has been had to the ACAS Code of Practice on Discipline and Grievance issued and so in April 2009, so far as is consistent with the wording of Statute XXVIII and the Regulations made thereunder, that Statute and those Regulations are to be interpreted in the spirit of that Code of Practice.
- c) A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension or re-enactment and includes any subordinate legislation for the time being in force made under it.
- d) The Council must appoint an alternate to act in place of any person who is designated to perform any duties or exercise any powers under Statute XXVIII or under these Regulations if that person involved in the matter in question or otherwise unable to act.

### **2. Academic Staff**

- a) This Regulation applies to members of the academic staff as defined in Statute XXVIII.
- b) For the purposes of Statute XXVIII.1(a)(ii) a person is a member of the Academic Staff if her or his primary office or employment is one of teaching or research for the College.
- c) The following offices or employments are not primarily of teaching or research for the College:
  - i. Archivist;
  - ii. Director of Chapel Music;
  - iii. Lector;
  - iv. any office or employment in which less than £8,000 per annum is received for teaching done on behalf of the College.
- d) A 'secondary office or employment', in relation to a member of the academic staff, means:
  - i. one which has not been prescribed as a primary office by Regulations;
  - ii. one which is not a primary office or employment for that member; and
  - iii. in respect of which the duties are of a limited nature only. In relation to any particular office, or employment, the Council may resolve or by Regulation

decide that the office or employment is of a limited nature based on the duties involved and the remuneration paid by the College. In addition, in relation to any particular person, the Council may resolve that the person's duties are of a limited nature where the remuneration for them would not normally be the principal source of remuneration of the person performing them

### **3. Senior Disputes Panel and Senior Disputes Appeal Panel constituted under Statute XXVIII**

#### *Constitution of Panels*

- a) A Senior Disputes Panel consists of three persons selected by the Council from a list of not less than seven Fellows appointed annually by the Council. The Council also selects a Chairman of the Panel. In selecting members of the Panel, the Council must exclude the person charged and any person who has had any involvement with any matter that would make her or his participation as a member of the Panel unfair. In the event that additional members are required Council may appoint further members either from the list of seven Fellows appointed annually by the Council or from among the Fellows.
- b) If a matter to be considered by the Senior Disputes Panel concerns a question of health or incapacity on medical grounds, the Senior Disputes Panel is not comprised as set out above but instead comprises one person nominated by the Council; one person nominated by the person concerned or, in default of the latter nomination, by the Council; and a medically qualified Chairman jointly agreed by the Council and the person concerned or, in default of agreement, nominated by the Regius Professor of Physic in the University.
- c) Save where otherwise provided in these Regulations, if a person is aggrieved by a decision of the Senior Disputes Panel made in a matter in which that person is directly concerned, and she or he gives notice of appeal in accordance with these Regulations, such appeal must be heard by the Senior Disputes Appeal Panel. The Senior Disputes Appeal Panel comprises the person who is the Visitor. If the Visitor is unable or unwilling to act, the Council must appoint a person (nominated by the Visitor) who holds or has held judicial office or is a barrister or solicitor of at least ten years' standing. The person appointed sits alone unless she or he considers that justice and fairness will best be served by sitting with two other persons. If the appointed person does not wish to sit alone she or he nominates two other persons to be appointed by Council, at least one of whom is a member of the Regent House of the University who is not a Fellow of the College.
- d) Where a member of a Panel appointed in accordance with this Regulation is for any reason unable to participate in its work, the Council may appoint another person to be a member of the Panel, either generally or for the determination of a particular matter in accordance with paragraph (a) above.
- e) The Council must appoint a suitable person or persons to act as secretary of the Senior Disputes Panel and the Senior Disputes Appeal Panel. The secretary may not be a member of the Panel. In appointing the secretary, the Council

must exclude any person who has had any involvement with the matter that would make her or his appointment as secretary unfair.

- f) The College meets all proper costs of members of any Panel and of its secretary and legal adviser, if any.

*Disqualification of Panel members*

- g) A person who believes that she or he has an involvement with the matter before a Panel that would make her or his participation as a member of the Panel unfair must for that reason decline to accept appointment as a member of the Panel, or, if already appointed, must disqualify him or herself from the Panel.
- h) A member of a Panel who fails to attend the whole of any hearing (save for absences which, in the opinion of the Chairman, are immaterial) is disqualified from the Panel.
- i) If the member of the academic staff under consideration by a Panel (“the Member Concerned”) believes that a member of the Panel has an involvement with the matter before the Panel that would make her or his participation as a member of the Panel unfair, then the Member Concerned must object on that ground to the Panel Chairman without delay, and in any event not later than the start of the first hearing of the matter by the Panel. The Panel Chairman must rule on any such objection (including such an objection relating to him or herself). If the objection is upheld the member of the Panel concerned is disqualified from acting further. A ruling dismissing the objection is open to appeal to the Council or to the Master acting on behalf of the Council, whose decision is final.
- j) No objection of the sort referred to in paragraph (i) above may be entertained after the start of the first hearing of the matter by the Panel, unless the Senior Disputes Panel Chairman (or the Senior Disputes Appeal Panel Chairman if the objection is taken at the appeal stage) is satisfied that it was not reasonably practicable for the Member Concerned to have raised the matter earlier. A ruling declining to entertain a late objection is open to appeal to the Council or to the Master acting on behalf of the Council, whose decision in the matter is final.
- k) Where a member of a Panel (not being the Panel Chairman) is disqualified from acting, the Panel may, with the consent of the Member Concerned, continue to act, notwithstanding such reduction in membership. Alternatively the Panel Chairman may request Council to select a replacement member in accordance with the rules for selection, and may adjourn proceedings pending that appointment. Where the Chairman of a Panel is disqualified, a new Chairman must be selected in accordance with the rules for selection.
- l) Where a person is added to the membership of a Panel, then any hearing that has already taken place in whole or in part must be disregarded and must be held afresh.

*Role and powers of the Panel*

- m) The Panel Chairman must determine all preliminary and procedural matters on behalf of the Panel after such consultation with members of the Panel as the Chairman sees fit.

- n) A Panel may make its decisions (a) unanimously, or (b) if unanimity is impossible, by a majority vote of those members present and voting. In the event of a tie, the Chairman of the Panel has an additional vote.
- o) If the Panel considers it to be necessary in order to allow its procedure to be fair and orderly, it may vary time limits, allow the amendment of charges or of grounds of appeal, permit any departure from the rules or procedure set out in this Regulation, and in exceptional circumstances exclude any person, including the Member Concerned, from any hearing of the Panel.
- p) The Panel has the power to proceed with a hearing in the absence of the Member Concerned or her or his representative.
- q) In exercising any discretion the Panel must seek to give effect to the guiding principles set out in section 2(a) of Statute XXVIII. Any exercise of discretion by the Panel may be made subject to such conditions as it sees fit.
- r) The Panel Chairman may postpone, adjourn and reconvene any hearing or other meeting of a Panel. The Panel Chairman may discharge the Panel and order a rehearing of the matter before a fresh Panel, but may only do so where she or he is of the view that that step is necessary in order to ensure a just and fair process.
- s) Where it appears to the Panel Chairman, whether on receipt of an application made by a party to the proceedings or otherwise, that a material aspect of the matter before the Panel is or is likely to be the subject of criminal or civil proceedings in a court of law or the subject of disciplinary proceedings in the University, the Panel Chairman may direct such stay in the process of the Panel as she or he may consider desirable. Subject to any such stay the Panel Chairman must seek to ensure that the case before the Panel is heard and determined as expeditiously as is reasonably practicable.
- t) The Panel Chairman must arrange for a record of the proceedings of the Panel to be made, by whatever means she or he considers appropriate.
- u) The Panel Chairman must send a document recording the Panel's decision in the case (together with their findings of fact (if any) and the reasons for their decision regarding the case) to the Master, the Member Concerned, the Presenting Officer (if any) and any person who had been added as a party to the proceedings. Where a right of appeal exists, the Chairman must draw the attention of the Member Concerned to that fact and to the procedure, including any time limit, for appeal.
- v) The Panel Chairman has power, with the agreement in writing of the other members of the Panel, by certificate under her or his hand to correct in the record of proceedings or in the document recording the decision of the Panel any clerical mistakes or errors arising from any accidental slip or omission.

*Conduct of hearings*

- w) The overriding objective of the rules of procedure is to enable panels to deal with cases justly. That will include, so far as practicable,
  - i. ensuring that the parties are on an equal footing;
  - ii. saving expense;

- iii. dealing with the case in ways which are proportionate to the complexity of the issues; and
  - iv. ensuring an expeditious and fair process.
- x) Any party to a hearing by the Panel is entitled to be accompanied or represented by a person of her or his choice who may be a trade union representative, whether such person is legally qualified or not, in connection with or at any hearing by any Panel. Normally any such person will be at the cost of the party appointing them but exceptionally the Chairman of the Panel may recommend to Council that the College meets these costs. A party wishing to be so represented must inform the Chairman and the other parties in writing of the appointment or dismissal of any such representative, and must give notice whether any papers or notices in connection with the case should be sent to that representative instead of or in addition to the person charged.
  - y) With the consent of the Council, the Chairman may appoint a legal adviser to assist any Panel in such manner as the Panel may decide; provided that the Panel must alone make any findings, determinations and recommendations.
  - z) Any hearing must take place in private unless the Panel, after considering the views of the Member Concerned, direct otherwise.
  - aa) Panels must, so far as appears to them to be practicable, seek to avoid formality in their proceedings and are not bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before courts of law. They must make such inquiries of persons and witnesses appearing before them as they consider appropriate and must otherwise conduct their hearing in such manner as they consider most appropriate for the clarification of the issues before them and generally for the just handling of the proceedings.

#### **4. Redundancy procedure**

##### *Resolution to effect a reduction in the academic staff by way of redundancy*

- a) This procedure applies where the Council has decided that it may be appropriate to effect a reduction in the academic staff of the College as a whole, or of any area of academic work within the College, by way of redundancy. But it does not apply to any redundancy on the expiry of a fixed term contract.
- b) Where the Council has so decided, it must consult such members of the academic staff and such other persons holding office in, or employed by, the College as it considers likely to be affected by a reduction of the sort contemplated. It must also conduct such further process of consultation as may be required by law or as it may consider appropriate taking account of its role in the process. The Council may specify time limits for response to any consultation that it conducts. After considering the responses received to the consultation, the Council either resolves to take no further action; or resolves to continue, extend or vary the process of consultation, with such modification (if any) of the terms of consultation as it sees fit; or resolves to effect a reduction in the academic staff by way of redundancy and decide what direction (if any) to give in relation to the extent of the reduction.

##### *Selection for redundancy*

- c) Where the Council has resolved to effect a reduction in the academic staff by way of redundancy, it must appoint a Redundancy Committee of one or more persons to select the members of the academic staff for dismissal by reason of redundancy. The Redundancy Committee must act in accordance with any direction of the Council under paragraph (b) above and must carry out such consultation as is required.
- d) The Redundancy Committee formulates the selection criteria which it proposes to employ, and must notify each member of the academic staff considered for selection of those selection criteria. It must afford each member of the academic staff considered for selection the opportunity to make such written or oral representations on her or his own behalf as she or he sees fit. If, following the receipt of such representations, any change is made to the selection criteria, then any member of the academic staff who might be materially affected by such change must be afforded a new opportunity to make such representations.
- e) The Redundancy Committee report in writing their recommendations to the Council.
- f) The Council either approves any selection recommendation, or remits it to the Redundancy Committee for further consideration in accordance with their further directions. If the recommendation is approved, the Council must inform any person selected for dismissal of the selection criteria finally adopted, of the reasons for any dismissal, and of any rights of appeal under this Regulation.
- g) The procedure to be adopted by a Redundancy Committee must be determined by the committee themselves as they see fit, subject to the adoption of a just and fair process which complies with the rules in paragraphs (c), (d) and (e) above.

#### *Appeal*

- h) A member of the academic staff who is given notice of dismissal by reason of redundancy may, within fourteen days from the date of that notice, give to the Master notice of appeal to the Senior Disputes Appeal Panel. The notice of appeal must state the grounds of appeal. The member of the academic staff has no right to appeal the resolution of Council to proceed with a reduction of the academic staff by reason of redundancy.
- i) The lodging of an appeal does not affect the operation of the notice of dismissal, but the Chairman of the Senior Disputes Appeal Panel may extend the period of notice if she or he considers it just and fair in all the circumstances that an extension should be granted.
- j) Where the Senior Disputes Appeal Panel decides to remit the matter back for further consideration, then -
  - i. it may direct that that further consideration should be given by the same Redundancy Committee, or direct that a differently constituted Redundancy Committee be selected for that purpose;
  - ii. it may give such other directions as it sees fit, including directions affecting other members of the academic staff, provided that it may confirm, suspend, extend or cancel any notice of dismissal given to such other members, but not give notice of dismissal to any member of the academic staff not already under such notice; and

- iii. a fresh right of appeal to the Senior Disputes Appeal Panel accrues to any member of staff from notice of dismissal given or confirmed as a result of that further consideration.
- k) Where the Senior Disputes Appeal Panel reaches a final decision on any appeal, there is no further right of appeal against that decision under this Regulation or otherwise within the College.

## 5. Disciplinary procedure

### *Matters which may lead to disciplinary proceedings*

- a) For the purpose of this Regulation disciplinary action may be taken by the College against a member of the academic staff where it is related to conduct or capability or qualifications for performing work of the kind which the member of the academic staff was appointed or employed to do. This may include but is not limited to
  - i. conviction for an offence such as to render the person convicted unfit for the performance of the duties of the office or for employment as a member of the academic staff; or
  - ii. conduct incompatible with the duties of the office or employment; or
  - iii. conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of the office or employment. or
  - iv. physical or mental incapacity.
- b) In section (a):
  - i. ‘capability’ means capability assessed by reference to skill, aptitude, health, or any other physical or mental quality; and
  - ii. (‘qualifications’ means any degree, diploma, or other academic, technical, or professional qualification relevant to an office or position held.
- c) Accordingly, disciplinary action under this Regulation may be taken, and where appropriate a penalty imposed, in respect of misconduct or poor performance including but not limited to the following:
  - i. being convicted of a serious criminal offence (whether committed during the course of employment or not) of a kind that is judged in all the circumstances to be relevant to a member of academic staff’s employment by the College or being investigated for such an offence where, in the reasonable opinion of the College, such investigation has resulted in the loss of trust and confidence in the member of the academic staff by the College;
  - ii. failure, refusal, neglect or inability to perform some or all of the duties or to comply with some or all of the conditions attaching to the post, or performing those duties or complying with those conditions in an unsatisfactory or inadequate manner;
  - iii. wilful disruption of the activities of the College;
  - iv. misconduct on the part of a member of academic staff, including (but not confined to) the following:

- a. breach of any obligation or duty arising under any of the College's Statutes, Regulations, regulations or codes of practice regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, or data protection or any other rules, regulations or codes binding on the member of academic staff;
- b. damage to or improper use of College facilities, premises, property or equipment;
- c. improper interference with the activities of the College or of any member, officer, employee of or visitor to the College;
- d. violent, indecent, disorderly, threatening, abusive, insulting or harassing behaviour or language (whether written, spoken or in any other form);
- e. fraud, deceit, deception or dishonesty in relation to the College or any related activity, including research and examining;
- f. misuse of email or of the internet (including downloading or transmission of material which is defamatory, offensive or obscene, malicious, sexist, racist or protected copyright material) or using email or the internet in breach of any applicable policies or procedures;
- g. unauthorised computer use of access;
- h. absence without leave or just cause;
- i. action likely to cause injury or impair safety;
- j. divulging information or material received in confidence (unless the disclosure is permitted under the Public Interest Disclosure Act 1998 or in accordance with the University's or College's public interest disclosure procedure).

*Less serious matters: Warnings*

- d) If it appears to the Master, after receiving a complaint or otherwise, that there are grounds for believing that the conduct or performance of a member of the academic staff ("the Member Concerned") may have been or may be unsatisfactory, the Master may inquire into the matter. If the Master concludes after investigation (including a meeting with the Member Concerned) that the Member Concerned is or has been at fault, the Master may issue an oral warning. Any such investigation may be conducted by the Master alone or with assistance from such other person as the Master considers appropriate. The Master must specify the reason for the warning, indicate that it constitutes the first stage of the College's disciplinary procedure, and advise the person concerned that she or he may appeal against the warning as set out below.
- e) If the Master concludes after investigation (including a meeting with the Member Concerned) that the fault is sufficiently serious to justify it, or if a further offence occurs after an oral warning, the Master may issue a written warning. Any such investigation may be conducted by the Master alone or with assistance from such other person as the Master considers appropriate. Such a warning must specify the reason for the warning, the improvements required in the conduct or performance of the Member Concerned, and the period of time within which such improvements are to be made. The Master must advise the

Member Concerned that she or he may appeal against the warning as set out below, and indicate that, if no satisfactory improvement takes place within the stated time or further misconduct occurs, charges may be instituted before the Senior Disputes Panel.

- f) The Master must keep a written record of any oral or written warning issued. Each warning must specify a period from the date of issue after which, in the absence of further disciplinary matters arising, it will be disregarded for all purposes. The period may not normally exceed one year unless the Master considers otherwise.
- g) The Member Concerned may appeal in writing to the Master against a disciplinary warning within fourteen days of the date of the warning, stating the grounds of appeal. The appeal must be communicated to the Council. Any appeal will be heard by a Panel constituted in the same way as a Grievance Panel. If the appeal is allowed, the warning is disregarded.

*More serious matters: The institution of charges before the Senior Disputes Panel*

- h) If the Master receives a complaint against a member of the academic staff (“the Member Concerned”) seeking the institution of a charge or charges (“a Charge”) before the Senior Disputes Panel, then the Master may investigate the matter as she or he sees fit. Any such investigation may be conducted by the Master alone or with assistance from such other person as the Master considers appropriate.
- i) If the Master believes (either on receipt of a complaint or at any later time) that the Member Concerned may have committed an act of gross misconduct, the Master may suspend from work on full pay the Member Concerned. Any such suspension may be for no longer than necessary to enable the College to investigate the alleged offence. During the period of suspension the Member Concerned may be refused access to the College’s premises or contact with the College’s fellows, students and employees without the prior consent of the Master and subject to such conditions as the Master may impose. Such suspension will only be imposed after careful consideration and will be reviewed to ensure that it is not unnecessarily protracted. Suspension in these circumstances is not considered as a disciplinary action. Any such suspension must be reported to the Council.
- j) If, whether as the result of the investigation of a complaint or otherwise, the Master considers that there are grounds for believing that a Charge should be instituted before the Senior Disputes Panel, then the Master must write to the Member Concerned inviting her or his comment in writing by a specified date.
- k) As soon as practicable following receipt of the comments (if any) of the Member Concerned, the Master must consider the matter in the light of all the available evidence and may dismiss the matter summarily, or issue an oral or written warning, or determine that a Charge should be instituted before the Senior Disputes Panel.
- l) Where the Master has determined that a Charge should be instituted before the Senior Disputes Panel, then -

- i. the Master must appoint and instruct a suitable person ('the Presenting Officer') to formulate the Charge and to present it, or arrange for its presentation, before the Senior Disputes Panel; and
  - ii. the Master must ask the Council to appoint a Senior Disputes Panel and refer the matter to the Chairman of the Senior Disputes Panel.
- m) If the Master has suspended the Member Concerned any such suspension must be reviewed by the Master at regular intervals, each review taking place within two months of the time of the last decision to suspend.
  - n) The Presenting Officer must seek to ensure that the case is heard and determined as expeditiously as is reasonably practicable.
  - o) The Presenting Officer must send to the secretary of the Panel written notice of the charge or charges to be brought before the Panel and the particulars thereof, and must send with the notice a copy of any documents which it is proposed to produce and a list of all witnesses whom it is proposed to call, together with statements of the evidence that they are expected to give.
  - p) After consultation with the Member Concerned and with the Presenting Officer, the Chairman of the Panel must fix the date, time and place of the hearing.
  - q) Not later than the fourteenth day next preceding (or such shorter period as may be agreed between him and the parties) the date so fixed the secretary of the Panel must send to each party (a) a notice of the hearing which contains information and guidance as to attendance at the hearing, the calling of witnesses and the production of documents, representation by another person and the use of written submissions, and (b) a copy of the charge or charges, together with a copy of the other documents and information specified in paragraph n of this Regulation.
  - r) Not later than the seventh day next preceding the date appointed for the hearing the Member Concerned and any other person who has been added as a party must forward to the secretary of the Panel and to the other parties a copy of any documents she or he wishes to present and a list of all witnesses she or he proposes to call, with statements of the evidence they are expected to give.
  - s) It is the duty of each party to make any necessary arrangements for the summoning of the witnesses she or he proposes to call, the production of documents and generally for the proper presentation of their case before the Panel.
  - t) No new witness or documentary evidence may be introduced by any party beyond those of which notice has been given without the consent of the Panel, and that consent may not be given except for good reason. If such late introduction is permitted, the other party(ies) are allowed an adjournment sufficient to allow him or her to consider and respond to the new evidence and to introduce further evidence in rebuttal.

*Criminal proceedings*

- u) The fact that any person has been or is liable to be prosecuted in a court of law in respect of an act or conduct which is the subject of the proceedings before the Panel does not affect the jurisdiction and powers of the Panel under the

Statute; but the Panel must consider the advisability of referring the matter to the police.

- v) Evidence that a person has been convicted of a criminal offence by or before any court of law, or that any court of law has found proved an offence with which she or he was charged, is admissible in any proceedings before the Senior Disputes Panel for the purpose of establishing that that person committed the offence or was guilty of any act or conduct in respect of which she or he was so charged or convicted.

*The decision of the Senior Disputes Panel*

- w) Where, after a hearing, the Panel finds the Charge or any part thereof to be without substance, it must dismiss the Charge or that part thereof.
- x) Where, after a hearing, the Panel finds the Charge or any part thereof to be established, then before deciding what penalty (if any) to impose, it must give the Member Concerned and the Presenting Officer the opportunity to put forward any matters bearing on the penalty to be imposed unless it is of the view that a sufficient opportunity has already been given in the course of the hearing.
- y) The Panel may decide to impose no penalty, or may impose a penalty comprising one or more of the following:
  - i. discussion of the issues raised with the person concerned;
  - ii. an oral or written warning;
  - iii. removal from any secondary office or employment;
  - iv. the taking of such further or other action under the contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case; or
  - v. combine any of the courses specified above (v) dismissal with or without notice.
- z) If the Panel is of the view that the conduct of the Member Concerned constitutes gross misconduct such as to justify dismissal without notice, it must so state. If the penalty of dismissal without notice is imposed in the absence of such a statement (or, in the event of an appeal, such a statement by the Senior Disputes Appeal Panel), the College may pay to the Member Concerned, in lieu of any notice period, the emolument that would otherwise be due to her or him.
- aa) Where, after a hearing, the Panel is of the view that the Member Concerned should be dismissed, it must so state, specifying the reason, in its findings and dismiss accordingly.

*Appeal*

- bb) The Member Concerned may, within fourteen days from the decision of the Senior Disputes Panel, give to the Master notice of appeal to a Senior Disputes Appeal Panel. The notice of appeal must state the grounds of appeal and whether it is an appeal against the findings of the Senior Disputes Panel, or the penalty imposed, or both. The Master must report the matter to the next meeting of the Council, which must appoint a Senior Disputes Appeal Panel in accordance with the procedure set out above.

- cc) The appeal must then be heard and determined as expeditiously as is reasonably practicable by the Senior Disputes Appeal Panel, which may substitute for the decision of the Senior Disputes Panel any decision that that Panel might have made. The decision of the Senior Disputes Appeal Panel is final.

*The addition of parties, the consolidation of matters and other miscellaneous matters*

- dd) The Chairman of the Senior Disputes Panel may agree to the addition of any other person as party to a case before the Panel; provided that the Chairman must not so act unless she or he is of the view that that step is desirable in order to ensure a just and fair process. Such other person must receive from the Presenting Officer the papers sent to other parties, and has the right to a fair process before any Senior Disputes Panel or Senior Disputes Appeal Panel.

*Concurrent charges*

- ee) The Council may determine that charges against more than one member of the academic staff may be heard concurrently by the same disciplinary Panel. It may further determine that charges against one or more members of the academic staff will be heard concurrently with charges against one or more Student Members of the College or with charges against any Fellow who is not a member of the academic staff. In such a case the Senior Disputes Panel is deemed, in relation to any Student Member of the College, to be constituted concurrently as a disciplinary committee in relation to the Student Member and must proceed giving effect to the requirements of that Statute so far as is consistent with the requirements under Statute XXVIII (*Redundancy, Dismissal, Disciplinary and Grievance Procedures*) and this Regulation.

*Relationship with provisions on incapacity on health grounds*

- ff) If at any stage the Chairman of the Senior Disputes Panel forms the view that the conduct or capability of the Member Concerned may be attributable, wholly or in part, to a medical condition, then she or he must inform the Master, who may report the matter to the Council which must consider whether to appoint a Senior Disputes Panel in accordance with the provisions in Regulation F3(b) above. If the Council or the Master decides not to appoint such a Panel, the proceedings continue before the Panel with its former membership. If a Panel is appointed under Regulation F3(b) above then the newly constituted Panel must decide how to proceed in the light of the progress so far.

## **6. Procedure for assessing incapacity on health grounds**

*The institution of charges before an incapacity Panel*

- a) Where the Master, after consulting the Council, is of the view that a Senior Disputes Panel should consider whether a member of the academic staff (“the Person Referred”) should be dismissed by reason of an incapacity on health grounds under Statute XXVIII (*Redundancy, Dismissal, Disciplinary and Grievance Procedures*) the Council must appoint a Senior Disputes Panel to determine the matter and must at the same time appoint a suitable person (‘the Presenting Officer’) to present the case on behalf of the College to the Panel.
- b) The Master may also, after consulting the Council, suspend the Person Referred from the performance of her or his duties without loss of emolument.

- c) Any person having authority in law to act on behalf of the Person Referred shall have power so to act in respect of all proceedings before the Senior Disputes Panel or a Senior Disputes Appeal Panel. Any requirement in relation to the Person Referred is satisfied if that requirement is fulfilled in relation to the person having authority to act on behalf of the Person Referred or a representative appointed by the Person Referred, whether or not it is also fulfilled in relation to the Person Referred him or herself.
- d) As soon as reasonably practicable after appointment, the Presenting Officer must send to the Person Referred and to the Chairman of the Senior Disputes Panel notice of the reason why it is thought that the dismissal of the Person Referred by reason of incapacity on health grounds should be considered together with a copy of Statute XXVIII and of these Regulations.
- e) The Presenting Officer must seek to ensure that the case is heard and determined as expeditiously as is reasonably practicable.
- f) The Presenting Officer may undertake any further investigations she or he considers appropriate.
- g) The Chairman of the Senior Disputes Panel, after consultation with the Person Referred and with the Presenting Officer, must determine the date and time of a meeting of the Panel for the purpose of a hearing of the case, and must send notice of the date, time and place of the meeting to the Person Referred, to the Presenting Officer and to the members of the Panel.
- h) Not later than 14 days (or such shorter period as may be agreed by him with the parties) before the date appointed for the hearing, the secretary of the Panel must send a notice of the hearing to each party and to any representative. The notice must include (a) information and guidance as to attendance at the hearing, the calling of witnesses and the bringing of documents, representation by another person and written submissions, and (b) a statement of the case, together with a copy of the documents and other information specified in paragraph (d) of this Regulation.
- i) Not later than 7 days before the date appointed for the hearing the Person Referred, or the Person Referred's representative, must send to the secretary of the Panel and to the Presenting Officer a copy of any documents she or he wishes to present and a list of all witnesses she or he proposes to call, with statements of the evidence they are expected to give.
- j) It is the duty of each party to make any necessary arrangements for the summoning of the witnesses she or he proposes to call, the production of documents and generally for the proper presentation of their case to the Panel.
- k) No new witness or documentary evidence may be introduced by any party without the consent of the Panel, and such consent may not be given save for good reason. If such late introduction is permitted, the other party must be allowed an adjournment sufficient to allow him or her to consider the additional evidence and respond to it, and to introduce further evidence as appropriate.

*Medical evidence*

- l) The Presenting Officer may seek from the Person Referred such medical evidence as she or he considers necessary for the purpose of the presentation of the matter to the Senior Disputes Panel. Such evidence may include the opinion

of a medically qualified person appointed by the College, at College expense, to advise on the health of the Person Referred. The medically qualified adviser must not be a member of the Senior Disputes Panel or of any Senior Disputes Appeal Panel. In the event of the Person Referred declining to provide any or all of the evidence requested, the Presenting Officer may apply to the Chairman of the Panel for a direction for the production of medical evidence. The Chairman will then hear and determine the matter, and may direct the production of such medical evidence (whether or not sought by the Presenting Officer) as the Chairman may specify. The Person Referred may seek a review of such a direction by the Panel sitting as a body, whose decision is final.

- m) If, after a direction to produce medical evidence, the Person Referred declines to provide any or all of the evidence directed, the Senior Disputes Panel and a Senior Disputes Appeal Panel may draw such inferences as to the health of the Person Referred as they see fit from all the circumstances of the case.

*The decision of the Senior Disputes Panel*

- n) Where, after a hearing, the Senior Disputes Panel finds that the Person Referred is incapable of performing satisfactorily the duties of her or his office or employment, it may take action which may be any of the following:
  - i. suspension on grounds of ill health pending receipt of evidence to the satisfaction of the medically qualified member or members of the Panel of fitness to resume work;
  - ii. suspension on grounds of ill health pending further review by the Panel at a specified date; or
  - iii. dismissal with or without notice on grounds of ill health.
- o) During any period of suspension on grounds of ill health the Person Referred must be paid in accordance with the terms of her or his office or employment. Any entitlement to pay during absence on ill health grounds must take account of all previous payments made to the Person Referred. If the Panel decide to dismiss without notice on grounds of ill health, the College may pay to the Member Concerned in lieu of any notice period any emolument that would otherwise be due to her or him.

*Appeal*

- p) The Person Referred may, within fourteen days from the decision of the Senior Disputes Panel, give to the Master notice of appeal to a Senior Disputes Appeal Panel. The notice of appeal must state the grounds of appeal and whether it is an appeal against the findings of the Senior Disputes Panel (stating which findings are appealed against), or the action taken by them, or both.
- q) The appeal must be heard and determined as expeditiously as is reasonably practicable by a Senior Disputes Appeal Panel, which may substitute for the decision of the Senior Disputes Panel any decision that that Panel might have made. The decision of the Senior Disputes Appeal Panel is final.

**7. Procedure on the expiry of fixed-term appointments**

- a) Any appointment to an office or employment in the College, by virtue of holding which the person appointed (“the Member Concerned”) will be a member of the academic staff, and which is for a fixed term, must be made

according to a code of practice, approved by the Society, defining the matters to be considered in relation to the expiry of the fixed term and any possible renewal.

- b) The code of practice must -
  - i. sufficiently define the nature and character of the office to inform the Member Concerned of her or his expectations in relation to renewal;
  - ii. define the time at which a review must take place in order for the Council to decide whether the office or employment should be allowed to terminate without renewal, or should be renewed for a further fixed-term, or should be extended to an appointment of indefinite duration;
  - iii. provide for discussion with the Member Concerned in the course of the review;
  - iv. provide for the communication of the outcome of the review, with the reasons for its recommendation, to the Member Concerned before a final decision by the Council in relation to renewal;
  - v. provide for further review at the request of the Member Concerned and for time limits in relation to that further review process.
- c) The decision of the Council whether the office or employment should be allowed to terminate without renewal, or should be renewed for a further fixed-term, or should be extended to an appointment of indefinite duration, must be taken in accordance with the code of practice.
- d) The provisions in the Code of Practice only apply on the expiry of the fixed term. If the College wishes to terminate the contract during the fixed term the College will follow the provisions set out elsewhere in this Regulation.

**8. Procedure for the confirmation of appointments at the end of an initial probationary period**

- a) At the beginning of the second term of the second year of the probationary period the Council shall request:
  - i from the Senior College Lecturer a curriculum vitae and a statement of teaching and contributions to the life of the College (including a list of any publications); and
  - ii from the Senior Tutor her or his opinion of the quality and extent of the Senior College Lecturer's teaching and other contributions to the life and work of the College.
- b) The Council shall, not later than the division of the second term of the second year of the probationary period, consider the information specified in paragraph (a) and resolve either:
  - i that it is minded to offer the Senior College Lecturer reappointment to the retiring age; or
  - ii that it is unable to reach such a decision on the information it has received, in which case the Master shall so inform the Senior College Lecturer, indicate the matters on which the Council has not been satisfied, and seek from her or him such further evidence or observations relating to her or his reappointment as she or he wishes the Council to consider.
- c) The Council shall, not later than the division of the third term of the second year of the probationary period consider all the information specified in paragraphs (a) and (b) and resolve either:
  - i that it is now minded to offer the Senior College Lecturer reappointment to the retiring age; or
  - ii that it is not so minded, in which case the Master shall so inform the Senior College Lecturer, and indicate the matters about which the Council was not satisfied.

**9. Procedure on retirement**

The procedure to be followed when a member of the Academic Staff is approaching retirement is set out in Regulation O.

**10. Procedure for removal from a secondary office or employment or where the duties are of a limited nature**

- a) This Regulation applies where
  - i. the Master is of the opinion that a member of the academic staff ("the Member Concerned") should be removed from a secondary office or employment before its prescribed or normal termination date, but is not aware of any grounds that would justify proceedings for dismissal from a primary office or employment held by the Member Concerned; or
  - ii. the duties of a member of the academic staff ("the Member Concerned") are of a limited nature and the Master is of the opinion that the Member Concerned should be removed from her or his office or employment before its prescribed or normal termination date. A person's duties shall be taken to be of a limited nature if the remuneration for those duties is not the

principal source of remuneration of that person. In relation to any particular office, or employment, the Council may resolve or by Regulation decide that the office or employment is of a limited nature based on the duties involved and the remuneration paid by the College. In addition, in relation to any particular person, the Council may resolve that the person's duties are of a limited nature where the remuneration for them would not normally be the principal source of remuneration of the person performing them.

- b) The Master must discuss the reasons for that opinion with the Member Concerned. If, after that discussion, the Master remains of the same opinion, then she or he must ask the Council to refer the matter to the Senior Disputes Panel to consider the matter and to report. Before reporting, the Senior Disputes Panel must give the Member Concerned a fair opportunity to show why she or he should not be removed from the secondary office or employment or from the limited duties before its prescribed or normal termination date.
- c) The report of the Senior Disputes Panel must be communicated to the Member Concerned for comment by a specified date, and must then be communicated, with the comments (if any) of the Member Concerned, to the Council, whose decision in the matter is final and is treated as an appeal.

#### **11. Procedure for dismissal on other grounds**

- a) If it appears to the Master, after receiving a complaint or otherwise, that there are grounds for believing that a member of the academic staff ("the Member Concerned") should be dismissed for some substantial reason other than one in respect of which provisions are made elsewhere in these Regulation, then the Master may determine that the matter should be considered by the Senior Disputes Panel.
- b) Where the Master has so determined, then -
  - i. the Master must appoint and instruct a suitable person ("the Presenting Officer") to formulate the Charge and to formulate the matter and to present it, or arrange for its presentation, before the Senior Disputes Panel; and
  - ii. the Master must refer the matter to the Chairman of the Senior Disputes Panel.
- c) The procedure to be followed in relation to such a matter before the Senior Disputes Panel (including the procedure for appeal) must be the same as that in relation to a disciplinary procedure under Regulation F5 above.
- d) After hearing the views of the Member Concerned and the Presenting Officer, the Senior Disputes Panel may, as an alternative to proceeding under this Regulation, resolve to continue the proceedings as a disciplinary procedure under Regulation F5 above, provided that it is satisfied that that course is consistent with a just and fair process, and in particular that the Charge for the disciplinary procedure is clearly specified and is fairly related to the matter already before the Panel.

#### **12. Grievance procedure**

- a) The aim of this Regulation is to settle or redress individual grievances promptly and fairly by methods acceptable to all parties.

- b) The grievances to which this Regulation applies are ones by members of the academic staff concerning their appointments or employment where those grievances relate -
  - i. to matters affecting themselves as individuals; or
  - ii. to matters affecting their dealings or relationships with other members of the College;
 not being matters for which express provision is made elsewhere in this Statute.
- c) If other remedies have been exhausted the member of the academic staff may raise the matter with the Master.
- d) If it appears to the Master that the matter has been finally determined under Regulations F.4 - 11 or that the grievance is trivial or invalid, she or he may dismiss it summarily, or take no action upon it. If it so appears to the Master she or he must inform the person concerned accordingly.
- e) If the Master is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of) a matter under Regulations F.4 - 11 she or he must defer action upon it until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and she or he must notify the person concerned accordingly.
- f) If the Master does not reject the complaint under paragraph (d) or if she or he does not defer action upon it under paragraph (e) she or he must decide whether it would be appropriate, having regard to the interests of justice and fairness, for him to seek to dispose of it informally. If she or he so decides she or he must notify the person concerned and proceed accordingly.
- g) The Master may seek the advice of the Council regarding any grievance raised under paragraph (b) of this Section, and must do so at the request of the person aggrieved.
- h) If the grievance has not been disposed of informally under paragraph (f), the Master must refer the matter to a Grievance Panel for consideration.
- i) A Grievance Panel comprises three Fellows of the College, who are not members of Council, appointed annually by the College Council. The Council must appoint one of the members to be Chairman of the Committee.
- j) When referring a grievance to the Grievance Panel the Master must furnish it with a written statement of the grievance, provided by the aggrieved person, and must send a copy of that statement to any person mentioned or named in it whose conduct forms part of the matter giving rise to the grievance.
- k) A grievance that has been referred to a Grievance Panel must not be disposed of without an oral hearing at which the aggrieved person and any person against whom the grievance lies has the right to be heard and to be accompanied by a friend or representative, to give evidence, to call witnesses, to question any witness concerning any relevant evidence, and to address the Panel after any evidence has been heard, but, subject to this, the Panel may regulate its own procedures, making such inquiries and seeking such advice as it considers necessary.
- l) It is the duty of the Panel to consider and determine the grievance as expeditiously as is reasonably practicable.

- m) The Panel must inform the Council and the aggrieved person in writing whether the grievance is or is not well-founded, and if it is well-founded the Panel must make such proposals (giving its reasons for so doing) for the redress of the grievance as it thinks fit.
- n) The Council must consider the proposals of the Panel. In reaching any decision upon the matter, it must seek to give effect to the guiding principles stated in Section 2 of Statute XXVIII.
- o) There is no further right of appeal.

**13. Procedure for the removal and dismissal of the Master from Office**

- a) The procedure for the removal of the Master from office requires:
  - i. the initial consideration by the Council (exclusive of the Master and the complainant Fellows) of a complaint by any three Fellows seeking the dismissal or removal of the Master from office;
  - ii. the dismissal by the Council of such complaint if they are of the view that it is not supported by sufficient evidence for dismissal or removal from office;
  - iii. otherwise, the appointment by the Council of a panel to hear and determine the matter, which panel comprises three persons who are not Fellows and are not employed by the College, one of whom holds, or has held, judicial office, or who is a barrister or solicitor of at least ten years' standing, that person to be chair of the panel;
  - iv. the dismissal or removal of the Master from office if the panel decide that there is sufficient reason for such dismissal or removal.
- b) The Master may institute an appeal against dismissal or removal from office by serving on the President a notice in writing setting out the grounds of the appeal. A notice of appeal must be served within twenty-eight days of the date on which the notice of dismissal was sent to the Master; provided that the person appointed to hear an appeal has power to hear an appeal commenced after that date if he considers that justice and fairness so require in the circumstances of the case. Such an appeal:
  - i. is heard and determined by the Visitor, unless he is unable or unwilling to do so, in which case the Council appoints a person, who holds, or has held, judicial office or a barrister or solicitor of at least ten years' standing, nominated by the Visitor to hear and determine the appeal. Notice of any such appointment must be sent to the parties to the appeal by the President;
  - ii. can be heard by the one person alone, but if the person who is to hear the appeal decides to sit with two other persons, he must notify the parties that he has done so, and of their names. In this event references to the person hearing the appeal are construed as references to him and to the persons he appoints;
  - iii. must include a hearing by the appeal panel, but that hearing need not take the form of a re-hearing of the evidence;
  - iv. may substitute for the decision of the panel first hearing the matter any decision that that panel might have made.

- c) Any dismissal or removal of the Master for incapacity on medical grounds must be made pursuant to Statute XXVIII Part IV provided that the President shall perform any duty or exercise any power there assigned to the Master.

## **G. Proceedings under Statute VII.G and XII.A.5**

(Fellows and College Officers who are not members of the Academic Staff) (Modified 18 July 2011.)

1. In any case in which the Society is
  - a) considering the removal of a Fellow who is not a member of the academic staff, or
  - b) considering the dismissal from an office or employment in the College before its prescribed or normal termination date of a Fellow who is not a member of the academic staff,the Society may refer the matter to a Senior Disputes Panel to determine in accordance with the procedural rules contained in Statute XXVIII and Regulation F.
  
2. In any case where a Panel of Inquiry is appointed pursuant to Statute VII.G or XII.A.5
  - a) the Master and Fellows, or the Council, as may be, shall designate one of the Panel to be their chairman, and shall appoint a suitable person to be their secretary, and another suitable person to present, or arrange for the presentation of, the case against the Fellow or Officer;
  - b) the Panel, their secretary, and the person appointed to present the case, shall have the powers given, and follow the procedures prescribed, by Regulations F3(a) and (d)-(aa).
  - c) the Panel shall have regard to the guiding principles of Statute XXVIII.2, and if of opinion that the matter referred to them cannot be justly and fairly determined without their considering a report on the mental or physical health of the Fellow or Officer, shall
    - i. so inform him in writing;
    - ii. seek his consent in writing to their requesting from his medical practitioner a medical report on him, and
    - iii. if the Fellow or Officer does not so consent, request the Regius Professor of Physic to nominate an appropriate medical practitioner to advise the Panel on the evidence placed before them of the Fellow's or Officer's mental or physical health;and the College shall meet the reasonable costs of obtaining such medical report or advice.

## H. Redress of Grievances

(of Fellows and office holders who are not members of the Academic Staff (10 June 1996, and modified 18 July 2011))

1. Any Fellow or holder of any office in the College (not being a member of the academic staff to whom Statute XXVIII applies) who considers that he has a grievance relating to any matter affecting
  - i. him individually as a Fellow or office-holder (including any decision of the Council not to reappoint him to, or to abolish, any office he holds); or
  - ii. his personal dealings or relationships with any other Fellow or member of the College,may raise the matter with the Master, (or if his grievance concerns his personal dealings or relationship with the Master, with the President). Such grievance shall normally be raised within six months of the last of the actions or events coming to the notice of the Fellow or office-holder.
2. If it appears to the Master (or President) that the grievance is trivial or invalid, or that it, or the substance of it, has already been determined by the Council, he shall (subject to Regulation 3) within 42 days in Full Term of the matter being raised with him inform the Fellow or office-holder that he proposes to take no action upon it.
3. If it appears to the Master (or President) that the grievance relates to any matter that is, or is likely to be, considered in proceedings under Statutes VII.G and XII.A.5, he shall defer action upon it until such proceedings have been concluded or are no longer likely.
4. In every other case the Master (or President) shall consider whether it would be appropriate, having regard to the interests of justice and fairness, for him to seek and dispose of it informally, and if he decides that it would be, he shall inform the Fellow or office-holder and proceed accordingly.
5. If the Master (or President) decides that it is inappropriate to dispose of the grievance informally, or if, despite his attempt to do so, the Fellow or office-holder informs the Master (or President) in writing that he remains aggrieved, the Master (or President) shall refer the matter to a Grievance Committee appointed pursuant to Statute XXVIII.17. In doing so the Master (or President) shall furnish the Grievance Committee with a written statement of the grievance, provided by the aggrieved person, and shall send a copy of that statement to any person mentioned or named in it whose conduct forms part of the matter giving rise to the grievance.
6. The Grievance Committee shall comply with the requirements of Regulation F 12(k) and (l) and shall make a written report to the Council as to whether the grievance is or is not well-founded, and if it considers it is well-founded, the Committee shall make to the Council such proposals for the redress of the grievance as it thinks fit.

## **I. The Assistant Staff**

(Made on 20 July 2009, and modified 18 July 2011. Revised and re-enacted on 30 January 2012.)

There shall be a Staff Handbook issued under the authority of the Council which shall contain the terms and conditions of the employment of assistant staff and the policies (including the policies and procedures relating to disciplinary action and appeals against dismissal governing assistant staff) approved by the Council from time to time. The Bursar shall be responsible to the Council for the introduction, issue and updating of the Staff Handbook.

## **J. Declaration of Interests by Members of Council**

(Made on 11 December 2006, and amended 18 October 2010 and 18 July 2011.)

### **1. Material Interests**

- a) A material interest is any matter which may influence the judgment of the person possessing it, or may reasonably appear as capable of influencing that person's judgment, so that the judgment may not be, or may not appear to be, exercised wholly and exclusively in the interests of the College.
- b) But an interest shall not be a material interest unless the person having the interest either knew about it or should reasonably have been aware of it.
- c) Any position as a company director or charity trustee shall not constitute a material interest unless there is a reasonable possibility that the company or the charity, as the case may be, may be engaged in some business, appeal, or transaction involving the College.
- d) If the Master considers that any member of the Council may have a material interest in an item of business, then the Master may refer the matter to the Council, who shall, in the member's absence but after hearing his or her views, determine the matter. The determination of the Council shall be binding on the member concerned.

### **2. Register of Interests**

- a) The Senior Bursar shall maintain a Register of Interests of members of the Council, into which shall be entered such information as may be required by this Regulation or as may reasonably be requested by the Senior Bursar.
- b) The Register of Interests shall include a statement of membership of any Faculty or Department in the University, and the holding of any office or position in the University.
- c) The Senior Bursar shall seek information for entry into the Register of Interests from members of the Council when they become members, and also annually. Members of the Council shall notify the Senior Bursar of changes in their information relevant to the Register of Interests as they occur.
- d) The Register of Interests shall be available for inspection in the Senior Bursar's Office by any member of the College.

### **3. Declaration of Interests**

- a) Each agenda for a meeting of the Council shall contain an early item "Declaration of Interests".
- b) A member of the Council who has a material interest in an item of business before the Council shall declare that fact on each occasion that the business is under consideration. But that shall not be required
  - i. for business solely for report which is not discussed by the Council; or
  - ii. where the interest arises from the holding of an office or position in the College, where other persons holding such an office or position in the College have a similar interest; or

- iii. where the interest arises from membership of a Faculty or Department in the University, or the holding of an office or position in the University, where other members of the Faculty or Department or the other persons holding such an office or position in the University, as the case may be, have a similar interest.
- c) A member of the Council declaring an interest shall withdraw from any part of a meeting at which the business is under consideration, and shall not speak or vote on the matter.
- d) But if the interest is not a pecuniary interest, then the Council may resolve that the member may remain present, and may further resolve to permit the member to speak or to vote on the matter.
- e) Where a member withdraws from a meeting in accordance with Rule 3(c), that fact shall be recorded in the minutes of the meeting. Any resolution of the Council under Rule 3(d) shall be recorded likewise.

#### **4. Special Decisions**

- a) A special decision of the Council is one in which a majority of the decision-makers have a material interest.
- b) For this purpose the decision-makers shall be taken to comprise the members of the Council present when the decision is made, except for any member who is not entitled to vote in consequence of these rules or for any other reason.
- c) Before the Council make a special decision they will consider, having taken full regard of all the circumstances of the matter
  - i. whether the nature of the conflict of interest is so pervasive throughout the Council that they have no alternative but to surrender their discretion by seeking the direction of the Charity Commission in the matter; or
  - ii. whether, notwithstanding the conflict of interest, they are nevertheless able fairly and reasonably to take the decision; and, in that case,
  - iii. whether, before making their decision, they should seek the advice of the Charity Commission in the matter.

#### **5. Committees and Other Bodies**

- a) The above rules shall apply with necessary modifications to committees, working parties and other bodies within the College, as they apply to the Council.
- b) But Rules 1(d), 2 and 4 shall not apply, and any other rule may be disapplied either generally or for specified items of business by the Council.

## **K. Disqualification as a Charity Trustee**

(Made on 11 December 2006, and modified 18 July 2011.)

1. This Regulation applies to:
  - a) Fellows;
  - b) Emeritus Fellows who have been nominated or elected to serve as a member of Council;
  - c) persons who have been nominated or elected to serve as a member of Council pursuant to Statute III.1(c).
  
2. Any person to whom this Regulation applies who:
  - a) has been convicted of any offence involving dishonesty, fraud or deception;
  - b) has been adjudged bankrupt or sequestration of whose estate has been awarded and (in either case) has not been discharged, or who is the subject of a bankruptcy restrictions order or an interim order;
  - c) has made a composition or arrangement with, or granted a trust deed for, his or her creditors and has not been discharged in respect of it; or
  - d) has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners or by order of the High Court or the Court of Session;
  - e) is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, to a disqualification order under Part II of the Companies (Northern Ireland) Order 1989, or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order); or any statutory provision replacing this legislation

shall without delay inform the Master of the circumstances of the matter, and (if a member of Council) shall thereupon cease to act as a member of Council, and shall in any event be ineligible to serve as a member of Council unless and until he or she ceases to be disqualified to act as a charity trustee.

## **L. Members of College under Statute XI**

(Made on 18 July 2011, and modified 30 January 2012, 20 October 2014, 15 July 2019 and 13 July 2020.)

1. The following are the titles that may be conferred on Members of the College admitted under Statute XI: St Radegund Fellow, Companion or Member of the Society of St Radegund, Visiting Fellow, Teaching Bye-Fellow and College Post-doctoral Associate.
  - 2 (a) The title of St Radegund Fellow may be conferred on a person whose benefactions to the College are of outstanding munificence, that of Companion of the Society of St Radegund on a person whose benefactions to the College are especially generous, and that of Member of the Society of St Radegund on a person whose benefactions are major ones, and shall in each case (and subject to Statute XI(d)) be enjoyed for life.
    - (b) Benefactions of or exceeding £1 million in value shall be regarded as of ‘outstanding munificence’; those of or exceeding £500,000 in value to be ‘especially generous’; and those of or exceeding £100,000 in value to be ‘major ones’.
    - (c) Such Fellows, Companions and Members shall be invited to the Commemoration of Benefactors’ Service and to the subsequent dinner, as well as to the dinner for the Society of St Radegund, and they shall enjoy such other privileges and amenities as the Council may from time to time determine. St Radegund Fellows shall also be invited to the Audit and the Summer Feasts, and each may be accompanied by a guest of their choosing.
  - 3 (a) The title of Visiting Fellow may be conferred for a single period not exceeding three years.
    - (b) A Visiting Fellow shall enjoy such other privileges and amenities as the Council may from time to time determine, and shall (subject to Statute XI(d)) remain a member of the College for life.
  - 4 (a) The title of Teaching Bye-Fellow may be conferred for a period or periods of not more than five years at a time on a person who has agreed to teach students of the College for not fewer than 100 hours or carry out equivalent duties for the College in an academical or calendar year.
    - (b) A Teaching Bye-Fellow shall be invited to the Commemoration of Benefactors’ dinner, shall enjoy such other privileges and amenities as the Council may from time to time determine, and shall (subject to Statute XI(d)) remain a member of the College for life.
  - 5 (a) The title of College Post-doctoral Associate may be conferred for a period of not more than three years, with the possibility of renewal for a single period of not more than one year, on a person employed by the University or affiliated institution to undertake research.
    - (b) A College Post-doctoral Associate shall enjoy such privileges and amenities as the Council may from from time to time determine and shall, unless the Council otherwise resolves (and subject to Statute XI(d)), remain a member of the College for life.

## **M. The College Accounts**

(Made on 18 July 2011, and modified 10 March 2014.)

1. The College Accounts must be presented to the Council, as required by Statute XIX.2, no later than the last Council meeting of Michaelmas Term.
2. Nominees to the office of Fellow Auditor must be Members of the Society who, during both the year in respect of which the Audit is held and the year during which the Fellow Auditor's report is presented:
  - a) are not Members of the Bursarial Committee; and
  - b) are not Members of Council.
3. Fellow Auditors (if elected):
  - a) are appointed to serve for two years; appointments shall be made so as to ensure that there is an overlap between auditors, with each auditor serving in his/her first year as a junior auditor and in his/her second year as a senior auditor;
  - b) must be sent, as soon as they are available:
    - i. the College printed accounts;
    - ii. the Bursar's report on the accounts; and
    - iii. the report of the external auditors.

On the basis of these documents, and of any questions which they may wish to put to the Bursar or the external auditors, and their attendance at the Audit meetings of both the Bursarial Committee and Council, to which they shall be invited for the period of the meetings of both bodies when the Accounts are being considered, they will draw up a report which will be submitted to a meeting of Society in the immediately ensuing Lent Term. That Report will be considered by Council at its next meeting thereafter, and subsequently, if Council so requires, by the Bursarial Committee. The Council and Bursarial Committee shall invite the Fellow Auditors to be present for the period of the meetings of both bodies when their Report is being considered.

## **N. Affixing of the College Seal under Statute XX.3**

(Made on 18 July 2011)

The College Seal may be affixed at a meeting of the Council or in the presence of any three of: the Master, President, Bursar, Senior Tutor and two Fellows. A Seal Register must be maintained and signed by the Master, other College Officer or the senior Fellow witnessing the sealing.

## **O. The Retirement of Fellows of Class A or Class B and non-Fellow members of the Academic Staff**

(Made on 28 May 2012, and modified 5 November 2012)

1. The College Retirement Age is 67, and any reference to it is to be read as retirement at the end of the academical year in which this age was reached.
2. When electing or re-electing a Fellow of Class A or Class B who will reach the College Retirement Age within five years, the Council shall have regard to that fact when determining the length of tenure.
3. Before electing or re-electing any Fellow of Class A or Class B who will have reached the College Retirement Age at the beginning of the tenure for which she or he is elected or re-elected, the Council shall have regard to the report of the panel appointed pursuant to section 6 of this Regulation, and of any written comments on that report which the Fellow may have sent to the Master within fourteen days of receiving it.
4. Any election or re-election shall be to a Fellowship in Class A and in the case of any person who will at the beginning of the period of tenure have reached the College Retirement Age shall be for a period not exceeding three years.
5. Not more than twelve months and not less than six months before a Fellow of Class A or Class B reaches the College Retirement Age or, if having already passed that Age, before the tenure of her or his Fellowship ends, she or he may request the Master in writing that the Council should re-elect her or him to that Fellowship, stating the nature of the work on behalf of the College which she or he is willing to undertake. Such work shall be either:
  - (a) such supervision of students and direction of their studies as the Council had required (or would, if the Fellowship had not been of Class B, have required) of the Fellow before she or he reached the College Retirement Age, and/ or
  - (b) the holding of an office specified in the Schedule to this Regulation, or
  - (c) that which she or he is currently employed to do.
6. The Master shall inform the Council of the receipt of a request complying with section 5. The Council shall thereupon appoint a panel of three Fellows who shall meet with the Fellow who has made that request, and consider the case, having regard to the welfare of the College as a place of education, religion, learning and research (Statute VII.A.3), to whether there are younger Fellows able and willing to undertake the relevant work, to Statute XII.A.2 (College Offices which must be held by a Fellow) and to the strength of the case. The panel shall then send to both the Master and that Fellow a written report stating whether, the request should, in the panel's opinion, be granted.
7. A request from:
  - (a) a Fellow who, being about to retire from her or his University office before reaching the College Retirement Age, will thereby vacate her or his Fellowship (Statute VII.B.3(c)), to continue to engage in work for the College, or
  - (b) a member of the Academic Staff who is not a Fellow of Class A or Class B to continue in her or his employmentshall be considered and determined in the same way.

8. If the Society elects a person to be Vice-Master or President who is, or will or may at any time during her or his tenure of that office become, an Emeritus Fellow, the Council may elect that person to a Fellowship in Class A for the period of that tenure without having first complied with sections 3, 5 and 6 of this Regulation.

#### Schedule

The offices referred to in section 5 are those of

1. Senior Tutor
2. Bursar
3. Tutor for Graduate Students
4. Tutor for Admissions
5. Financial Tutor
6. Dean of Chapel
7. Dean of College

## **P. Interpretation**

(Modified 18 July 2011, 30 January 2012, 1 December 2014 and 14 October 2019)

1. References in the Regulations of the College to Tutor shall include the following officers:

The Senior Tutor

The Tutor and Deputy/ Assistant Tutor for Graduates

The Financial Tutor

The Tutor for Admissions (Sciences)

The Tutor for Admissions (Arts)

The Welfare Tutors