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UNIVERSITY OF
CAMBRIDGE

NOTICES**Calendar**

19 January, *Saturday*. Congregation of the Regent House at 2 p.m. (see below).

22 January, *Tuesday*. Discussion at 2 p.m. in the Senate-House (see below).

24 January, *Thursday*. End of first quarter of Lent Term.

3 February, *Sunday*. Preacher before the University at 11.15 a.m., Dr A. Rowlands, *G, ED*, Lecturer in Theology and Ministry, King's College, London.

Discussions at 2 p.m.

22 January

5 February

19 February

5 March

19 March

Congregations

19 January, *Saturday at 2 p.m.*

16 February, *Saturday at 2 p.m.*

23 March, *Saturday at 10 a.m.*

Notice of a Discussion on Tuesday, 22 January 2013

The Vice-Chancellor invites those qualified under the regulations for Discussions (*Statutes and Ordinances*, p. 107) to attend a Discussion in the Senate-House on Tuesday, 22 January 2013, at 2 p.m. for the discussion of:

1. Second-stage Report of the Council, dated 3 December 2012, on the restructuring and rationalization of hospital facilities for the Department of Veterinary Medicine at West Cambridge (*Reporter*, 6288, 2012–13, p. 206).
2. Report of the General Board, dated 28 November 2012, on the establishment of two Professorships in the Faculty of Philosophy (*Reporter*, 6288, 2012–13, p. 207).
3. Report of the General Board, dated 28 November 2012, on the re-establishment of the Professorship of Aerothermal Technology (*Reporter*, 6288, 2012–13, p. 208).
4. Report of the General Board, dated 28 November 2012, on the establishment of two Readerships in Judge Business School (*Reporter*, 6288, 2012–13, p. 208).
5. Annual Report of the Council for the academical year 2011–12, dated 26 November 2012 (*Reporter*, 6289, 2012–13, p. 214).
6. Annual Report of the General Board to the Council for the academical year 2011–12, dated 28 November 2012 (*Reporter*, 6289, 2012–13, p. 222).
7. Reports and Financial Statements for the year ended 31 July 2012 (*Reporter*, 6289, 2012–13, p. 227).
8. Report of the Council, dated 10 December 2012, on the demolition of the former Madingley Cricket Pavilion, Madingley, Cambridgeshire (*Reporter*, 6290, 2012–13, p. 279).

The Reports published in this issue (on pp. 307 and 309) will be discussed on Tuesday, 5 February 2013.

Amending Statutes for Christ's College: Notice

10 January 2013

The Vice-Chancellor gives notice that he has received from the Governing Body of Christ's College, in accordance with the provisions of Section 7(2) of the Universities of Oxford and Cambridge Act 1923, the text of a proposed Statute to amend the Statutes of the College. The current Statutes of the College and the amending Statute are available on the College's website: http://www.christs.cam.ac.uk/college-life/admin/proposed_statutory_reforms/.

Paper copies may be inspected at the University Offices until 10 a.m. on 1 February 2013.

Notice of a benefaction

7 January 2013

The Vice-Chancellor gives notice that he has received with gratitude a legacy of £216,000 from the late Barbara Debenham to establish the Debenham Scholars Fund to support research in Polar Science through the provision of scholarships. The Council is submitting a Grace to the Regent House (Grace 1, p. 310) for the approval of regulations to govern the Fund.

Report of the Review Panel, dated 10 October 2012, to the Council and the General Board of the Review of the University's IT infrastructure and support: Notice in response to Discussion remarks

14 January 2013

The Council is grateful to the members of the Regent House for their comments on the Review of the University's IT infrastructure and support (*Reporter*, 6287, 2012–13, p. 179). As noted in the Notice published on 24 October (*Reporter*, 6282, 2012–13, p. 57), the Review Panel will consider all comments received during the consultation period in December and the response will be published later this term.

Annual Report of the Audit Committee for the financial year 2011–12: Notice

The Council has received the Annual Report of its Audit Committee for 2011–12. The report is published for the information of the University. Appendices B–G are available at http://www.admin.cam.ac.uk/reporter/2012-13/weekly/6293/Audit_AnnualReport_Appendices.pdf.

1 Introduction

The Audit Committee is required to submit an annual report to Council, the Vice Chancellor, and subsequently to the Higher Education Funding Council for England ('HEFCE'). The Audit Committee Annual Report is informed by the internal audit annual report (Appendix A – not published with this report).

This report follows the guidance set out in Appendix 6 of HEFCE's Handbook for Members of Audit Committees in Higher Education Institutions.

This Audit Committee Annual Report is for the Financial Year 1 August 2011 – 30 July 2012 and includes the opinion of the Audit Committee on the reliance to be placed on the internal control and reporting systems of the University. The opinion is based on the Committee's consideration of the University's risk register, the internal auditor's annual report, a draft of the external auditor's Management Letter, other work commissioned by the Committee during the year, and on discussions at its meetings and workshops.

1.1 Internal auditor

Deloitte LLP are the University's internal auditors and were appointed in January 2010.

1.2 Internal audit reports

This report refers only to those final internal audit reports that have been received and considered by the Audit Committee during the financial year under consideration and up to the date of this report. This will include any reports that were issued in draft during 2010–11, but which were not finalized for the Committee's consideration until the 2011–12 financial year. This will not include any 2011–12 reports that have been finalized recently by internal audit, but which have not yet been considered by the Audit Committee at one of its meetings.

During 2011–12 and up to the point of writing, the Committee has received and considered 48 internal audit reports. Where a rating was ascribed, 90% of reports were given Satisfactory or Full assurance.

1.3 External auditor

PricewaterhouseCoopers LLP were reappointed as the University's external auditor.

2 Audit Committee opinion

This section provides the Audit Committee's opinion on the adequacy and effectiveness of institutional arrangements during 2011–12 and up to the date of this report.

2.1 Opinion – risk management, control, and governance

The Audit Committee has monitored and considered the effectiveness of the University's risk management, control, and governance throughout 2011–12. These arrangements support the University in fulfilling its policies, aims, and objectives, enabling the University to identify, understand, and manage its principal risks, and to be accountable and transparent in its governance. The Committee has noted that there has been continuous improvement across the University's activities: the University, individual institutions, and subsidiary companies are making clear and sustained efforts to understand, communicate, and incorporate best practice in risk management, governance, and internal controls.

The Committee has agreed that the Statement of Internal Control in the Financial Statements for 2011–12 is an accurate reflection of the risk management, control, and governance arrangements in place. The Committee is satisfied that these arrangements are adequate and effective.

2.2 Opinion – economy, efficiency, and effectiveness (value for money)

The Committee has monitored the effectiveness of the University's financial controls, systems, and management structures in place for promoting efficiency, effectiveness, and economy in the use of public funds and other resources.

The Committee has noted the continuing adoption of and improvement in financial procedures and management practices designed to support the achievement of value for money and institutional effectiveness. The Committee is satisfied that these arrangements are appropriate and effective.

2.3 Opinion – data integrity

The Audit Committee has monitored the effectiveness of the University's management and quality assurance of data submitted to HESA, to HEFCE, and to other funding bodies. Internal audit reviews of various aspects of data management have been conducted in the year for which substantial assurance was given. The Committee is satisfied that the management control and quality assurance of data submitted are adequate and effective.

3 Audit Committee membership

3.1 Constitution of the Audit Committee

The Constitution of the Audit Committee is set out in the *Statutes and Ordinances of the University of Cambridge* (see Appendix B).

3.2 Membership, 2011–12

Chairman:	Mr John Shakeshaft
Secretary:	Dr Jonathan Nicholls, Registry
Assistant Secretary:	Mrs Tamsin Mann (to 31 May 2012); Dr Rachel Coupe (from 1 June 2012)

Table 1: Membership of the Committee, 2011–12

<i>Class of membership*</i>	<i>Name of member</i>	<i>Limit of tenure</i>
(a)	Mr John Shakeshaft	31 December 2013
(b)	Mr Robert Dowling	31 December 2012
	Dr David Good	31 December 2012
(c)	Mr Nicholas Martin	31 December 2012
	Mr Michael Starkie	31 December 2012
	Mr John Dix	31 December 2013
	Dr Andrew Cates	31 December 2013
(d)	Prof. Lindsay Greer	31 December 2012
	Dr Thomas Keith Carne	31 December 2012
	<i>vacancy</i>	

* Class (a): Chairman and External member of the Council; Class (b): Members of Council; Class (c): External members; Class (d): Co-opted members.

3.3 Process of appointment

Members are appointed to the Audit Committee by the Council of the University of Cambridge. Membership nominations are made to the University's Advisory Committee of Committee Memberships and External Nominations of Council.

3.4 University officers and auditors

The Audit Committee invites certain senior University officers and the University's external and internal auditors to attend unreserved meetings. On occasion it may also invite other colleagues to attend for a specific agenda item. The Audit Committee also invites the Chair of each of the audit committees of Cambridge Assessment and Cambridge University Press to attend all meetings and to make biannual reports.

The Vice-Chancellor is invited to address the Audit Committee annually.

Table 2: Senior officers, auditors, and other colleagues invited to attend meetings during 2011–12

<i>Position</i>	<i>Name</i>
Director of Finance	Mr Andrew Reid
Senior Pro-Vice-Chancellor (Planning and Resources)	Professor Steve Young
Internal auditor – Deloitte LLP	Mr Richard Evans Mr Richard Neal Ms Kirsty Searles (for 2011–12)
External auditor – PricewaterhouseCoopers LLP	Mr Clive Everest Mr John Minards Mr Simon Ormiston Mr Stephen Wyborn
Chair of the Audit Committee of Cambridge Assessment	Mr Bruce Picking
Chair of the Audit Committee of Cambridge University Press	Dr Richard Barker (for 2011–12)
Director of the Management Information Services Division (MISD)	Mr Paul Dampier
Joint Head of the Legal Services Office	Mrs Joanna Cheffins
Chair of the Cambridge Overseas Trust/Cambridge Commonwealth Trust Audit Committee	Mr Peter Davison
Chair, Subsidiary company governance review committee	Mr Nigel Brown

4 Meetings

The table below provides information on meeting dates, those members who attended the meetings, and colleagues and auditors who attended at the invitation of the Committee.

Table 3: Attendance at meetings, 2011–12

	<i>Members in Class (a)</i>	<i>Members in Class (b)</i>	<i>Members in Class (c)</i>	<i>Members in Class (d)</i>	<i>Senior Officers and Guests</i>	<i>Auditors</i>	<i>Apologies</i>	<i>Quorate</i>
13/10/11	1	2	4	2	2	Internal: 3	1	Yes
17/11/11	1	1	2	1	4	Internal: 3 External: 4	4	Yes
19/01/12 ¹	1	2	2	2	4	Internal: 3	4	Yes
08/03/12	1	2	3	1	6	Internal: 3 External: 3	2	Yes
10/05/12	1	2	3	1	2	Internal: 3	4	Yes
05/07/12	1	2	3	2	2	Internal: 3	2	Yes

5 Terms of reference

The Audit Committee's terms of reference are set out in the *Statutes and Ordinances of the University of Cambridge*.² It is the duty of the Audit Committee:

- (a) to keep under review the effectiveness of the University's internal systems of financial and other control;
- (b) to advise the Council on matters relating to the external and internal auditors including their appointment, the provision by the auditors of any additional services outside the scope of their regular responsibilities, the remuneration of the auditors, and any questions relating to the resignation or dismissal of auditors;
- (c) to ensure that sufficient resources are made available for internal audit;
- (d) to approve proposals for internal audit put forward by the internal auditors;
- (e) to review annually with the external auditors the nature and scope of the external audit;
- (f) to consider any reports submitted by the auditors, both external and internal;
- (g) to monitor the implementation of any recommendations made by the internal auditors;
- (h) to satisfy themselves that satisfactory arrangements are adopted throughout the University for promoting economy, efficiency, effectiveness, and risk management;
- (i) to establish appropriate performance measures and to monitor annually the performance and effectiveness of the external and internal auditors;
- (j) to consider, in consultation with the external auditors, (i) any financial statements annexed to the abstract of accounts, including the auditors' report, and (ii) any statement provided by the Council on the governance of the University;
- (k) to ensure that all significant losses are properly investigated and that the internal and external auditors, and where appropriate the Higher Education Funding Council for England, are informed;
- (l) to oversee the University's policy on fraud and irregularity, and to ensure that they are informed of any action taken under that policy;
- (m) to make an annual report to the Council, the Vice-Chancellor, and the Higher Education Funding Council for England;
- (n) to receive reports from the National Audit Office and the Higher Education Funding Council for England, and to advise the Council thereon;
- (o) to forward minutes of their meetings to the Council.

6 Internal audit

6.1 Provider

Deloitte LLP were appointed as internal auditors for the University with effect from 1 January 2010 until 30 June 2013, subject to satisfactory contractual arrangements.

6.2 Review of appointment

The performance of the internal auditors and their lead partner is considered annually by the Committee.

6.3 Review of internal audit annual report

The annual report for the period 1 August 2011 to 31 July 2012 was received by the Audit Committee at its meeting of 11 October 2012. Subject to the limitations of the work described in Deloitte LLP's report, the internal audit opinion given was as follows:

"We provide reasonable assurance that the University has an adequate and effective system of internal controls for the year ended 31 July 2012. The control issues identified during our work do not materially impact upon the assurance statement to be provided in respect of the adequacy and effectiveness of the University's arrangements for corporate governance, risk management, internal control, and value for money".

¹ The Vice-Chancellor attended this meeting to give his annual report to the Audit Committee.

² *Statutes and Ordinances of the University of Cambridge*, pp. 1025–6.

6.4 Review of audit risk assessment and strategy

Internal audit plans are planned annually by department and function on the basis of the weighted risks and ownership identified in the University's key risk register.

6.5 Review of audit reports

The Committee considers all reports submitted by the internal auditor. Each internal audit report is assigned to a member of the Committee for detailed consideration. The member then presents the findings to the Committee, highlighting any key points and/or concerns.

Deloitte LLP provide an assessment of the adequacy and effectiveness of systems using the following definitions:

Full	There is a sound system of internal control designed to achieve the University's objectives. The control processes tested are being consistently applied.
Substantial	While there is a basically sound system of internal control, there are weaknesses which put some of the University's objectives at risk. There is evidence that the level of non-compliance with some of the control processes may put some of the University's objectives at risk.
Limited	Weaknesses in the system of internal controls are such as to put the University's objectives at risk. The level of non-compliance puts the University's objectives at risk.
Nil	Control processes are generally weak, leaving the processes/systems open to significant error of abuse. Significant non-compliance with basic control processes leaves the processes/systems open to error or abuse.

Deloitte LLP classify their recommendations as follows:

Priority 1	Issues that are fundamental to the University, for the attention of senior management, and the Audit Committee.
Priority 2	Issues that are fundamental to the area subject to internal audit, for the attention of senior management, and the Audit Committee.
Priority 3	Important issues to be addressed by management in their areas of responsibility.
Priority 4	Housekeeping issues or good practice suggestions.

6.6 Fees

Fees paid for work completed in 2011–12 are shown in Appendix C.

7 External audit**7.1 Provider**

PricewaterhouseCoopers LLP were reappointed as external auditors for the University for the financial year 2011–12.

7.2 Review of appointment

In accordance with HEFCE's Financial Memorandum, an external auditor is appointed or reappointed annually. The *Statutes and Ordinances of the University of Cambridge* also require that the accounts of the University are audited annually by qualified accountants appointed by Grace on the nomination of the Council.³

A Grace submitted to the Regent House on 22 February 2012 recommending the reappointment of PricewaterhouseCoopers LLP was approved on 2 March 2012.

7.3 Details of non-audit services

During 2011–12, the external auditor carried out work in the following areas for the University:

- (a) Sample checks of management processes and of scripts for report to Cambridge Assessment and Ofqual.
- (b) SAP implementation at Cambridge Assessment.
- (c) Royalties calculations, secretarial services, and employment tax advice for Cambridge University Press South Africa.
- (d) Local statutory accounts and staff support for Cambridge University Press.
- (e) Review and restructuring work at other Cambridge University Press subsidiaries.
- (f) External project for Cambridge Programme for Sustainability Leadership.

7.4 Review of the management letter

The external audit management letter 2011–12 submitted by PricewaterhouseCoopers LLP was received by the Audit Committee at its meeting on 15 November 2012.

The Audit Committee considered the report and were satisfied with the remarks on auditing and accounting matters, detailed control observations, and other observations from around the University group.

7.5 Fees

Fees paid for work completed in 2011–12 are shown in Appendix D.

³ *Statutes and Ordinances of the University of Cambridge*, p. 57.

8 Other work undertaken

8.1 *Statement of internal control*

The Council is responsible for reviewing the effectiveness of the system of internal control. The Audit Committee supports the Council in this role through the following processes:

- (a) The Council receives periodic reports from the Chairman of the Audit Committee concerning internal control and receives the minutes of all meetings of the Audit Committee.
- (b) The Audit Committee receives regular reports from the internal auditor, which include the internal auditor's independent opinion on the adequacy and effectiveness of the University's system of internal control and risk management, together with recommendations for improvement.
- (c) The Council's review of the effectiveness of the system of internal control is informed by the work of the internal auditor. They operate to the standards defined in Accountability and Audit: HEFCE Code of Practice.
- (d) The Audit Committee reviews and reports on the implementation of recommendations made and agreed in the regular audit cycle and other investigations.

Through the consideration of reports from the internal auditor and other investigations the Audit Committee is assured that the University's system of internal control is currently effective and is able to report its reassurance to the Council for the year 2011–12.

8.2 *Review of assurances received*

Deloitte LLP has confirmed its reasonable assurance that the University has an adequate and effective system of internal controls for the year ending 31 July 2012. The control issues identified during their work do not materially impact the opinion to be provided in respect of the University's arrangements for corporate governance, risk management, internal control, and value for money.

8.3 *Review of institution's risk management strategy*

(a) *The University's approach to risk management*

The University of Cambridge pursues good practice in risk management as given in the Turnbull Committee guidance, and endeavours to comply fully with HEFCE and other statutory requirements. The University's view of acceptable risk is derived from a balanced view of all the risks in its operating environment. Risks are prioritized and assessed according to qualitative and quantitative measures. The strategy is as follows:

- i. A Risk Steering Committee (RSC) oversees the risk management process as a whole, on behalf of Council. The Chair of the Risk Steering Committee is the Senior Pro-Vice-Chancellor who attends Audit Committee meetings. The Chair of the Audit Committee is one of three Council representatives on the Risk Steering Committee. This strengthens the link between audit and risk management.
- ii. A Risk Policy is reviewed and revised annually.
- iii. The identification of the fundamental risks affecting the University and its Departments, Faculties, and central bodies. These are reviewed biannually to ensure that the full scope of the University's activities is covered.
- iv. Determining the appropriate risk appetite and level of exposure for the University as a whole.
- v. Implementation of arrangements to manage fundamental risks and examination of the effectiveness of those arrangements. Where risk management is judged weak, poorly understood, or limited in effect, controls have been and will be enhanced.
- vi. Allocating responsibility for the management of risks to senior university officers.
- vii. A review of risks and their management at least once a year.

(b) *Risk management – the role of the Audit Committee and its auditors*

i. *Audit Committee*

The Audit Committee provides advice to the Council on the effectiveness of the Risk Steering Committee and on the internal control system, including the University's system for the management of risk. The Audit Committee received the Risk Steering Committee's annual report and annual review of the University's key risk register at its second meeting of the year. The interim revised key risk register was received at the meeting on 10 May 2012. Members of the Audit Committee are invited to bring their copies of the key risk register to all meetings to help inform discussions of audit reports and the impact on risk management, and also to plan the audit cycle.

ii. *Internal audit programme*

The internal audit programme is responsible for providing independent and objective assurance on the University's operations in order to evaluate and improve the effectiveness of the University's internal control systems. The internal audit strategy is developed around the University's objectives and assessment of the fundamental risks including an evaluation of the effectiveness of the University's risk management process. Risk management arrangements are a standard and continuing aspect of all departmental audits.

iii. *External audit*

External audit informs the Audit Committee on the operation of the internal financial controls reviewed as part of the annual audit.

8.4 *Other work*

The Audit Committee has a number of standing agenda items: Value for Money, Fraud, Risk Management, and HEFCE. For each of these items it asks for updates from senior university officers and also seeks assurance from the internal auditors.

(a) Value for money (VFM)

The University's Resource Management Committee (RMC) oversees VFM reporting for the University. The Chair of RMC, the Senior Pro-Vice-Chancellor, attends Audit Committee meetings and provides statements on behalf of the RMC. At its meeting on 13 June 2012, the RMC received the University's value for money framework and strategy which were reviewed in response to recommendations made in an internal audit report on the University's VFM arrangements. The RMC supported the recommendations proposed in the review (see Appendix G).

The internal auditors consider VFM as a standard item in institution or system audits as well as conducting specific VFM audits as part of the annual plan.

(b) Fraud

The Audit Committee has been notified of an incident of fraud in the Cambridge ESOL division of Cambridge Assessment in Turkey resulting in a loss of just under £37,000. The HEFCE has been notified.

(c) Risk management

The Audit Committee received and considered the University's sustainability metrics covering, amongst other matters, carbon management, student experience, recruitment, and finance. The metrics are considered alongside the Key risk register. As data accumulates over a longer period of time the metrics will provide useful quantitative data which will help to inform financial and strategic decision-making.

*(d) HEFCE**i. HEFCE's assessment of institutional risk*

The Committee received a copy of the letter from HEFCE stating its opinion that the University is 'not at higher risk'. This was the third year of new accountability requirements under the Charities Act 2006.

ii. Annual accountability exchange

Following the Quinquennial Review of 30 June 2008, HEFCE had determined that the University of Cambridge was, to a considerable degree, an institution without significant risk. However, due to the differences between the University's governance systems and the usual approved model, HEFCE requested an annual assurance visit for a period of three years. The third and final visit took place in March 2012. The University received full assurance. HEFCE subsequently determined that these visits will not be continued, but that the University will participate in the general assurance arrangements applicable to all Higher Education Institutions (see Appendix E).

The HEFCE, in August 2011, asked the University to commit to review its governance arrangements in the light of changes in Higher Education by the end of the 2013–14 academic year and to inform the HEFCE of its conclusions. The Audit Committee has asked the Council to consider how such a review might best be conducted and has suggested that it might follow the model of self-reflection adopted for preparation for the quinquennial visit by HEFCE in 2008.

iii. Assurance on Colleges' use of HEFCE funds

In order to discuss the proper use and value for money aspects relating to the Colleges' use of HEFCE funds, there is an annual meeting between the Chair of the Audit Committee, the Chair of the Colleges' Committee, the Registry, and the Chair of the Bursars' Committee. An agreed note of the meeting is submitted to the Audit Committee. The annual report of the Resources Sub-Committee of the Bursars' Committee on Value for Money is also submitted to the Audit Committee.

The third such meeting took place in March 2012. The Committee has affirmed that these meetings provide a sensible and satisfactory exchange as part of the annual assurance mechanism for College Fee Transfer arrangements (see Appendices F(i) and F(ii)).

The Committee has agreed a protocol enabling the Director of Finance, on an annual basis, to report satisfaction with the use of the funds transferred following agreement that reliance could be placed in this regard on the Recommended Cambridge College Accounts rather than through audit certificates.

(e) Non-standard items

In addition to the standing agenda items, the Audit Committee has considered the following items as part of its business during the 2011–12 financial year:

i. Review of Woolf inquiry report recommendations

The Audit Committee was asked by Council to consider the recommendations of the Woolf inquiry report concerning certain matters at the London School of Economics against the University's own processes for the solicitation and acceptance of donations. A working group was set up for this purpose, chaired by the Chair of the Audit Committee. It will be reporting back to the Council in the 2012–13 academic year on changes, as necessary, to current policies, practices, and governance arrangements concerning the acceptance of benefactions, the admission of postgraduate students, the acceptance of research funding, and the establishment of international partnerships.

ii. Bribery and corruption

The Audit Committee considered and recommended the University policy and procedures against bribery and corruption. This was approved by Council at the meeting on 23 April 2012 and adopted by the University and associated bodies.

iii. Review of subsidiary company governance

At the request of the Audit Committee, important work to review the assurance arrangements for the University's nine wholly owned subsidiary companies was undertaken by a review sub-committee. The review found that governance was generally sound with examples of best practice, but that a watching brief was needed and some

strengthening of the relationship between the University and certain subsidiaries. In May 2012 a follow-up report was received by the Committee outlining the actions taken by the subsidiaries in response to the Committee's recommendations. This demonstrated that good progress had been made. Some more work was required with three subsidiaries where reviews of governance structures were already underway but not completed. The Audit Committee will be receiving an updated report by the end of the calendar year.

iv. *Cambridge University Press*

A Joint Oversight Group is providing support to the Cambridge University Press executive and monitoring the Press's response to the questions raised in the external auditors' report for the academical year 2010–11 about the suitability and effectiveness of the Press's financial and operational controls. The Group, chaired by the Chair of the Audit Committee, is assisting and advising the Press on the introduction, implementation, and acceptance of appropriate risk-based controls over several reporting periods and a finance change programme in support of the business including a major new systems implementation and the associated transformation. A regular progress review is provided to the Committee.

8.5 Workshops

Audit Committee workshops are opportunities to discuss strategic issues in more depth, often based around an expert presentation. These workshops operate in part as professional development opportunities for the Committee's members. During the financial year 2011–12, one workshop was held. The topic was the North West Cambridge development. The Project Director, Roger Taylor, presented and provided an update on the project to date focussing on the risk register and financial aspects of the project appraisal.

9 Other

This section is used to report matters of internal control and governance that are of interest to the Audit Committee, but which fall just outside the financial year in question or concern longer-term, continuing developments.

(a) *University of Cambridge bond issue*

By a Grace submitted to the Regent House on 9 February 2011, the Council was given authority, on the advice of the Finance Committee, to arrange external finance of up to a total amount of £350m, earmarked for the Capital Plan and the North West Cambridge development.

At the time of writing, the University had secured an Aaa rating from Moody's and had successfully raised £350m through a public bond issuance. A constituent part of the closing of the bond issue was the provision of a legal opinion from Mills & Reeve to the joint lead managers, HSBC Bank plc, confirming that the University was acting constitutionally in executing the bond issue.

(b) *Working group on Council business*

The Council agreed, at a meeting in April 2011, to establish a working group to consider the role and functioning of the Council and the management of its business. The group, which is chaired by the Chair of the Audit Committee, has submitted several recommendations during 2011–12. These have been approved by the Council resulting in significant change to the format of the materials presented to the Council. The working group is currently in the second phase of its activities and considering broader questions around the Council's role and functioning. The Council handbook is being revised and will include a section setting out the legal duties and responsibilities of members of the Council as Charity Trustees.

Affixing of advertisements to the railings of the University Church: Notice

Members of the University and persons affiliated to University Societies are advised that the affixing of advertisements to the railings of the University Church is restricted by the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

Advertisers are obliged in the vast majority of cases to obtain permission from the University Church prior to display. Such permission, if given, is subject to conditions pursuant to the policy adopted by the Church with regard to regulating the same.

Further details may be supplied upon application to Tobias Shaw Paul, Assistant Verger (email: tsp26@cam.ac.uk or via UMS to Great St Mary's, the University Church).

VACANCIES, APPOINTMENTS, ETC.

Vacancies in the University

A full list of current vacancies can be found at <http://www.jobs.cam.ac.uk/>.

University Lecturer in the Department of Biochemistry (two posts); salary: £37,382–£47,314; closing date: 17 February 2013; further particulars: <http://www.jobs.cam.ac.uk/job/819/>; quote reference: PH00686

University Lecturer in Criticism (post-1750) in the Faculty of English; salary: £37,382–£47,314; closing date: 8 February 2013; further particulars: <http://www.english.cam.ac.uk>; quote reference: GG24122

University Lecturer in Eighteenth Century English Literature in the Faculty of English; salary: £37,382–£47,314; closing date: 8 February 2013; further particulars: <http://www.english.cam.ac.uk>; quote reference: GG24102

University Lecturer in Intellectual Property in the Faculty of Law; salary: £37,382–£47,314; closing date: 11 February 2013; further particulars: <http://www.law.cam.ac.uk/press/job-opportunities>; quote reference: JK24652

University Lecturer in Law and the Open Society in the Faculty of Law; salary: £37,382–£47,314; closing date: 11 February 2013; further particulars: <http://www.law.cam.ac.uk/press/job-opportunities>; quote reference: JK24662

University Lecturer in Public Law in the Faculty of Law; salary: £37,382–£47,314; closing date: 11 February 2013; further particulars: <http://www.law.cam.ac.uk/press/job-opportunities>; quote reference: JK24672

The University values diversity and is committed to equality of opportunity.

The University has a responsibility to ensure that all employees are eligible to live and work in the UK.

EVENTS, COURSES, ETC.

Announcement of lectures, seminars, etc.

The University offers a large number of lectures, seminars, and other events, many of which are free of charge, to members of the University and others who are interested. Details can be found on Faculty and Departmental websites, and in the following resources.

The What's On website (<http://www.admin.cam.ac.uk/whatson/>) carries details of exhibitions, music, theatre and film, courses, and workshops, and is searchable by category and date. Both an RSS feed and a subscription email service are available.

Talks.cam (<http://www.talks.cam.ac.uk/>) is a fully searchable talks listing service, and talks can be subscribed to and details downloaded.

Brief details of upcoming events are given below.

<i>American History</i>	Weekly Monday seminar series, at 5 p.m. in Clare College; first lecture: <i>Paradoxes of State power in America</i> , by Gary Gerstle, on 21 January 2013	http://www.hist.cam.ac.uk/seminars/seminars-list/american-history-seminar/
<i>Centre for Research in the Arts, Social Sciences, and Humanities</i>	<i>The political configuration of identities</i> , by Denis-Constant Martin, at 5 p.m. on 31 January 2013	http://www.crassh.cam.ac.uk/events/2227/
<i>Divinity</i>	The Tyrwhitt lecture: <i>The God Ezekiel envisions</i> , by Professor Ellen van Wolde, at 2.30 p.m. on 23 January 2013, in the Lightfoot Room in the Faculty of Divinity	
<i>Divinity</i>	Stanton Lectures 2012–13: <i>The end: an eschatological essay</i> , by Professor Paul Griffiths, on Mondays at 5 p.m.; first lecture: <i>The grammar of the end</i> , on 21 January 2013	http://www.divinity.cam.ac.uk/news-and-events/the-stanton-lectures
<i>Mongolia and Inner Asia Studies Unit</i>	Fortnightly research seminars on Tuesdays at 4.30 p.m.; first seminar: <i>Learning to be a person in Huld (southern Mongolia)</i> , by Aude Michelet, on 22 January 2013	http://innerasiaresearch.org/?p=1357

REPORTS

Report of the Council on General Admission to Degrees

The COUNCIL begs leave to report to the University as follows:

1. In this Report the Council proposes that General Admission be extended to cover four days. This proposal is consistent with a recommendation which the Council has received from the Colleges' Committee, which had previously established a Working Group (chaired by the Master of Magdalene College and comprising three other Heads of House and two University representatives) to consult the Colleges about certain matters relating to Congregations. That Working Group consulted the Colleges on a variety of matters and the suggested change to which this Report refers commanded the support of the majority of Colleges. The Senate-House Syndics have also been individually consulted and have not opposed it in principle.

2. Regulation 13 of the regulations for the Presentation and Admission of Candidates for Degrees (*Statutes and Ordinances*, p. 184) currently provides that the days of General Admission shall be the Thursday, Friday, and Saturday after either the third or fourth Sunday in June, depending on the date on which Full Easter Term begins. This has been the case since 2000.

In recent years, increases in student numbers and in the proportion of students wishing to graduate in person have generated significant difficulties with both timing and over-crowding across the current three-day period and in the interests of safety more Colleges must now split their sessions. These difficulties have affected the Colleges, graduands and their guests, and those on duty in the Senate-House. The Council accepts that if the recommended aim of starting each day not before 10 a.m. and finishing by or shortly after 5 p.m. is to be achieved, a move to four days is inescapable. It agrees that attempts to curtail the graduation process itself, for example by abolishing the processions around College sessions or by presenting graduands *en bloc* rather than in groups of four, would be insufficient to make any significant improvement in the timetable, and would, moreover, make the proceedings less dignified and less attractive to graduands and their guests. The Council has therefore agreed to propose extending General Admission to four days instead. This extension would also make it easier to accommodate those Colleges which need to have their graduation ceremonies divided into two sessions. Consultation with the Colleges indicated very clear support for bringing forward the start of General Admission to Wednesday and clear opposition to the idea of a Sunday Congregation.

7. The Council recommends:

I. That, with effect from 1 October 2013, the regulations for Admission to Degrees (*Statutes and Ordinances*, p. 184) be amended as follows:

Regulation 13.

By amending the regulation so as to read:

13. Every year the Wednesday, Thursday, Friday, and Saturday after the third Sunday in June shall be days of General Admission to Degrees, save that, in accordance to Regulation 3 for Terms and Long Vacation, in any year in which Full Easter Term begins on or after 22 April the days of General Admission shall be the Wednesday, Thursday, Friday, and Saturday after the fourth Sunday in June. On each day of General Admission there shall be one or more Congregations for General Admission to Degrees at such hours as the Vice-Chancellor shall appoint.

II. That, with effect from 1 October 2013, the regulations for Dates of Examinations and Publication of Class Lists (*Statutes and Ordinances*, p. 236) be amended as follows:

Regulation 5.

By replacing ‘The Tuesday before the days of General Admission’ by ‘The Monday before the days of General Admission’.

3. The Council’s proposal, if approved, would have implications for the regulations for the Dates of Examinations and Publication of Class Lists (*Statutes and Ordinances*, p. 236). The Chairs of those Boards of Examiners which submit their Class Lists very close to the Tuesday before the days of General Admission have been consulted about bringing that deadline a day earlier, to the Monday. They have agreed that this would be possible (albeit, for certain Tripos examinations, this would require the examinations to begin earlier).

4. The Council also notes that the Colleges’ Committee has recommended that from 2014 onward a second Saturday Congregation be called in March to ease overcrowding at the existing Congregation. Provision for this has therefore been made in accordance with *Statutes and Ordinances* (see the Vice-Chancellor’s Notice of Dates of Congregations 2012–14, *Reporter*, 6284, 2012–13, p. 109).

5. If the Council’s proposal to extend General Admission is approved, the outline timetable for proceedings at General Admission with effect from 2014 would be along the lines of those set out in the Appendix to this Report (see p. 309). Specific timings for College sessions within each day would continue to be set shortly before General Admission each year in accordance with the expected number of graduands, as is currently the case.

6. The Council proposes that the new arrangements for General Admission to Degrees should come into effect in 2014 and that they should be reviewed by the Council and the Colleges’ Committee in Michaelmas Term 2014.

14 January 2013

L. K. BORYSIEWICZ, *Vice-Chancellor*
N. BAMPOS
CHARLES BELL
JEREMY CADDICK
STEPHEN J. COWLEY
ATHENE DONALD
I. M. LE M. DU QUESNAY
NICHOLAS GAY

DAVID GOOD
ANDY HOPPER
FIONA KARET
F. P. KELLY
ROBERT LETHBRIDGE
MARK LEWISOHN
REBECCA LINGWOOD
MAVIS McDONALD

ROSALYN OLD
SUSAN OOSTHUIZEN
RACHAEL PADMAN
SHIRLEY PEARCE
JOHN SHAKESHAFT
SAM WAKEFORD
I. H. WHITE
A. D. YATES

APPENDIX: Proposed order of proceedings at General Admission with effect from 2014**Wednesday**

<i>College</i>	<i>Start time</i>
King's College	10 a.m.
Trinity College (2 sessions)	
St John's College (2 sessions)	
<i>Break</i>	
Peterhouse	2.30 p.m. (approx.)
Clare College (2 sessions)	
Pembroke College	
<i>The Congregation will end at approximately 5 p.m.</i>	

Thursday

<i>College</i>	<i>Start time</i>
Gonville and Caius College	10 a.m.
Trinity Hall	
Corpus Christi College	
Queens' College (2 sessions)	
<i>Break</i>	
St Catharine's College	2.30 p.m. (approx.)
Jesus College (2 sessions)	
Christ's College	
<i>The Congregation will end at approximately 5 p.m.</i>	

Friday

<i>College</i>	<i>Start time</i>
Magdalene College	10 a.m.
Emmanuel College (2 sessions)	
Sidney Sussex College	
Downing College	
<i>Break</i>	
Girton College (2 sessions)	2.15 p.m. (approx.)
Newnham College	
Selwyn College	
<i>The Congregation will end at approximately 5 p.m.</i>	

Saturday

<i>College</i>	<i>Start time</i>
Fitzwilliam College	10 a.m.
Churchill College	
Murray Edwards College / Darwin College	
<i>Break</i>	
Wolfson College / Clare Hall	1.30 p.m. (approx.)
Robinson College	
Lucy Cavendish College / St Edmund's College	
Hughes Hall	
Homerton College (2 sessions)	
<i>The Congregation will end at approximately 5.15 p.m.</i>	

Report of the General Board on the re-establishment of a Professorship of Pure Mathematics

The GENERAL BOARD beg leave to report to the University as follows:

1. The study of Pure Mathematics is concerned with the understanding of mathematical phenomena in themselves. The Department of Pure Mathematics and Mathematical Statistics seeks to reinforce existing strengths in Geometry and Number Theory and develop new directions in Analysis. The Department's research supports and informs its successful programme of teaching within the Faculty of Mathematics.

2. In their Report dated 4 November 2009 (*Reporter*, 6166, 2009–10, p. 212) the Board were pleased to announce that the Royal Society had awarded a 2010 Anniversary Research Professorship to Professor W. T. Gowers, tenable from 1 October 2009 for ten years and renewable, subject to review, for a further five years. Professor Gowers has been discharged from undertaking his duties under the Rouse Ball Professorship of Mathematics until the expiry of Royal Society funding.

3. As it is a condition of the Royal Society award that it is not used as substitutional funding, a single tenure Professorship of Pure Mathematics was established with effect from 1 October 2009. The Professorship has now lapsed following the resignation of Professor D. C. Calegari, and the Faculty Board of Mathematics and the Council of the School of the Physical Sciences accordingly propose its re-establishment for a further tenure. The

person appointed will be expected to offer leadership in an area or areas of pure mathematics, and to participate in the teaching and research of the Department of Pure Mathematics and Mathematical Statistics.

4. The cost of the Professorship will be met from savings released while Professor Gowers holds the Royal Society award and, thereafter, from the suppression of a University Lectureship identified for this purpose. Any additional costs will be met from funds available to the School. This has been endorsed by the Council of the School of the Physical Sciences and the General Board have accepted the Department's proposal for the establishment of the Professorship on this basis.

5. The Board are satisfied that an appointment at this level will be likely to attract a strong field of applicants. They are assured that suitable accommodation for the Professor is available in the Department of Pure Mathematics and Mathematical Statistics, which has undertaken to provide the necessary support and facilities. The Board have agreed to concur with the view of the Department that election to the Professorship should be made by an *ad hoc* Board of Electors and that candidature should be open to all persons whose work falls within the title of the Professorship.

6. The General Board recommend:

I. That the Professorship of Pure Mathematics be re-established from 1 September 2013 for one tenure, placed in Schedule B of the Statutes, and assigned to the Department of Pure Mathematics and Mathematical Statistics.

9 January 2013

L. K. BORYSIEWICZ, *Vice-Chancellor*
 PHILIP ALLMENDINGER
 N. BAMPOS
 H. A. CHASE
 SARAH COAKLEY

M. J. DAUNTON
 SIMON FRANKLIN
 C. A. GILLIGAN
 DAVID GOOD
 SADIE JARRETT

ROBERT KENNICUTT
 RACHAEL PADMAN
 JOHN RALLISON
 AMANDA TALHAT

GRACES**Grace submitted to the Regent House on 16 January 2013**

The Council submits the following Grace to the Regent House. This Grace, unless it is withdrawn or a ballot is requested in accordance with the regulations for Graces of the Regent House (*Statutes and Ordinances*, p. 107), will be deemed to have been approved at 4 p.m. on Friday, 25 January 2013.

1. That a Debenham Scholars Fund be established in the University, to be governed by the following regulations:¹

DEBENHAM SCHOLARS FUND

1. The sum bequeathed to the University by the late Barbara Debenham, daughter of Professor Frank Debenham OBE, sometime Professor of Geography at the University of Cambridge and Founder and first Director of the Scott Polar Research Institute, and other gifts received for the same purpose, shall form a fund called the Debenham Scholars Fund to support research in Polar Science.

2. The Fund shall be administered by the Managers, who shall comprise:

(a) the Director of the Scott Polar Research Institute; and

(b) two persons who would normally be based in the Scott Polar Research Institute, appointed by the Faculty Board of Earth Sciences and Geography to serve for periods of five years at a time.

3. The income from the Fund shall be used to contribute to the fees, maintenance, and field research of postgraduate students at the Scott Polar Research Institute, to enable them to undertake scientific and other related research on polar topics. Scholarships supporting such research, in whole or in part, shall be advertised from time to time, and awarded on merit, by the Managers of the Fund.

4. Acknowledgement of support from the Debenham Scholars Fund should be made in publications supported by an award.

¹ See the Vice-Chancellor's Notice on p. 299.

Graces to be submitted to the Regent House at a Congregation on 19 January 2013

The Council has sanctioned the submission of the following Graces to the Regent House at a Congregation to be held on 19 January 2013:

That the following persons be admitted to the degree of Doctor of Philosophy by incorporation:

1. DAVID JAMES POLLOCK MAXWELL, Fellow of Emmanuel College and Dixie Professor of Ecclesiastical History (1882), Doctor of Philosophy of the University of Oxford (1994).

2. RACHEL ANGHARAD OLIVER, Fellow of Robinson College and University Lecturer in the Department of Materials Science and Metallurgy, Doctor of Philosophy of the University of Oxford (2004).

That the following person be admitted to the degree of Master of Letters by incorporation:

3. FRANCIS KNIGHTS, Fellow and Deputy Praelector of Fitzwilliam College, Master of Letters of the University of Oxford (1999).

That the following person be admitted to the degree of Master of Arts under the provisions of Statute B, III, 6:

4. MARA BOGDANOVIC, Assistant Director at the Local Examinations Syndicate.

J. W. NICHOLLS, *Registrar*

END OF THE OFFICIAL PART OF THE 'REPORTER'

COLLEGE NOTICES

Vacancies

Selwyn College: Spencer-Fairest Teaching Fellowship in Law; salary: £31,331–£35,244; closing date: 18 February 2013; further particulars: <http://www.sel.cam.ac.uk/vacancies/academic-posts>

Cambridge Commonwealth and Cambridge Overseas Trusts

Director of Cambridge Commonwealth and Cambridge Overseas Trusts: closing date: 11 February 2013 at 5 p.m.; further particulars: <http://www.heidrick.com/cctcot> or contact Kerry Shepherd (email: cctcot@heidrick.com or tel. (0)20 7075 4166)

EXTERNAL NOTICES

University of Oxford

Faculty of Oriental Studies: Professorship of Egyptology; closing date: 18 February 2013; further particulars: http://www.ox.ac.uk/about_the_university/jobs/fp/

St Catherine's College: Graduate Scholarships; stipend: £1,500–£5,000; closing date: 9 March 2013; further particulars: <http://www.stcatz.ox.ac.uk/vacancies/graduate-scholarships-current>

Notices for publication in the *Reporter* should be sent to the Editor, Cambridge University Reporter, Registry's Office, The Old Schools, Cambridge, CB2 1TN (tel. 01223 332305, email reporter.editor@admin.cam.ac.uk). Copy should be sent as early as possible in the week before publication; short notices will be accepted up to **4 p.m. on Thursday** for publication the following Wednesday. Inclusion of notices is at the discretion of the Editor.

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