

# CAMBRIDGE UNIVERSITY REPORTER

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*End of the Official Part of the 'Reporter'*

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UNIVERSITY OF  
CAMBRIDGE

**NOTICES****Calendar**

16 June, *Friday*. Full Term ends.

21 June, *Wednesday*. Congregation of the Regent House at 2.45 p.m. (Honorary Degrees).

25 June, *Sunday*. Easter Term ends.

27 June, *Tuesday*. Discussion at 2 p.m. in the Council Room (see below).

**Discussions at 2 p.m.**

27 June

11 July

**Congregations**

21 June, *Wednesday at 2.45 p.m.* (Honorary Degrees)

28 June, *Wednesday at 10 a.m.* (General Admission)

29 June, *Thursday at 10 a.m.* (General Admission)

30 June, *Friday at 10 a.m.* (General Admission)

1 July, *Saturday at 10 a.m.* (General Admission)

21 July, *Friday at 10 a.m.*

22 July, *Saturday at 10 a.m.*

**Discussion on Tuesday, 27 June 2017**

The Vice-Chancellor invites those qualified under the regulations for Discussions (*Statutes and Ordinances*, p. 103) to attend a Discussion **in the Council Room** on Tuesday, 27 June 2017, at 2 p.m., for the discussion of:

1. Report of the Council, dated 7 June 2017, on a viewing and interpretation structure at the Botanic Garden (*Reporter*, 6468, 2016–17, p. 582).
2. Report of the Council, dated 13 June 2017, on the financial position and budget of the University, recommending allocations from the Chest for 2017–18 (p. 604).
3. Joint Report of the Council and the General Board, dated 13 June and 7 June 2017, on procedures for student complaints and reviews (p. 628).
4. Report of the General Board, dated 7 June 2017, on Senior Academic Promotions (p. 646).
5. Report of the General Board, dated 7 June 2017, on the re-establishment of a Sir Evelyn de Rothschild Professorship of Finance (p. 650).
6. Report of the General Board, dated 7 June 2017, on the reorganization of the Faculty of Modern and Medieval Languages (p. 651).
7. Report of the General Board, dated 7 June 2017, on the re-establishment of a Department of Social Anthropology, and the renaming of the Department of Archaeology and Anthropology (p. 653).

**Election of a student member of the Council and of the General Board**

8 June 2017

Further to the Notice dated 13 March 2017 (*Reporter*, 6459, 2016–17, p. 400), the Vice-Chancellor gives notice that, in the election held from Tuesday, 16 to Friday, 19 May 2017, the following person was elected to be a student member of the Council and the General Board in class (*d*):

## COUNCIL

**Category (ii) – GU President**

JOSHI, Darshana, *HH*.

## GENERAL BOARD

**Category (ii) – GU President**

JOSHI, Darshana, *HH*.

## Grace for submission to the Regent House under Special Ordinance A (i) 5

12 June 2017

The Council has received the following Grace which has been initiated under Special Ordinance A (i) 5 by fifty-one members of the Regent House:

That the words ‘provided always that any person who is qualified for membership in class (b), class (d), or class (e) shall cease to be so qualified at the next promulgation after he or she attains the age of seventy years’ in Statute A III 10 be deleted.

A list of the signatories is set out in Annex A.

The Council will consider the Grace at its meeting on 17 July 2017.

### Annex A

A. B. S. ABULAFIA	S. HOUGHTON-WALKER	K. J. PATEL
D. S. H. ABULAFIA	CHRISTOPHER J. HOWE	P. ROBINSON
S. ALA’I	J. R. HOWELL	R. L. ROEBUCK
V. N. BATEMAN	H. E. M. HUNT	A. F. ROUTH
A. D. BOND	K.-T. KHAW	J. E. SALE
N. COLLINGS	N. G. KINGSBURY	M. C. SMITH
S. R. ELLIOTT	P. F. KORNICKI	R. J. SMITH
A. R. FERSHT	J. LASENBY	C. A. STEWART
C. F. FORSYTH	J. A. LATIMER	D. K. SUMMERS
R. J. GIBBENS	A. LAUNARO	J. T. TIFFERT
D. A. GIUSANNI	P. J. G. LONG	S. T. TRUDGILL
S. J. GODSILL	P. A. LYON	D. J. WALES
G. R. GRIMMETT	J. S. L. MCCOMBIE	P. WINGFIELD
S. K. HAIGH	M. E. McDONALD	G. P. WINTER
W. J. HANDLEY	R. J. MILLER	A. D. YATES
I. R. HENDERSON	P. D. G. MILLOY	J. A. ZEITLER
D. M. HOLBURN	K. M. O’SHAUGHNESSY	L. K. ZEITLER

## Amendments to the regulations for Cambridge University Students’ Union

12 June 2017

1. Regulation 3 of the regulations for Cambridge University Students’ Union (*Statutes and Ordinances*, p. 186) states that ‘No amendment of the constitution of Cambridge University Students’ Union to give effect to a change in the objects of the Union shall have effect unless Regulation 2 has been amended by the University.’

2. The current wording of Regulation 2 is as follows:

**2.** The constitution of Cambridge University Students’ Union shall provide for the objects of the Union to be:

- (i) to advance the education of its members;
- (ii) to provide, in the interests of the social welfare of its members, facilities for recreation or other leisure-time activity, being facilities:
  - (a) that will improve their conditions of life by enabling and assisting them to participate in the intellectual, social, and other activities of or connected with the University; or
  - (b) of which they have need by reason of their being students;
- (iii) to promote equal opportunity for access to Cambridge and its affiliated institutions for all applicants, and furthermore to encourage access to the University for applicants from backgrounds under-represented in the University;
- (iv) in furtherance of the objects specified above, to act as a channel of communication between its members and Cambridge University and other bodies.

3. The University has received notification from Cambridge University Students’ Union that the Union proposes to revise its constitution, including the objects clause, to one more closely based on the model recommended by the National Union of Students; the objects also include a revised version of Cambridge University Students’ Union’s commitment to promoting equality of opportunity as it relates to access. Accordingly Cambridge University Students’ Union has requested that University approval be granted to amend Regulation 2 as follows:

**2.** The constitution of Cambridge University Students’ Union shall provide for the objects of the Union to be:

- (a) the advancement of education of students at the University of Cambridge for the public benefit by:
  - (i) promoting the interests and welfare of students at the University of Cambridge during their course of study and representing, supporting, and advising students;

- (ii) being the recognized representative channel between students and the University of Cambridge and any other external bodies; and
  - (iii) providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its students; and
- (b) the promotion of equality of opportunity in education for the public benefit by in particular:
- (i) promoting access to, and success at, the University of Cambridge and its affiliated institutions; and
  - (ii) encouraging access to the University of Cambridge for applicants from backgrounds under-represented in the collegiate University.

4. This form of words has been recommended for approval by the Council Committee for the Supervision of the Student Unions, which exercises the Council's duty of general oversight of Cambridge University Students' Union (and the Graduate Union) under section 22 of the Education Act 1994 and refers matters, as appropriate, to the Council. (It also has the support of the Charity Commission and the firms of specialist solicitors acting for Cambridge University Students' Union and the University in these matters.)

5. The opportunity is also taken to add the Disabled Students' Officer to the list of sabbatical officers (to be inserted after the references to the Women's Officer) in Regulation 7 who shall not be defined as the holders of a major union office (as all members are not entitled to vote in an election to this office) and may, with the support of a Tutor, apply for an allowance under the regulations for Allowances to Candidates for Examinations.

6. The Council has agreed to accept the Committee's recommendation and is accordingly submitting a Grace (Grace 1, p. 656) to the Regent House for the approval of the amendments to Regulations 2 and 7 as set out in paragraphs 3 and 5 above.

## **Code of Practice in respect of student unions issued under section 22 of the Education Act 1994**

*12 June 2017*

1. The Council has approved amendments to the University's Code of Practice in respect of student unions issued under section 22 of the Education Act 1994. These amendments to the Code of Practice reflect proposed changes to the constitution of Cambridge University Students' Union (CUSU) approved by a referendum of the Union's members in March 2017, which will come into effect on the approval of the changes to the objects which are the subject of a Grace (Grace 1, p. 656). The revised version of the Code of Practice is annexed to this Notice.

2. The amendments to the Code of Practice have been recommended for approval by the Council Committee for the Supervision of the Student Unions (CCSSU), which exercises the Council's duty of general oversight of Cambridge University Students' Union (and the Graduate Union) under section 22 of the Education Act 1994 and refers matters, as appropriate, to the Council.

3. The revisions to the CUSU constitution include the transfer to standing orders of certain detailed provisions concerning matters that are under the oversight of the CCSSU, including those relating to the following: the annual reporting of affiliations and subscriptions paid to external organizations; election and referendum procedures; the identification of major union officers and the standing of the Women's Officer and the Disabled Students Officer. The revised constitution also contains a clause which provides a mechanism for reporting all changes to standing orders to the CCSSU. The Council is satisfied that, with this reporting mechanism in place, it is able to comply with its statutory obligations under the Act.

### **Annex**

#### CODE OF PRACTICE IN RESPECT OF STUDENT UNIONS ISSUED UNDER SECTION 22 OF THE EDUCATION ACT 1994

1. Section 22 of the Education Act 1994 places a number of responsibilities on governing bodies of universities (as defined by section 21, sub-section 5). Sub-section 3 of that section provides that every governing body shall prepare and issue, and where necessary revise, a code of practice as to the manner in which the requirements of sub-sections 1 and 2 are to be carried into effect in relation to any students' union for students of the establishment, setting out in relation to each of the requirements details of the arrangements made to secure its observance. The present code of practice is issued by the Council in respect of Cambridge University Students' Union (CUSU) and Cambridge University Graduate Union.

#### *General duty of governing bodies*

2. Sub-section 1 requires the governing body to take 'such steps as are reasonably practicable to secure that any students' union for students of the establishment operates in a fair and democratic manner and is accountable for its finances'. This requirement is fulfilled through compliance with the requirements of the Ordinances for each union, with the provisions of the present code of practice, and with the constitutions of the two unions.

*Particular requirements of the Act*

3. Sub-section 2 requires governing bodies to take ‘such steps as are reasonably practicable to secure that the following requirements are observed by or in relation to any students’ union for students of the establishment’. These detailed requirements are dealt with below.

(a) *Written constitution*: Unions should have a written constitution.

Both CUSU and the Graduate Union have written constitutions.

(b) *Constitutions to be approved by the governing body and to be reviewed by it*. The provisions of unions’ constitutions are to be subject to the approval of the governing body of the university and to review by it at intervals of not more than five years.

The constitutions of CUSU and the Graduate Union were reviewed on their recognition by the University and on subsequent occasions when amendments have been proposed; the constitution or standing orders for each union require amendments of the objects clause to be approved by Grace, and require the Council to approve other amendments to the constitutions. The constitutions of the two unions are reviewed in the Easter Term each year by the Council, acting through their Committee for the Supervision of the Student Unions (CCSSU).

(c) *Opting out*. A student should have the right not to be a member of a union or in the case of a representative body which is not an association to signify that he or she does not wish to be represented by it and students who exercise that right should not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of their having done so.

The constitution of each union provides for students to opt out of membership. The standing orders for each union include detailed provision governing resignation by members; a form for this purpose may be obtained from the University Offices, The Old Schools, or from the officers of either union. The Council has been informed that the unions would nevertheless wish to continue to make their services available to students who choose not formally to be members and the Council has made it a condition of University funding of the two unions that this should be so. Payments should normally continue to be made by College student unions to CUSU or the Graduate Union as the case may be in relation to any student who has opted out of membership.

(d) *Election to major union offices*. The Act provides that appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote.

The constitution or standing orders for each union indicate which sabbatical offices are to be regarded as major union offices and the constitution for each union requires that election to these offices is by secret ballot.

(e) *Union elections*. Governing bodies are required to satisfy themselves that union elections are fairly and properly conducted. The standing orders for the two unions require them to submit to the Council electoral schemes for the conduct of elections. The unions have agreed that the Council is to be informed of the appointment of returning officers, to confirm their appointment, and to receive from the returning officers a report on the conduct of elections. The CCSSU deal with this business on behalf of the Council.

(f) *Sabbatical or paid elected offices*. A person is not to hold sabbatical union office, or paid elected union office, for more than two years in total at the establishment.

A provision to this effect is included in the constitution or standing orders of each union.

(g) *Financial management*. The financial affairs of unions are to be properly conducted and appropriate arrangements are to exist for the approval of unions’ budgets, and the monitoring of expenditure by the governing body.

Under the HEFCE Audit Code of Practice, the two unions are within the scope of the University’s internal audit service and of the Audit Committee of the Council. It is a condition of University grant to both unions that interim half-yearly reports on expenditure should be made to the Council, and the Council will invite the CCSSU, and if necessary the Finance Committee, to consider these reports, and the accounts and estimates of the two unions.

(h) *Financial reports*. Financial reports of unions are to be published annually or more frequently, and are to be made available to the governing body and to all students; each report is in particular to contain a list of external organizations to which the union has made donations in the period to which the report relates and details of these donations.

Compliance with these requirements is a condition of grant from the University. The unions will circulate their accounts annually to JCR and MCR presidents and equivalent, who will make them available for reference in Colleges by junior members. The accounts will also be available for reference by junior members in the University Offices, The Old Schools, and, in respect of each union, at its own offices.

(i) *Groups or clubs*. The procedure for student unions to allocate resources to groups or clubs is to be fair and is to be set down in writing and freely accessible to all students.

In Cambridge the principal allocations to University clubs and societies are made not by the unions, but by two University bodies, the Societies Syndicate and the University Sports Committee. To the limited extent that the two unions make allocations to groups, clubs, or societies, they are required to operate fairly and to approve a written procedure, to be approved by the Council through the CCSSU.

(j) *Affiliation to external organizations.* If a union decides to affiliate to an external organization it must publish notice of its decision stating the name of the organization and details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organization, and such notice is to be made available to the governing body and to all students.

Appropriate reference has been made in the constitution or standing orders of each union.<sup>1</sup> Notice to the governing body is to be given to the CCSSU on the Council's behalf, and notice to students is by circulation of notices for display in Colleges.

(k) *Report on affiliation.* When a union is affiliated to any external organization a report is to be published annually or more frequently containing a list of external organizations to which the union is currently affiliated and details of subscriptions or similar fees paid or donations made to such organizations in the past year or since the last report, and such reports are to be made available to the governing body and to all students.

Appropriate provision has been made in the constitution or standing orders of each union and each year a list of the external organizations to which a union is affiliated shall be reported to the CCSSU on the Council's behalf.<sup>1</sup>

(l) *Review of affiliations.* There are to be procedures for the review of affiliations to external organizations under which the current list of affiliations is submitted for approval by members annually or more frequently, and at such intervals of not more than a year as the governing body may determine and under which a requisition may be made by such proportion of members, not exceeding five per cent, as the governing body may determine, that the question of continued affiliation to any particular organization be decided upon by a secret ballot in which all members are entitled to vote.

Appropriate provision has been made in the constitution or standing orders of each union. The Council has determined that the proportion of members seeking a requisition for a secret ballot shall be two per cent, and that such a requisition may be made once a year, in the Lent Term. Each year unions shall report to CCSSU to confirm that the current list of affiliations has been submitted for approval by members.

(m) *Complaints procedures for students.* There is to be a complaints procedure to be available to all students or groups of students who are dissatisfied in their dealings with a union or who claim to have been unfairly disadvantaged by reason of their having exercised the opt-out right referred to in paragraph (c) above, and this complaints procedure is to include provision for an independent person appointed by the governing body to investigate and report on complaints.

The standing orders for each union include provision for a complaints procedure, the Junior Proctor being the independent person to investigate complaints. If the Junior Proctor believes that he or she cannot properly act independently in a particular case he or she will delegate the matter to another Proctor or Pro-Proctor, as provided for in the University regulations.

(n) *Remedies.* Complaints are to be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.

University regulations for the unions require any remedy confirmed after an investigation under 3(m) to be executed by the union without delay. The union is required to notify the Secretary of the CCSSU confirming that the remedy has been implemented. Compliance with these remedies is a condition of University grant to the unions. If a remedy is not implemented, the matter will be referred to the CCSSU so that abatement or termination of University grant, or other measures, can be considered.

#### *Sub-section 4*

4. Governing bodies are to bring to the attention of all students at least once a year the code of practice; any restrictions imposed on the activities of student unions by the law relating to charities; and where applicable, the provisions of section 43 of the Education (No. 2) Act 1986 about freedom of speech in universities and colleges, and of any code of practice issued under it relevant to the activities or conduct of unions.

These matters are brought to the attention of students by the publication annually of Proctorial notices; by the publication of the present code of practice in *Statutes and Ordinances*, and information provided on the University's online student gateway. An account of the restrictions on the activities of unions, together with information on charity law, and the provisions of Section 43 of the 1986 Act and the University's code of practice under that section are included on the student gateway at <http://www.cambridgestudents.cam.ac.uk/cambridge-life/student-unions>.

#### *Sub-section 5*

5. Governing bodies are to bring to the attention of all students at least once a year and to include in any information generally made available to persons considering whether to become students of the establishment information about the right of opt-out from union membership (paragraph (c) above) and about arrangements made for services for students who have opted out.

This information is given by Proctorial notice and by information for applicants included in prospectuses.

<sup>1</sup> [This Notice will be referenced as a footnote to this Code of Practice].



**VACANCIES, APPOINTMENTS, ETC.****Vacancies in the University**

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

**Teaching Associates for Creative Writing in the Institute of Continuing Education (three posts, part-time, fixed-term);** salary: £29,301–£38,183 *pro rata*; tenure: two years, part-time (50% FTE) in the first instance; closing date: 9 July 2017; further details: <http://www.jobs.cam.ac.uk/job/13986>; quote reference: EA12428

*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.*

**NOTICES BY THE GENERAL BOARD****Professorship of Information Engineering (1994)**

The General Board has received a recommendation from the Faculty Board of Engineering and the Council of the School of Technology that the Professorship of Information Engineering be temporarily discontinued from 1 October 2018 until further notice in accordance with Special Ordinance C (vii) B. 18(a)(ii). The Professorship will be held in abeyance until such date as recommended by the Faculty Board of Engineering.

The Council has agreed to submit a Grace to the Regent House (Grace 5, p. 657) to temporarily discontinue the Professorship.

**NOTICES BY FACULTY BOARDS, ETC.****Engineering Tripos, Parts IIA and IIB, 2017–18: Modules and sets**

## PART IIA: MODULES

The Faculty Board of Engineering gives notice that the modules prescribed for the examinations to be held in 2018, and the mode of examination for each module, will be as listed below. Candidates must offer ten modules for examination. Candidates may offer only one module from any one of the sets. Students may not take more than two management modules.

**Key:**

**Sets:** M = Michaelmas Term L = Lent Term  
**Assessment:** p = examination only

Unit	Title	Set	Mode	Notes
<i>Group A: Energy, fluid mechanics, and turbomachinery</i>				
3A1	Fluid mechanics I	IIM8 / L7	p	Double module
3A3	Fluid mechanics II	IIM1 / L1	p	Double module
3A5	Thermodynamics and power generation	IIM7	p	
3A6	Heat and mass transfer	IIL3	p	
<i>Group B: Electrical engineering</i>				
3B1	Radio frequency electronics	IIM3	p	
3B2	Integrated digital electronics	IIL3	p	
3B3	Switch-mode electronics	IIM2	p	
3B4	Electric drive systems	IIL2	p	
3B5	Semiconductor engineering	IIM10	p	
3B6	Photonic technology	IIL7	p	
<i>Group C: Mechanics, materials, and design</i>				
3C1/3P1	Materials processing and design (engineering)	IIM5	p	
3C5	Dynamics	IIM6	p	
3C6	Vibration	IIL6	p	
3C7	Mechanics of solids	IIM4	p	
3C8	Machine design	IIM3	p	
3C9	Fracture mechanics of materials and structures	IIL5	p	

Unit	Title	Set	Mode	Notes
<i>Group D: Civil, structural, and environmental engineering</i>				
3D1	Geotechnical engineering I	IIAM1	p	
3D2	Geotechnical engineering II	IIAL1	p	
3D3	Structural materials and design	IIAM2	p	
3D4	Structural analysis and stability	IIAL2	p	
3D5	Water engineering	IIAM10	p	
3D7	Finite element methods	IIAL4	p	
3D8	Building physics and environmental geotechnics	IIAM3	p	
<i>Group E: Management and manufacturing</i>				
3E1	Business economics	IIAM9	p	
3E2	Marketing	IIAM9	p	
3E3	Modelling risk	IIAL8	p	
3E6	Organizational behaviour	IIAL8	p	
3E10	Operations management for engineers	IIAL8	p	
3E11	Environmental sustainability and business	IIAM9	p	
<i>Group F: Information engineering</i>				
3F1	Signals and systems	IIAM4	p	
3F2	Systems and control	IIAL5	p	
3F3	Statistical signal processing	IIAM1	p	
3F4	Data transmission	IIAL6	p	
3F7	Information theory and coding	IIAM5	p	
3F8	Inference	IIAL4	p	
<i>Group G: Bioengineering</i>				
3G1	Introduction to molecular bioengineering	IIAM7	p	
3G2	Mathematical physiology	IIAL3	p	
3G3	Introduction to neuroscience	IIAL2	p	
3G4	Medical imaging and 3D computer graphics	IIAL1	p	
3G5	Biomaterials	IIAM8	p	
<i>Group M: Multidisciplinary modules</i>				
3M1	Mathematical methods	IIAL5	p	
<i>Group S: Modules shared with Part IIb</i>				
4C4	Design methods	IIAM7	p	Shared module
4D8	Pre-stressed concrete	IIAL9	p	Shared module; alternates with 4D16
4M12	Partial differential equations and variational methods	IIAL9	p	Shared module
4M16	Nuclear power engineering	IIAL9	p	Shared module

## PART IIA: SETS

All lectures are AM except those indicated as PM.

Set	Unit	Title	Mode	Notes
<b>MICHAELMAS TERM</b>				
IIAM1	3A3	Fluid mechanics II	p	Double module
	3D1	Geotechnical engineering I	p	
	3F3	Statistical signal processing	p	
IIAM2	3B3	Switch-mode electronics	p	
	3D3	Structural materials and design	p	
IIAM3	3B1	Radio frequency electronics	p	
	3C8	Machine design	p	
	3D8	Building physics and environmental geotechnics	p	



Set	Unit	Title	Mode	Notes
IIAM4	3C7	Mechanics of solids	p	
	3F1	Signals and systems	p	
IIAM5	3C1	Materials processing and design	p	
	3F7	Information theory and coding	p	
IIAM6	3C5	Dynamics	p	
IIAM7	3A5	Thermodynamics and power generation	p	
	3G1	Introduction to molecular bioengineering	p	
	4C4	Design methods	p	Shared with IIb
IIAM8	3A1	Fluid mechanics I	p	Double module
	3G5	Biomaterials	p	
IIAM9 (PM lectures)	3E1	Business economics modelling risk	p	
	3E2	Marketing	p	
	3E11	Environmental sustainability and business	p	
IIAM10 (PM double lectures)	3B5	Semiconductor engineering	p	
	3D5	Water engineering	p	
<b>LENT TERM</b>				
IIAL1	3A3	Fluid mechanics II	p	Double module
	3D2	Geotechnical engineering II	p	
	3G4	Medical imaging and 3D computer graphics		
IIAL2	3B4	Electric drive systems	p	
	3D4	Structural analysis and stability	p	
	3G3	Introduction to neuroscience	p	
IIAL3	3A6	Heat and mass transfer	p	
	3B2	Integrated digital electronics	p	
	3G2	Mathematical physiology	p	
IIAL4	3D7	Finite element methods	p	
	3F8	Inference	p	
IIAL5	3C9	Fracture mechanics of materials and structures	p	
	3F2	Systems and control	p	
IIAL6	3C6	Vibration	p	
	3F4	Data transmission	p	
IIAL7	3A1	Fluid mechanics I	p	Double module
	3B6	Photonic technology	p	
	3M1	Mathematical methods	p	
IIAL8 (PM lectures)	3E3	Modelling risk	p	
	3E6	Organizational behaviour	p	
	3E10	Operations management for engineers	p	

Set	Unit	Title	Mode	Notes
<i>Group S – modules shared with IIb</i>				
IIL9	4D8	Pre-stressed concrete	p	Shared module; alternates with 4D16
	4M12	Partial differential equations and variational methods	p	Shared module
	4M16	Nuclear power engineering	p	Shared module

## PART IIB: MODULES

The Faculty Board of Engineering gives notice that the modules prescribed for the examinations to be held in 2018, and the mode of examination for each module, will be as below.

Candidates must offer eight modules for examination. Candidates may offer only one module from any chosen set as listed below. In addition, students may take not more than three from the following: 4E modules; 4I1 and 4I7; 4M1–3; and (when available) 4D16. Students may not take more than two 4E modules (one per term).

No candidate who offered any module for Part IIA may again offer the same module for Part IIB.

There will be no Group R (research) modules available to Part IIB students in 2017–18.

Please note that as the Faculty Board does not have exclusive control over imported modules it cannot guarantee that they will not clash with any other set.

**Notes:**

c = coursework    p = examination only    p+c = examination and coursework

Unit	Name	Set	Mode	Notes
<i>Group A: Energy, fluid mechanics, and turbomachinery</i>				
4A2	Computational fluid dynamics	IIBM1	c	
4A3	Turbomachinery I	IIBM4	p+c	
4A4	Aircraft stability and control	IIBM7	c	Coursework in Christmas vacation, and further lecture in LT; max. 30 so may ballot
4A7	Aerodynamics	IIBM8	c	
4A9	Molecular thermodynamics	IIBM5	p	
4A10	Flow instability	IIBL8	p	
4A12	Turbulence and vortex dynamics	IIBL3	p	
4A13	Combustion and IC engines	IIBL5	p	
4A15	Aeroacoustics	IIBM6	p	
<i>Group B: Electrical engineering</i>				
4B2	Power microelectronics	IIBM6	p	
4B6	Solid state devices and chemical / biological sensors	IIBL3	p	
4B11	Photonic systems	IIBM5	p	
4B13	Electronic sensors and instrumentation	IIBL1	p	
4B19	Renewable electrical power	IIBM2	p	Pre-reqs 3B3, 3B4, 3B6
4B21	Analogue integrated circuits	IIBM3	p	
4B22	Flexible electronics	IIBL5	p	
4B23	Optical fibre communication	IIBL2	p+c	
4B24	Radio frequency systems	IIBL4	p+c	Pre-req 3B1
4B25	Embedded systems for the internet of things	IIBM7	c	
<i>Group C: Mechanics, materials, and design</i>				
4C2	Designing with composites	IIBM3	p+c	
4C3	Electrical and nano materials	IIBM8	p	
4C4	Design methods	IIBM2	p	Shared with Part IIA
4C5	Design case studies	IIBL4	c	
4C6	Advanced linear vibrations	IIBM4	p+c	
4C7	Random and non-linear vibrations	IIBM5	p+c	
4C8	Vehicle dynamics	IIBL8	p+c	
4C9	Continuum mechanics	IIBL7	p	
4C15	MEMS: design	IIBL2	p+c	

Unit	Name	Set	Mode	Notes
<i>Group D: Civil, structural, and environmental engineering</i>				
4D4	Construction engineering	IIBL4	c	
4D5	Foundation engineering	IIBL5	p	
4D6	Dynamics in civil engineering	IIBL2	p+c	
4D7	Concrete structures	IIBM4	p+c	
4D8	Pre-stressed concrete	IIBL1	p	Shared with Part IIA; alternates with 4D16
4D10	Structural steelwork	IIBM3	p+c	
4D13	Architectural engineering	IIBM8	c	
4D14	Contaminated land and waste containment	IIBL3	p+c	
<i>Group E: Management and manufacturing</i>				
4E1	Innovation and strategic management of intellectual property	IIBM9	c	
4E3	Business innovation in a digital age	IIBM9	c	
4E4	Management of technology	IIBM9	c	
4E5	International business	IIBL9	c	
4E6	Accounting and finance	IIBM9	c	
4E11	Strategic management	IIBL9	c	
4E12	Project management	IIBL9	c	Part IIB Engineering students only
<i>Group F: Information engineering</i>				
4F1	Control system design	IIBM7	p+c	
4F2	Robust and nonlinear systems and control	IIBL7	p	
4F5	Advanced communications and coding	IIBL6	p	
4F7	Statistical signal analysis	IIBM4	p	Revised and with new name. Pre-req 3F3
4F8	Image processing and image coding	IIBL3	p	
4F10	Deep learning and structured data	IIBM6	p	
4F12	Computer vision	IIBM2	p	
4F13	Probabilistic machine learning	IIBM1	c	
4F14	Computer systems	IIBL5	p+c	Part I Digital circuits and computing assumed
<i>Group G: Bioengineering</i>				
4G1	Mathematical biology of the cell	IIBM1	c	Cap: 15
4G2	Biosensors	IIBL6	c	
4G3	Computational neuroscience	IIBL4	c	
4G4	Biomimetics	IIBL7	c	
<i>Group M: Multidisciplinary modules</i>				
4M1	French	IIBL10	c	
4M2	German	IIBL10	c	
4M3	Spanish	IIBM10	c	
4M9	Surveying field course	IIBLV	c	Long Vacation module taken in previous summer; cap: 16
4M12	Partial differential equations and variational methods	IIBL1	p	Shared with Part IIA
4M14	Sustainable development	IIBM7	c	
4M16	Nuclear power engineering	IIBL1	p	Shared with Part IIA
4M17	Practical optimization	IIBM6	c	
4M18	Present and future energy systems	IIBM3	p	
4M19	Advanced building physics	IIBM2	c	
4M20	Robotics	IIBM8	c	

Unit	Name	Set	Mode	Notes
4M21	Software engineering and design	IIBL7	p	
<i>Group I: Imported modules</i>				
4I1	Strategic valuation (TPE6)	IIBCV	c	Christmas vacation module; cap: 10; borrowed from M.Phil. in Technology Policy
4I7	Electricity and environment (TPE7)	IIBL6	c	Borrowed from M.Phil. in Technology Policy
4I8	Medical physics	IIBL8	p	Borrowed from Physics
4I10	Nuclear reactor engineering	IIBM5	p	Borrowed from M.Phil. in Nuclear Energy
4I11	Advanced fission and fusion systems	IIBL8	c	Borrowed from M.Phil. in Nuclear Energy

## PART IIB: SETS

All lectures are AM except those indicated as PM.

Set	Unit	Title	Mode	Notes
<b>MICHAELMAS TERM</b>				
IIBM1	4A2	Computational fluid dynamics	c	
	4F13	Probabilistic machine learning	c	
	4G1	Mathematical biology of the cell	c	Cap: 15
IIBM2	4B19	Renewable electrical power	p	Pre-reqs 3B3, 3B4, 3B6
	4C4	Design methods	p	Shared with Part IIA
	4F12	Computer vision	p	
	4M19	Advanced building physics	c	
IIBM3	4B21	Analogue integrated circuits	p	
	4C2	Designing with composites	p+c	
	4D10	Structural steelwork	p+c	
	4M18	Present and future energy systems	p	
IIBM4	4A3	Turbomachinery I	p+c	
	4C6	Advanced linear vibrations	p+c	
	4D7	Concrete structures	p+c	
	4F7	Statistical signal analysis	p	Pre-req 3F3
IIBM5	4A9	Molecular thermodynamics	p	
	4B11	Photonic systems	p	
	4C7	Random and non-linear vibrations	p+c	
	4I10	Nuclear reactor engineering	p	
IIBM6	4A15	Aeroacoustics	p	
	4B2	Power microelectronics	p	
	4F10	Statistical pattern processing	p	
	4M17	Practical optimization	c	
IIBM7	4A4	Aircraft stability and control	c	
	4B25	Embedded systems for the internet of things	c	
	4F1	Control system design	p+c	
	4M14	Sustainable development	c	
IIBM8	4A7	Aerodynamics	c	
	4C3	Electrical and nano materials	p	
	4D13	Architectural engineering	c	
	4M20	Robotics	c	

Set	Unit	Title	Mode	Notes
IIBM9	4E1	Innovation and strategic management of intellectual property	c	
	4E3	Business innovation in a digital age	c	
	4E4	Management of technology	c	
	4E6	Accounting and finance	c	
IIBM10	4M3	Spanish	c	
<i>Christmas vacation</i>				
IIBM13	4I1	Strategic valuation (TPE6)	c	Cap: 10
<b>LENT TERM</b>				
IIBL1	4D8	Pre-stressed concrete	p	Alternates with 4D16
	4B13	Electronic sensors and instrumentation	p	
	4M12	Partial differential equations and variational methods	p	Shared with Part IIA
	4M16	Nuclear power engineering	p	Shared with Part IIA
IIBL2	4B23	Optical fibre communication	p+c	
	4C15	MEMS: design	p+c	
	4D6	Dynamics in civil engineering	p+c	
IIBL3	4A12	Turbulence and vortex dynamics	p	
	4B6	Solid state devices and chemical / biological sensors	p	
	4D14	Contaminated land and waste containment	p+c	
	4F8	Image processing and image coding	p	
IIBL4	4B24	Radio frequency systems	p+c	Pre-req 3B1
	4C5	Design case studies	c	
	4D4	Construction engineering	c	
	4G3	Computational neuroscience	c	
IIBL5	4A13	Combustion and IC engines	p	
	4B22	Flexible electronics	p	
	4D5	Foundation engineering	p	
	4F14	Computer systems	p+c	Part I Digital circuits and computing assumed.
IIBL6	4F5	Advanced communications and coding	p	
	4G2	Biosensors	c	
	4I7	Electricity and environment	c	
IIBL7	4C9	Continuum mechanics	p	
	4F2	Robust and nonlinear systems and control	p	
	4G4	Biomimetics	c	
	4M21	Software engineering and design	p	
IIBL8	4A10	Flow instability	p	
	4C8	Vehicle dynamics	p+c	
	4I8	Medical physics	p	
	4I11	Advanced fission and fusion systems	p	
IIBL9	4E5	International business	c	
	4E11	Strategic management	c	
	4E12	Project management	c	Part IIB Eng students only
IIBL10	4M1	French	c	
	4M2	German	c	
<b>LONG VACATION</b>				
LV1	4M9	Surveying field course	c	Cap: 16

## History of Art Tripos, Parts IIa and IIb, 2017–18: Special subjects

The Faculty Board of Architecture and History of Art gives notice of the special subjects for the History of Art Tripos, 2017–18. The Board shall have the power of subsequently issuing amendments if they have due reason for doing so, and if they are satisfied that no student's preparation for the examination is adversely affected (*Statutes and Ordinances*, p. 342, Regulation 11(b)).

### *Paper 5/6. Gothic art and architecture in France, 1100–1300*

This special subject examines the exceptionally fertile period of French medieval art and architecture between the era of monastic reform and the end of the building boom at the end of the 13th century. Starting with Romanesque art in such areas as Normandy and Burgundy, it will examine the major sources of art comment in the 12th century including the writings of St Bernard and Abbot Suger. The Parisian art milieu c. 1150, including Saint-Denis, will act as a springboard to further consideration of the development of Gothic architecture in northern and eastern France (Notre-Dame, Paris, Laon, Soissons, Chartres, Bourges, etc.). Developments in metalwork and portal sculpture will be considered, and also illumination. High Gothic (Reims, Amiens) will follow, with consideration of the portfolio of Villard d'Honnecourt. The Parisian milieu will then be returned to with examination of Gothic architecture and 'scholasticism', the Sainte-Chapelle and Court art under Louis IX, and the emergence of Rayonnant. Issues for discussion will include Gothic sculpture, theology and 'moralitas', the reception of French art and architecture in Western Europe more generally, and the loss of authority of French architecture to the geographical 'margins' from 1300.

### *Paper 7/8. English Renaissance art and architecture*

The reigns of Elizabeth I and James I saw an unprecedented flourishing of the visual arts in England. In this era of political and religious instability, English artists and patrons experimented with new forms and motifs, forging a unique and idiosyncratic style. Yet this was an art full of contradictions: it revelled in a revived medieval chivalry while grappling enthusiastically with classicism, celebrated grandeur in the country house and royal portrait while embracing the intimacy of the portrait miniature. This special subject will examine the tensions and pluralism of English art c. 1550–1625, paying close attention to the social and cultural contexts that framed and shaped it. The course will cover panel painting and limning, architecture, sculpture, printmaking, the luxury arts, and the court masque alongside the period developments in literature and theatre with which they were imbricated. The complexities and significance of gender (particularly under Elizabeth), religious confession, and courtly self-fashioning for the arts will be addressed. Throughout, English art's relationship to continental models – at the time and in subsequent historiography – will be critically assessed, as will its connection to the idea of Renaissance.

### *Paper 9/10. Paris 1750–1800: the birth of the modern art world*

Many of the features that characterize the modern art world have their origins in Paris in the years 1750–1800. They include the birth of the public art gallery, in the Palais du Luxembourg and the Louvre, the rise of a new, articulate middle class public of art lovers, critics, and painters, or the development of new venues to discuss art, such as the Salons. The works of Winckelmann were published in French translation immediately after their first appearance in German; the rediscovery of Herculaneum and Pompeii had a great impact on the development of neo-classicism and the new discipline of archaeology. At the same time, critics, artists, and the public were obsessed with the art and art politics of the Grand Siècle. A common theme that links all these developments is the emergence of an educated, articulate public as a main actor in the Paris art world. This seminar will explore how these developments interacted to make Paris around 1750 the place where the modern art world was born; more in particular, it will consider how these, often conflicting, developments manifested themselves around a series of public debates, such as the disputes caused by the rediscovery of Pompeii and Herculaneum, or excavations at Tivoli; the position of sculpture as a public art, and its conflicted relation with models from Antiquity or the Renaissance; innovations in history painting, still life, and genre scenes; or the debates that surrounded the transformation of the Louvre from a palace for an absent king to the first public museum; the new artists and audiences that met in the Salons; or the debates caused by the publication of Winckelmann's *History of Classical Art*.

### *Paper 11/12. Italian art and architecture in the age of Giotto*

Italy's artistic culture underwent a revolution in the decades around 1300 – a seismic shift towards more naturalistic modes of representation most strongly associated with Giotto di Bondone (c. 1267–1337). This course disentangles the Florentine master from Vasarian myth and modern attribution debates, reassessing his achievements within the context of his own time. The course considers Giotto alongside other leading painters (his Florentine compatriot Cimabue and the Sienese Duccio, Simone Martini, and both Lorenzetti) as well as the architect-sculptor Arnolfo di Cambio, setting them against the dynamic backdrop of Tuscany's burgeoning urban centres (Florence, Siena, Pisa). The course explores links between art and literature, especially through the poetry of Dante, and the emergence of pictorial allegory capable of communicating complex philosophical and political concepts. Beyond Tuscany, the course examines several other major artistic centres where Giotto worked: Rome, where the papacy energetically renewed the eternal city's early Christian past; Assisi, headquarters of the Franciscan Order and site of the peninsula's most intensive concentration of fresco cycles; Padua, where the university encouraged artists to engage with classical antiquity and the new science of optics; and Naples, whose Angevin kings refashioned their southern capital with Gothic architecture imported from France.



*Paper 13/14. Vision and representation in contemporary art*

This course explores the changing status of the art object from the mid-1980s to the present day, considering how vision and representation took centre stage. While the optical had been fundamental to the Modernist project, with the rise of Minimalism and Conceptualism in the 1960s and 1970s these concerns had been displaced. By the 1980s artists and theorists influenced by political breakthroughs in the decades before, returned to the visual field to explore the limits of representation in a changing world. Beginning with appropriation and moving through to recent returns to image-making in post-internet art, as well as queer experiments with alternative forms of portraiture, the course will trace the politics of looking and being looked at. This course will also address changes in technology, exploring artists' investigations of digital and analogue media and the range of theoretical interests this has supported from Hito Steyerl's discussion of the 'poor image', to Tacita Dean's fetishization of film, and Ryan Trecartin's experiments with mimesis. More broadly, this course will provide a framework to consider Contemporary Art in the work of art historians. It will not only address the history of art-making over the last thirty years, but also explore how art historians might approach the unstable and changing world of contemporary practice.

*Paper 15/16. Painting and patronage in Imperial Russia*

From the reign of Peter the Great (1682–1725), artistic practice in Russia underwent a period of remarkably accelerated development, complementing the long-standing tradition of icon painting with a wealth of experimentation in secular art. At the same time, the country acquired art collections of international repute, thanks to the activities of patrons as ambitious as Catherine the Great. This course examines the vibrant visual culture which resulted, from the imposing portraits of the eighteenth-century court, to the iconoclastic antics of the pre-Revolutionary avant-garde. By focusing both on painters unfamiliar in the West and on works as canonical as Malevich's Black Square, the course will challenge standard interpretations of the modernist mainstream, and consider the role which Russia played in the wider development of Western European art.

*Paper 17/18. Art against the world: visual art, 1945–1989*

Against the perceived complacency of post-war modernist painting, Conceptual Art and related movements of the late 1960s and early 1970s renewed the promise of the early 20th century avant-gardes. Again, art was to dismantle culturally dominant patterns of thinking and acting. The course will examine how these ambitions played out 1945–1989, interrogating three interrelated ideas: that progressive art can resist the spectacle of consumer culture, that art can offer a critique of its own institutions, and that art can offer new models for political action. Artists studied will include Abstract Expressionists in the 1950s, Conceptual artists in the 1960s, and the women's art movement of the late 1960s and early 1970s. The course looks in detail at the socio-political context of the Cold War, and at the anti-war, civil rights, and women's political movements. Geographically, the course focuses on the art of the United States, drawing comparative studies from the USSR, Eastern Europe, and Western Europe.

*Paper 19/20. British architecture in the age of enlightenment, industry, and reform*

The century from c. 1750 to c. 1850 was one of almost unprecedented development in British architecture. New relationships with the ruined buildings of the ancient Græco-Roman world emerged in response to the effects of the Grand Tour and of the incipient science of archaeology, while an indigenous antithesis was represented by surviving or revived Gothic forms. The ideologies of the Picturesque and of Romanticism incorporated both classicism and medievalism, as well as more exotic forms of architecture inspired by Britain's trading links with the Far East. This was also the period in which Britain emerged as the world's first industrial nation, leading not just to new building materials and building types but also to rapid expansion of cities. In this special subject, the architectural effects of changing political and social imperatives in the late eighteenth and early nineteenth centuries will be studied against the background of longstanding British traditions in building and landscape design.

*Paper 21/22. Collecting Islamic art*

This course offers a broad examination of the emergence and development of the field of Islamic art from the 19th to the 21st century. It will begin with an exploration of the rich artistic output of individuals like Owen Jones and Jules Bourgoïn whose borrowings of patterns from sites like the Alhambra almost instantaneously sparked global interest in Islamic ornament and architecture. The course will go on to examine the effects of these discoveries on artisanal productions worldwide and their role in major movements such as the Arts and Crafts and Art Nouveau. It will navigate through the rooms of collectors like Frederic Leighton and Albert Goupil, look closely at the Orientalist oeuvre of artists like Jean-Léon Gérôme and his one-time disciple Osman Hamdi Bey, and cast a critical eye on modern modes of displaying Islamic art in exhibitions and museums. Through these examples, participants will have the opportunity to discuss such concepts as Orientalism and Islamic aniconism and look in depth at the complicated history of archaeology and the circulation of objects that affected the formation of the field. The course will include visits to the Fitzwilliam Museum to study its Islamic art collections on site.

## **Natural Sciences Tripos, Part II (History and Philosophy of Science), 2017–18**

The Board of History and Philosophy of Science gives notice that the prescribed sources for the essay component of the Part II course in 2017–18 are now available on the Departmental website at [http://www.hps.cam.ac.uk/study/undergraduate/partii#primary\\_sources](http://www.hps.cam.ac.uk/study/undergraduate/partii#primary_sources).

## Examination in Economic Research for the M.Phil. Degree, 2017–18

The Faculty Board of Economics and the Degree Committee for the Faculty of Economics give notice, with the approval of the Student Registry and the General Board, that in the academical year 2017–18 the subjects for the examination in Economic Research for the degree of Master of Philosophy will be as listed below.

### Core modules

E100:	Microeconomics	Two-hour written examination
R101:	Microeconomics II	Three-hour written examination
R200:	Advanced macroeconomics I	Three-hour written examination
R201:	Advanced macroeconomics II	Two-hour written examination
R300:	Advanced econometric methods	Three-hour written examination
R301:	Econometrics II	Three-hour written examination

### Specialist modules

S140:	Behavioural economics	Two-hour written examination
S150:	Economics of networks	Two-hour written examination
S170:	Industrial organization	Two-hour written examination
S180:	Labour: search, matching, and agglomeration	Two-hour written examination
S500:	Development economics	Two-hour written examination
S600:	Topics in macroeconomic history	Project
S610:	British industrialism	Project
S620:	Institutions and economic growth in historical perspective	Two-hour written examination
F300:	Corporate finance	Two-hour written examination
F400:	Asset pricing	Two-hour written examination
F500:	Empirical finance	Two-hour written examination
F510:	International finance	Two-hour written examination
F520:	Behavioural finance	Two-hour written examination
F530:	Venture capital in the innovation economy	Project
F540:	Topics in applied asset management	Two-hour written examination

For further information on the form and conduct of examination papers for the M.Phil. in Economic Research, please see <http://www.econ.cam.ac.uk/intranet/info/FormandConduct-grad.pdf>.

## Examination in Economics for the M.Phil. Degree, 2017–18

The Faculty Board of Economics and the Degree Committee for the Faculty of Economics give notice, with the approval of the Student Registry and the General Board, that in the academical year 2017–18 the subjects for the examination in Economics for the degree of Master of Philosophy will be as listed below.

### Core modules

E100:	Microeconomics	Two-hour written examination
E101:	Applied microeconomics	Two-hour written examination
E200:	Macroeconomics	Two-hour written examination
E201:	Applied macroeconomics	Two-hour written examination
E300:	Econometric methods	Three-hour written examination

### Specialist modules

S140:	Behavioural economics	Two-hour written examination
S150:	Economics of networks	Two-hour written examination
S170:	Industrial organization	Two-hour written examination
S180:	Labour: search, matching, and agglomeration	Two-hour written examination
S301:	Applied econometrics	Two-hour written examination
S500:	Development economics	Two-hour written examination
S600:	Topics in macroeconomic history	Project
S610:	British industrialism	Project
S620:	Institutions and economic growth in historical perspective	Two-hour written examination
F300:	Corporate finance	Two-hour written examination
F400:	Asset pricing	Two-hour written examination
F500:	Empirical finance	Two-hour written examination
F510:	International finance	Two-hour written examination
F520:	Behavioural finance	Two-hour written examination

F530:	Venture capital in the innovation economy	Project
F540:	Topics in applied asset management	Two-hour written examination
Paper 1:	Development economics (from the Centre of Development Studies)	Project
Paper 4:	Globalization, business, and development (from the Centre of Development Studies)	Project

For further information on the form and conduct of examination papers for the M.Phil. in Economics, please see <http://www.econ.cam.ac.uk/intranet/info/FormandConduct-grad.pdf>.

## Examination in Finance and Economics for the M.Phil. Degree, 2017–18

The Faculty Board of Economics and the Degree Committee for the Faculty of Economics give notice, with the approval of the Student Registry and the General Board, that in the academical year 2017–18 the subjects for the examination in Finance and Economics for the degree of Master of Philosophy will be as listed below.

### Core modules

F100:	Finance I	Two-hour written paper
F200:	Finance II	Two-hour written paper
F300:	Corporate finance	Two-hour written paper
F400:	Asset pricing	Two-hour written paper
E100:	Microeconomics	Two-hour written paper
E300:	Econometric methods	Three-hour written paper

### Specialist modules

F500:	Empirical finance	Two-hour written paper
F510:	International finance	Two-hour written paper
F520:	Behavioural finance	Two-hour written paper
F530:	Venture capital in the innovation economy	Project
F540:	Topics in applied asset management	Two-hour written paper
S140:	Behavioural economics	Two-hour written examination
S150:	Economics of networks	Two-hour written examination
S301:	Applied econometrics	Two-hour written examination
E101:	Applied microeconomics	Two-hour written examination
E200:	Macroeconomics	Two-hour written examination
E201:	Applied macroeconomics	Two-hour written examination

### Mathematical Tripos, Part III

Optimal investment

For further information on the form and conduct of examination papers for the M.Phil. in Finance and Economics, please see <http://www.econ.cam.ac.uk/intranet/info/FormandConduct-grad.pdf>.

## Examination in Economics for the Certificate of Postgraduate Study, 2017–18

The Faculty Board of Economics and the Degree Committee for the Faculty of Economics give notice, with the approval of the Student Registry and the General Board, that in the academical year 2017–18 the subjects for examination will be as listed below.

### Compulsory component

PhD40:	How to do economics	Not examinable
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### Ph.D. modules

PhD10:	Economic theory	Two-hour written examination
PhD11:	Applied microeconomic theory	Project
PhD20:	Topics in advanced macroeconomics	Project
PhD21:	Computational methods	Project
PhD30:	Topics in advanced econometrics	Project
PhD31:	GMM	Project

**M.Phil. modules**

S140:	Behavioural economics	Two-hour written examination
S150:	Economics of networks	Two-hour written examination
S170:	Industrial organization	Two-hour written examination
S180:	Labour: search, matching, and agglomeration	Two-hour written examination
S301:	Applied econometrics	Two-hour written examination
S500:	Development economics	Two-hour written examination
S600:	Topics in macroeconomic history	Project
S610:	British industrialism	Project
S620:	Institutions and economic growth in historical perspective	Two-hour written examination
F300:	Corporate finance	Two-hour written examination
F400:	Asset pricing	Two-hour written examination
F500:	Empirical finance	Two-hour written examination
F510:	International finance	Two-hour written examination
F520:	Behavioural finance	Two-hour written examination
F530:	Venture capital in the innovation economy	Project
F540:	Topics in applied asset management	Two-hour written examination

**Research seminars/workshops**

Microeconomic theory  
 Applied microeconomics  
 Macroeconomic  
 Econometrics

For further information on the form and conduct of examination papers for the Economics Tripos, please see <http://www.econ.cam.ac.uk/intranet/info/FormandConduct-grad.pdf>.

**Advanced Diploma in Economics, 2017–18**

The Faculty Board of Economics and the Degree Committee for the Faculty of Economics give notice, with the approval of the Student Registry and the General Board, that in the academical year 2017–18 the subjects for examination for the Advanced Diploma in Economics will be as listed below.

Paper 1: Microeconomics  
 Paper 2: Macroeconomics  
 Paper 3: Econometrics

Papers 1 and 2 will each be examined by means of a three-hour written examination, while Paper 3 will be examined by means of a two-hour written examination (60% of the marks) and a project (40% of the marks).

**FORM AND CONDUCT OF EXAMINATIONS, 2017–18**

Notices by Faculty Boards, or other bodies concerned, of changes to the form and conduct of certain examinations to be held in 2017–18, by comparison with those examinations in 2016–17, are published below. Complete details of the form and conduct of all examinations are available from the Faculties or Departments concerned.

**Examinations in Environmental Policy; in Planning, Growth, and Regeneration; in Real Estate Finance; and in Land Economy Research, for the M.Phil. Degree, 2017–18**

The Degree Committee of Land Economy gives notice that, for the examinations to be held in 2017–18, the form of examination for each module offered will be as follows:

*Please note:* In instances where Land Economy Research students opt to take modules normally assessed by written examination, the Examiners will be asked to provide a separate assignment. Where a module is usually examined in a combination of forms it is also likely that the candidate will be set a separate assignment. Details of any such substitute assignments will be notified to the candidate(s) concerned once they have been confirmed with the relevant Examiners.

**MICHAELMAS AND LENT TERM MODULES****EP01 International environmental law**

The module will be examined by a 4,000-word project in the Lent Term (50% of total mark) and by a two-hour written examination in the Easter Term (50% of total mark).

**EP02 Environmental economics and policy**

The module will be examined by a 4,000-word project in the Lent Term (50% of total mark) and by a two-hour written examination in the Easter Term (50% of total mark).

**PGR01 Urban and environmental planning**

The module will be examined by a 4,000-word project in the Lent Term (50% of total mark) and by a two-hour written examination in the Easter Term (50% of total mark).

**PGR02 Urban and housing policy**

The module will be examined by a 4,000-word project in the Lent Term (50% of total mark) and by a two-hour written examination in the Easter Term (50% of total mark).

**RE01 Corporate finance and real estate**

The module will be examined by a 4,000-word project in the Lent Term (50% of total mark) and by a two-hour written examination in the Easter Term (50% of total mark).

**RE02 Real estate finance and investment**

The module will be examined by a 4,000-word project in the Lent Term (50% of total mark) and by a two-hour written examination in the Easter Term (50% of total mark).

## MICHAELMAS TERM MODULES

**RM01 Research methods**

The module will be examined by a 4,000-word project.

**EP03 Environmental values**

The module will be examined by a 4,000-word project.

**EP08 Comparative environmental policy**

The module will be examined by a 4,000-word project.

**PGR04 Institutions and development I**

The module will be examined by a 4,000-word project.

**RE04 The macroeconomy and housing**

The module will be examined by a 4,000-word project.

## LENT TERM MODULES

**RM02 Further topics in quantitative methods**

The module will be examined by a two-hour written examination.

**EP04 Innovation policy and climate change**

The module will be examined by a 4,000-word project.

**EP06 Energy and climate change**

The module will be examined by a two-hour written examination.

**EP07 National, comparative, and European environmental law and policy**

The module will be examined by a two-hour written examination.

**PGR03 Spatial economics**

The module will be examined by a two-hour written examination.

**PGR05 Institutions and development II**

The module will be examined by a two-hour written examination.

**RE03 Property development processes**

The module will be examined by a 4,000-word project.

**RE05 Legal issues in land use and finance**

The module will be examined by a 4,000-word project.

## RULES OF GENERAL APPLICATION FOR WRITTEN EXAMINATIONS

*(i) Duration of written examinations*

Where modules are examined by means of a written examination this will consist of a two-hour unseen written paper unless otherwise specified.

*(ii) Relative weighting*

Unless otherwise specified in the paper:

- (a) within each paper, all questions will carry equal weight;
- (b) within each question, all parts carry equal weight.

*(iii) Use of Statute and other materials in examinations*

Where candidates are permitted to use their own materials, no markings will be allowed in those materials nor will candidates be permitted to attach anything or insert anything within those materials. No spare copies of permitted materials will be made available for candidates in the examinations. Candidates infringing this rule may be required to surrender their copy and may be reported for the infringement. Except for essential valuation tables, candidates who have to surrender their copy will not be provided with replacement material to use in the examination.

*(iv) Use of calculators*

The permitted calculators for use in the Land Economy M.Phil. examinations will be the standard University calculator CASIO fx 115 (any version); CASIO fx 570 (any version) or CASIO fx991 (any version); the Hewlett Packard HP 10BII or HP10BII+. Candidates may only bring one model of calculator into the examination hall. Candidates may not bring into the examinations external media associated with any calculator, such as instruction manuals, magnetic cards, or memory modules, but they may bring in spare batteries. Candidates are warned that the Examiners are not prepared to make allowances, when marking, for the malfunction of a candidate's calculator for whatever reason.

*(v) Use of dictionaries*

Candidates may not bring into the examinations dictionaries of any sort.

## RULES OF GENERAL APPLICATION FOR PROJECTS, ESSAYS, AND COURSEWORK

The following rules apply unless otherwise specified on assignments and essays:

- (i) One hard copy of all assignments for examination should be submitted by the specified deadline, in addition to an electronic version in MS Word/PDF/Excel/PowerPoint submitted via Moodle;
- (ii) Candidates should not put their name on any piece of work submitted for examination; they should instead use their Departmental Candidate Number;
- (iii) Loose-leaf submissions are not acceptable, although candidates may choose to secure their work however they wish, i.e. file, binding, staple, etc.;
- (iv) Candidates will be required to submit a Project Declaration Form as a separate piece of paper with each project, indicating the module number/name, candidate number and name, and stating that it is all their own work, within the word limit, and that they agree to their work being checked by plagiarism detection software (Turnitin UK), should the need arise;
- (v) Penalties will be applied by the Board of Examiners in the event of late submission. This includes the late submission of the required electronic version;
- (vi) Penalties will be applied by the Board of Examiners in the event that the prescribed word limit is exceeded.

**REPORTS****Report of the Council on the financial position and budget of the University, recommending allocations from the Chest for 2017–18**

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

1. This Budget Report reviews the financial position of the University and recommends allocations from the Chest for the financial year 2017–18.
2. Information on trends in staff and student numbers, research, and expenditure patterns is provided in the usual way in Appendices 1–4.

**Overview**

3. This year's Budget Report shows a continued deterioration in financial forecasts as anticipated last year. The Chest is forecast to remain in deficit over the planning period, although the position is anticipated to improve from a deficit of £21m in 2017–18 to one of just under £6m in 2020–21.

4. This position is viewed seriously by the Council, although it is considered to be manageable for a limited period given the strength of the University's balance sheet, the size of the University's endowment, and the scale of annual turnover. Operating with a Chest deficit, albeit for the short-term only, enables the University to maintain momentum and invest in areas of strategic academic importance, and to provide administrative services that have been agreed by the Heads of Schools and the Planning and Resources Committee ('PRC') as being fundamental to the core operation of the University.



*Income*

5. Forecast Chest allocations are not sustainable based on current levels of income, which are already under pressure. Recovery of indirect costs of research from research grants and contracts continues to fall.<sup>1</sup> Analysis shows that for every pound of research income, the University loses in the region of 15 pence.<sup>2</sup> The loss can be limited if there are improvements in the rate of indirect cost recovery.<sup>3</sup> One of the principal ways of achieving this is by increasing the proportion of research funded by industry.<sup>4</sup> There are many initiatives such as the Maxwell Centre,<sup>5</sup> and the Cambridge Academy of Therapeutic Sciences,<sup>6</sup> which encourage closer working with industry and the translation of research. These should help improve performance over time.<sup>7</sup> Having the right incentive mechanisms in the approach to allocating Chest resources will also be an important step in encouraging academics towards more industrial collaborations.<sup>8</sup>

6. Despite the continued investment performance of the CUEF, investment income is also reduced from earlier projections, driven by lower cash holdings following increased expenditure on capital projects. This position is unlikely to improve in the short- to medium-term given the scale of the University's capital programme.<sup>9</sup> However, as explored in more detail later in this Report, alternative funding methods for capital projects must be considered where this is appropriate.<sup>10</sup>

7. University Composition Fee income is now about half total Chest income and the forecast increase in fee income over the planning period is the primary reason that the Chest deficit is forecast to reduce. Approximately 40% of projected fee income is earned from regulated undergraduate fees and opportunity for growth here is limited. Fee increases of regulated undergraduate fees are dependent on Access and Participation Agreements and the Teaching Excellence Framework,<sup>11</sup> and it is anticipated will be no more than inflation. They are therefore fixed in real-terms.<sup>12</sup> The rate at which other fees can be increased is limited by the market. Therefore a primary way of increasing fee income would be via growth in student numbers providing that any accompanying increase in costs can be kept to a minimum. Maintaining the excellence of the educational experience and providing appropriate educational and welfare measures would be fundamental to any strategy for growth.<sup>13</sup>

<sup>1</sup> See paras. 46–47, and 49.

<sup>2</sup> This calculation is based on TRAC Income as a percentage of TRAC costs in 2014–15. The position has deteriorated from a loss of approximately 11 pence in the pound for 2012–13 and 2013–14. The funding mechanisms make it very difficult to recover the full costs for research. The Research Councils only pay 80% of the full economic cost and charities tend to pay no overheads although the University can, for eligible charity-funded research, claim Charity QR.

<sup>3</sup> It is also important to ensure that all direct costs are recovered from those sponsors who do not pay overheads.

<sup>4</sup> The RMC requires all industrially funded research to charge a *minimum* price of 100% full economic cost.

<sup>5</sup> <http://www.maxwell.cam.ac.uk/>.

<sup>6</sup> <http://www.ats.cam.ac.uk/>.

<sup>7</sup> More examples of engagement with industry are provided later in this Report in paras. 28–30. The University's response to the government's new industrial strategy will also inform the scope for further engagement with industry. Other helpful measures include work to strengthen support for University-level engagement with key industrial partners and the development of Framework Agreements with major commercial entities.

<sup>8</sup> A new approach to the allocation of resources is under development. See para. 14.

<sup>9</sup> This is discussed in more detail in paras. 33–35.

8. The University and the Colleges are maintaining a joined-up approach to student number planning and are taking into account the longer-term impact and opportunities of the UK's withdrawal from the European Union ('EU'). Two distinct groups are in operation: a recently reinstated University and Colleges Numbers Subcommittee of the Undergraduate Admissions Committee, and a Joint University and Colleges Working Group on Postgraduate Student Numbers, which will report by the end of the academic year.

9. Current forecasts assume growth in postgraduate student numbers through new and expanded courses.<sup>14</sup> Achieving and maintaining this forecast growth will be challenging given the UK's withdrawal from the EU.<sup>15</sup> Trends in student applications and acceptances, the actual mix and number of all students, and the consequences for fee income overall will continue to be monitored closely because a reduction in this significant income stream could be damaging for the University. In pursuance of this objective a postgraduate recruitment strategy has been developed and is being implemented.

10. Philanthropy continues to be a significant component of the financial strategy for collegiate Cambridge. The Campaign is progressing well and, as at 31 July 2016, £753m had been raised against the £2bn target. A continuing priority is to ensure that philanthropic giving is aligned with the core objectives of the University and the academic priorities of the Schools. Initiatives that will enhance and improve the University's engagement and partnerships with international trusts and foundations (amongst others) are already in place and will continue to be developed. The University's global reach will become increasingly important in forthcoming years.

*Expenditure*

11. Expenditure must be constrained and greater efficiencies achieved. A challenge in this planning round has been achieving a balance between investment in academic activities on the one hand, and in supporting administrative services – which in turn support academic activities – on the other.<sup>16</sup> Improving the efficiency of the administration throughout the University has been and will continue to be a priority, and the University's participation in a detailed benchmarking exercise, UniForum,<sup>17</sup> will help to clarify the level of resourcing needed to provide an

<sup>10</sup> This is under consideration by the Senior Pro-Vice-Chancellor and the Chief Financial Officer, in co-ordination with the Director of Estate Strategy. See para. 35.

<sup>11</sup> See para. 23.

<sup>12</sup> Cambridge tuition fees for Home fee status students starting their first undergraduate degree in 2017 will be £9,250 for all courses. Tuition fees for these students, and new entrants thereafter, are expected to rise in subsequent years in line with inflation. The fee for EU students who are already studying at Cambridge or who will start their studies in 2017 or 2018 will be at the applicable Home rate for the duration of their course.

<sup>13</sup> Some marginal costs will also be incurred, but the overall impact can be positive for the Chest. Student number planning is being overseen by two main groups as described in para. 8.

<sup>14</sup> Forecasts for postgraduate student numbers are aspirational only. The Joint University and Colleges Working Group on Postgraduate Student Numbers will be making proposals at the end of Easter Term relating to the size of the postgraduate student population. Undergraduate student numbers are fixed, with the exception of the Clinical School expansion over the next few years.

<sup>15</sup> The fee status of EU nationals for 2019 entry onwards has yet to be determined by the UK government.

<sup>16</sup> See paras. 52–58.

<sup>17</sup> <http://www.staff.admin.cam.ac.uk/projects/uniform-programme>.

efficient and effective University administration. However, it is likely to be a further year before the data will be fully understood and the University will be in a position to consider how it wishes to respond. In the meantime, academic growth,<sup>18</sup> changes in higher education governance and policy,<sup>19</sup> the increasing complexity and scale of the University's capital programme,<sup>20</sup> and the forthcoming withdrawal from the EU are placing heavy and increasing demands on administrative services across the University. The balance between expenditure on academic and non-academic activities that is proposed in this Budget Report reflects these tensions, but in no way diminishes the urgent need to rationalize administrative provision over the next three years. Cost control and financial restraint are central to improving the University's financial position and the Schools, central offices, and other non-School institutions ('NSIs') must find ways of constraining and reducing expenditure accordingly without diminishing the quality of the core services they provide.

12. A substantial proportion of annual expenditure from the Chest is for the benefit of collegiate Cambridge. The efficient and effective use of public and private funds is a responsibility that must be shared by the University and the Colleges.

#### *Changes to the Planning and Resource Allocation processes*

13. Over the next twelve months, a priority for the University's PRC will be to develop and implement robust strategies that will return the Chest to balance by the end of the current planning period and to a more financially sustainable position for the longer term. These strategies will support the generation of new and additional income to the Chest, and must constrain and reduce expenditure.

14. Achieving financial improvement will necessitate changes to the University's planning and resource allocation processes. As noted in last year's Budget Report, there must be appropriate mechanisms and incentives in place to ensure that the academic community benefits directly, having implemented strategies that raise income and contribute to an improved overall financial position for the University. The Resource Management Committee ('RMC') has been overseeing a review of the University's approach to resource allocation and has supported, in principle, a proposal in which the Resource Allocation Model ('RAM') could be used to calculate core allocations for each School. Through this mechanism there would be a more direct link between Schools' financial performance and subsequent allocations from the Chest. The intention is that this will incentivize academics to engage in strategically important activity that is also financially sustainable. At the same time, it is also recognized that the University will want to continue to invest in certain areas of education and research that are not necessarily financially self-sustaining, but are outstanding and world-leading nonetheless. Further development of the RAM model is underway in order to identify a cross-funding

mechanism to address this issue and that will also protect Schools from significant fluctuations in allocation from one year to the next. The aim is to pilot a model in the next planning round and, subject to feedback, implement the new methodology formally from Planning Round 2018.

15. This year's planning process introduced a series of meetings to focus on the long-term academic strategies of each School beyond the confines of the four-year planning period. These discussions represent the starting point for a continuing dialogue on academic strategy that, it is hoped, will facilitate more effective prioritization of expenditure on recurrent activity and on capital.<sup>21</sup>

16. An improved understanding of longer-term academic strategies will also support the possibility of a new approach to planning and resource allocation processes for the NSIs. These institutions have an important role to play in the support of the University's core education and research activity. They also provide services that are of value to communities beyond the University, but that are not necessarily linked to academic priorities. Given the increasing pressure on Chest resources, it is more important than ever for the NSIs to respond directly and specifically in their plans to the long-term academic goals as articulated by the Schools.<sup>22</sup> The subsequent allocation of Chest resources to the NSIs may need to be prioritized towards those services that the Schools assert are fundamental to achieving their academic objectives. Agreement on this will need to be achieved through a more iterative process between the Schools and the NSIs than has hitherto been the case. Prioritizing Chest resources in this way will increase the need for the NSIs to become more financially sustainable and to find alternative ways of funding activity that is 'non-core', but is nevertheless of importance and value to communities internal and external to the University. The University will help the NSIs to achieve this goal by ensuring that their governance structures are robust and by providing access to appropriate support functions, including fundraising and communications.

17. The Schools also need to focus attention on generating efficiencies by making progress in streamlining their internal governance and administrative structures. The scope for shared service models should be explored, taking into account not only the potential for implementation within a single School, but also the possibilities for shared provision with other Schools. As already noted, the UniForum benchmarking exercise will provide some valuable insights that can inform this work, and help to identify where there might be most potential to achieve efficiencies. Work on this can begin now and continue over the next twelve to eighteen months with the objective of beginning to implement new ways of working from Planning Round 2018.

18. In the meantime, the PRC is considering the guidance and expectations for Planning Round 2017, with the aim of being able to report in next year's Budget Report on progress achieved towards raising income and reducing expenditure.

<sup>18</sup> For example, through the accretion of MRC units, through plans for growth in areas of research and teaching which in turn require the delivery of new facilities and buildings, and the increasing complexity of academic collaborations such as those involving third parties.

<sup>19</sup> For example, the introduction of the Teaching Excellence Framework, and the anticipated move to new regulatory structures including the Office for Students, and UK Research and Innovation (UKRI).

<sup>20</sup> See paras. 33–35.

<sup>21</sup> A better understanding of academic strategies will inform decision-making when opportunities to invest in new academic

activity emerge at short notice. Recent examples of investment decisions include bids to host a Dementia Research Institute regional centre, and a Health Foundation Improvement Research Institute (see para. 31) and there are clear synergies with established academic priorities for the School of Clinical Medicine in each case. It will be helpful, however, to have more visibility of the longer-term strategies of all Schools in order to understand more clearly how opportunistic investment in one initiative may reduce the scope for future investment in another, and influence the size and shape of the University over a period of time.

<sup>22</sup> This, in turn, requires a clear articulation by the Schools of their longer-term academic goals.

## External environment

### *Withdrawal from the EU*

19. This year's Budget Report comes at a time of major change and uncertainty in the external environment. Article 50 of the Treaty of Lisbon was triggered on 29 March 2017 and the terms of the UK's withdrawal from the EU are now under negotiation, a process that is limited to no longer than two years. These crucial negotiations will be led by a newly-elected government following the General Election on 8 June 2017.<sup>23</sup>

20. The UK's decision to leave the EU is likely to have major repercussions for the higher education sector in general, and for the University of Cambridge in particular. Nationals of other EU countries constitute 8.5% of Cambridge's undergraduates, 23% of its postgraduate students, 27% of its postdocs, 16% of its academic staff, and 17% of all staff. Funds from the EU provide 12.6% of the University's total research income, and 18% of new grants and awards.<sup>24</sup> European networks and funding programmes<sup>25</sup> play an invaluable role in the education, research, and enterprise activities of the University. Any negative impact of the referendum result on the UK's international standing poses a threat to the University's global profile and reputation.

21. An EU Working Group<sup>26</sup> is considering the consequences of leaving the EU and is working hard to ensure that the University is in the strongest possible position to mitigate the negative impacts of the UK's exit, and to take advantage of opportunities in the new environment. The University has been highly influential in its engagement with Ministers, local Members of Parliament, Peers, Members of the European Parliament, and representatives from the city of Cambridge and the wider region. A strategic response has also been prepared for the Council focusing on four key areas – students, staff, research funding, and global reputation and reach.

### *Higher Education governance*

22. At the same time as the terms of the UK's exit from the EU are under negotiation, the Higher Education sector is facing other transformative changes to the way in which education and research is delivered and governed. The Higher Education and Research Bill received Royal Assent on 27 April 2017 and a transition of the sector's regulation and funding from the Higher Education Council for England to the Office for Students and UK Research and Innovation is underway.

23. The University has participated in Year 1 of the Teaching Excellence Framework, and has implemented an associated inflationary uplift in fees for Home/EU students from Michaelmas Term 2017. It has also participated in Year 2, which will inform the rate of fees for Home/EU students in 2018–19.<sup>27</sup> The awards for TEF2 will be announced in June 2017.

<sup>23</sup> The publication of this Budget Report will immediately follow the outcome of the General Election held on 8 June 2017.

<sup>24</sup> See Council Paper '*The UK's exit from the EU – strategies proposed in response*', page 1.

<sup>25</sup> This includes education and development programmes such as Erasmus+.

<sup>26</sup> This is chaired by the PVC for Research, and its membership includes all other Pro-Vice-Chancellors, and Professor Catherine Barnard (Professor of European Union Law and Senior Tutor and Fellow of Trinity College).

<sup>27</sup> The outcome for Year 2 of the Teaching Excellence Framework will be determined by a panel of academics, employers, and students and will be based on the assessment of metrics issued by HEFCE to providers and calculated from data returned to the Higher Education Statistical Agency and the University's narrative submission.

## *Industrial Strategy*

24. The University has responded to the government's Green Paper '*Building our Industrial Strategy*'.<sup>28</sup> The University's response emphasizes five key points:

- *the importance of knowledge transfer* – a complex, non-linear process which involves the movement of people as well as the exchange of ideas;
- *the importance of integration* – adopting a systems perspective to industrial strategy ensuring that the inter-connections between the ten pillars<sup>29</sup> are recognized;
- *the importance of support* – learning from overseas where bottom-up schemes exist to support ongoing innovation and where scale-up is seen through multiple dimensions covering technology, production processes, businesses, and the wider ecosystems and value chain;
- *the importance of skills and infrastructure* – essential elements to enable ongoing growth and economic development; and
- *the importance of diversity* – through people, disciplines, and the exchange of ideas.<sup>30</sup>

## Internal environment

### *Senior leadership*

25. The internal environment of the University is also undergoing change. The term of the current Vice-Chancellor, Professor Sir Leszek Borysiewicz, comes to an end this year and Professor Stephen Toope will become the new Vice-Chancellor from 1 October 2017. This is one of a series of changes in the University's senior leadership. Mr Anthony Odgers has joined the University as its first Chief Financial Officer.<sup>31</sup> Professor Andrew Neely is newly appointed as the University's Pro-Vice-Chancellor for Enterprise and Business Relations. Professor Ian Leslie has been appointed as Senior Adviser to the Vice-Chancellor with special responsibility for Information System Strategy and Environmental Sustainability. Ms Emma Rampton is Acting Registry following the retirement of the former Registry, Dr Jonathan Nicholls.

### *Developments over 2016–17*

26. The University continues to support and promote educational initiatives that will enhance teaching and learning. The virtual Cambridge Centre for Teaching and Learning was launched in April 2016 and provides opportunities to build on best practice in teaching and learning across the University.<sup>32</sup> A Teaching and Learning Innovation Fund continues to offer grants<sup>33</sup> for University staff to fund creative projects with the aim of promoting innovative practice in teaching and learning techniques that will enhance the educational experience. The Centre for Teaching and Learning also provides a focus for strategic priorities within Cambridge and for engaging

<sup>28</sup> <https://www.gov.uk/government/consultations/building-our-industrial-strategy>.

<sup>29</sup> *Ibid*, p. 11.

<sup>30</sup> A copy of the full submission was received by the Council at its meeting on 24 April 2017.

<sup>31</sup> The Chief Financial Officer is responsible for overseeing the financial and trading activities of the University group and for ensuring the group's financial health and sustainability.

<sup>32</sup> More information about the Centre and its activities can be found at <http://www.cctl.cam.ac.uk/>.

<sup>33</sup> The Digital Teaching and Learning Sub-committee makes a number of grants available each year. Grants range from between £10,000 and £20,000.



with national and international developments in higher education. The Centre's second annual Teaching Forum was held in March 2017 and provided an opportunity for staff to share ideas, learn about innovative approaches to teaching, and discuss wider higher education issues.

27. The University has launched its new Digital Strategy for Education, which aims to provide a framework for the introduction of technology that supports teaching and learning. The Strategy<sup>34</sup> seeks to achieve five strategic goals: to build and maintain a shared understanding of the needs and priorities of the collegiate University; to support students throughout the learning cycle; to ensure quality and equity of the student experience; to provide maximum effectiveness and efficiencies of resources for students, staff, and collegiate University administration; and to enable and propagate innovation.<sup>35</sup>

28. Over the course of 2016–17, the MRC Biostatistics Unit and the Mitochondrial Biology Unit have transferred into the University. The MRC Cognition and Brain Sciences Unit will transfer to the University in July 2017 and the MRC Toxicology Unit is anticipated to join from March 2018.<sup>36</sup> This Unit will play an important role in the development of the Cambridge Academy of Therapeutic Sciences, an initiative that promotes the development of therapeutics and the integration of industry into academic activities. The close proximity of major pharmaceutical companies such as AstraZeneca and GSK will ensure that the University is well-placed to combine excellence in science with efficient translation.<sup>37</sup>

29. Other initiatives involving industry include future involvement with the planned Rosalind Franklin Institute<sup>38</sup> and development of relations with the Sir Henry Royce Institute for Advanced Materials.<sup>39</sup> The University is a partnering institution in both. The Rosalind Franklin Institute will provide a national multi-disciplinary science and technology research centre designed to tackle major challenges in health and life sciences. The initiative involves other leading universities and representatives from industry and the Research Councils.<sup>40</sup>

30. The Royce Institute, which will have a hub in Manchester, will be a leading centre for advanced materials research and commercialization. Funding is being distributed across the Institute and its six partners to support investments in new equipment and infrastructure.

31. The University has been successful in its bid to host an Improvement Research Institute, for which funding of £40m over ten years is being invested by the Health Foundation, an independent charity.<sup>41</sup> The Improvement Research Institute will strengthen the evidence-base for how to improve health care.<sup>42</sup>

32. The University awaits government approval of the business case for the new Cavendish Laboratory. A sum of £75m is anticipated from the government in contribution to this significant project for the University and the Department of Physics.<sup>43</sup> The result will be a new, modern Laboratory that is fit for purpose for world-leading research and teaching in the Department, and that can provide a national facility to support UK-wide physics research.

### *Capital*

33. The Council endorsed the Strategic Framework for the Development of the University's Estate in November 2016. This framework prioritizes improving the utilization of existing space and also provides guiding principles to inform the expansion of the estate and the acquisition or disposal of land or buildings. These broad principles, and an increasing understanding of the long-term academic goals across the six Schools, will help the relevant Committees<sup>44</sup> in their capital decision-making processes.

34. The relative absence over past decades of sustained capital investment means that significant parts of the University's estate now comprise buildings that are no longer suitable for modern education and research of the quality for which this University is known. Failure to refresh and rebuild these parts of the estate, or to provide new, modern buildings to meet anticipated growth, risks a decline in the University's academic activities and, ultimately, a fall in its long-standing and hard-won reputation.

35. Therefore the University's capital programme needs to be ambitious. If all projects were to be taken forward, it would require capital expenditure over the next 15–20 years of over £4 billion. University resources in isolation cannot deliver development on this scale and it is possible that some projects will not be taken forward. The Chief Financial Officer and the Director of Estate Strategy will explore alternative funding models as well as reflect on the management resources necessary to support such a significant programme. Alongside this work, the Schools must take a lead in prioritizing their building projects, and be proactive in preparing for opportunities to bid to government funding schemes. Given the increasing interest by government in funding research institutes involving several partnering institutions, the Schools are encouraged to consider how new facilities may be of regional benefit and, potentially, support national interests in key academic areas.

<sup>34</sup> The Digital Strategy for Education, which commenced in 2016, focuses on activities up to 2020.

<sup>35</sup> Two pilot projects are running in 2016–17 on lecture capture, and on computer-based examinations. More details on the Strategy can be found on <http://www.educationalpolicy.admin.cam.ac.uk/committees/digital-teaching-and-learning-sub-committee>.

<sup>36</sup> The physical relocation of the Unit from its current base in Leicester is anticipated to take place during 2020. The Unit will occupy space alongside the Department of Pharmacology.

<sup>37</sup> <http://www.cam.ac.uk/news/cambridge-academy-of-therapeutic-sciences-aims-to-create-world-leading-industry-academia>.

<sup>38</sup> <https://www.gov.uk/government/news/229-million-of-industrial-strategy-investment-in-science-research-and-innovation>.

<sup>39</sup> <http://www.research-strategy.admin.cam.ac.uk/Royce-Institute>.

<sup>40</sup> The central hub will be at Harwell, near Oxford. It will link to partner sites including the universities of Cambridge, Edinburgh, Manchester, Oxford, Imperial College, King's College London, and University College London.

<sup>41</sup> <http://www.health.org.uk/>.

<sup>42</sup> The Institute will be led by Mary Dixon-Woods, RAND Professor of Health Services Research and Wellcome Trust Investigator.

<sup>43</sup> The project has already received approval from the Business and Science Group Capital Board and the Projects and Investment Committee at BEIS, and has been given a satisfactory assurance rating via an Office of Government Commerce Gateway Review.

<sup>44</sup> Specifically the Estate Strategy Committee, in terms of the strategy for the development of the estate, and the Planning and Resources Committee, which oversees the University's Capital Plan, and Capital Projects Process. These Committees are supported by a series of Site Development Boards.

*North West Cambridge*

36. The North West Cambridge Development, which is a ring-fenced project under the management of the West and North West Cambridge Estates Board, continues to make progress and a new district, Eddington, is opening in phases. Applications for affordable housing are already open to University staff and the first residents will be moving into their new homes over the summer. A series of public tours of the site held to showcase the development under construction have been well attended with positive feedback from University staff and local residents. The local centre and public realm is anticipated to open in summer 2017 with postgraduate housing being fully occupied from 2017–18. Phase 2 of the development is now being considered and detailed proposals are expected to be made this year.

## PLANNING ROUND 2016

*Guidance and assumptions*

37. In June 2016, the PRC agreed again to continue the Planning Guidance issued in previous years. Schools and NSIs have, therefore, prepared forecasts of income and expenditure assuming a 1% increase in Chest allocation for 2017–18 over 2016–17 and for each year thereafter. Schools and NSIs may also bid for additional allocation in support of investment in strategic priorities. The outcome of this exercise is outlined in paragraphs 52–58.

38. Assumptions about future pay awards are a key area of sensitivity in the financial projections of this Budget Report and increases in pay inevitably lead to significant, additional recurrent costs. A central contingency is set aside to mitigate this risk for Chest-funded posts, but the risk of extra costs remains. For modelling purposes, the pay award assumed in the planning guidance was 1% per year during the planning period. Apart from National pay awards, all additional pay costs arising from promotions, increments, and regrading are met from within allocations to the Schools and other NSIs except where separate provision is made.<sup>45</sup> The Finance Division's pay model is used to identify how University-level forecasts would change for different pay assumptions.

39. A default inflation assumption of 2% has been used for non-pay inflation in all years unless there have been compelling reasons to adopt an alternative assumption for specific classes of non-pay expenditure.

40. The RMC continues to use the current RAM and RAM Distribution Model. The RAM Distribution Model is based on end-of-year RAM calculations, whereby, if a School's RAM surplus exceeds 5% of its out-turn, then 10% of the surplus above the tolerance band is added to the School's allocation in the next round. Similarly, if a School's RAM deficit exceeds 5% of actual out-turn, then 10% of the deficit below the tolerance band is subtracted from the allocation. The operation of this mechanism based on the accounts for 2015–16 has resulted in an increase in core allocation in 2017–18 for one School and a reduction for another (see summary of additions to allocations table below). As mentioned in paragraph 14, an alternative RAM is under development for piloting in Planning Round 2017 and implementation in Planning Round 2018.

<sup>45</sup> The in-year costs of the contribution reward and progression schemes for academic, and academic-related and assistant staff is met non-recurrently via the relevant central administered fund. Thereafter, the recurrent cost must be managed within existing Chest baselines.

<sup>46</sup> Sector total mainstream QR research funding has increased by £17m. Charity Support and Business Research funding reflect

41. For the purposes of this Report, allocations to Schools and NSIs are assumed to be fully spent even if a balance is carried forward to the next year. This is the mechanism by which Chest-derived reserves accumulate.

**Financial forecasts***Fees and HEFCE Funding*

42. The Secretary of State sets out the annual funding for higher education in a letter to HEFCE. This year's Funding Letter to HEFCE was received on 23 February 2017, and the announcement of grants for each institution funded by HEFCE was made available, under embargo, on 12 April 2017.

43. Appendix 5 describes HEFCE funding in 2017–18. The University's allocation of HEFCE funding for teaching has been decreasing significantly each year. The marginal increase for 2017–18 is due to the extra funding for the increased clinical intake in 2017.

44. The University's allocation of HEFCE funding for research has increased by £2.3m in 2017–18 compared to 2016–17 due primarily to increases in mainstream quality-related research funding ('QR') and Business Research funding.<sup>46</sup>

45. As always, the allocations outlined in the HEFCE grant letter are provisional since the academic and government financial years differ. A government budget cut in 2018–19 may therefore result in a 'claw-back' from the 2017–18 HEFCE allocations.

*Actual 2015–16 and Forecast 2017–18*

46. The actual Chest out-turn for 2015–16 is provided in Table 1 of this Report (p. 613). The overall position on the Chest was a deficit of £2.1m compared to a £2.7m surplus anticipated in the original budget. The deterioration is due largely to a reduction in income from academic fees, and in the Chest share of overheads from research grants and contracts.

47. Table 2 (p. 613) summarizes the forecast out-turn for the Chest in 2016–17. In the 2016 Budget Report this was anticipated to be a deficit of £3.3m. The forecast is now for a deficit of £7.1m driven by lower academic fee income, a fall in overhead income to the Chest, and reductions in investment income and other operating income.<sup>47</sup>

48. Activities funded outside the Chest (excluding Cambridge University Press, Cambridge Assessment, and the Cambridge Trust) were previously forecast to result in a deficit of £16.2m in 2016–17 after making a contribution to the Chest for central costs. This component of the budget is difficult to predict with precision but there is currently no reason to expect a significantly different out-turn by the end of the year.

49. Forecast Chest income for 2017–18 is £453.2m compared to £452.0m assumed in the 2016 Budget Report. The increase of £1.2m is driven in the main by the increase in HEFCE funding for Teaching and Research. When compared to the forecasts submitted in the previous Budget Report, HEFCE income has increased by £5.3m. This reflects the higher mainstream QR income as described in para. 44, and includes £3.4m funding for Knowledge Exchange (formerly Higher Education Innovation Fund)

changing volumes reported in the HESA returns and for 2017–18, for the first time, are calculated on an average of four past years instead of two.

<sup>47</sup> The fall in other operating income is due to reductions in the recovery of the Indirect Cost Charge and Trust Fund overheads, and central cost recovery from Major Research Facilities.

that had not been assumed in the income forecasts for the previous Budget Report. However, the impact of the increase in HEFCE funding on Chest income overall is reduced as a result of a decrease of just over £3.0m in endowment income and interest receivable, and £1.1m in other operating income<sup>48</sup> when compared to forecasts submitted in the 2016 Budget Report.

50. A breakdown of the forecasts for 2017–18 is shown in Table 4 (p. 615). Forecast expenditure includes a number of bids for additional Chest allocation beyond the core 1% increase built into the planning guidance. Bids were scrutinized at annual planning meetings with each School and NSI, and reviewed again at a joint meeting of the PRC and the RMC. In the current planning round, these Committees have agreed to recommend increases to allocations in 2017–18 totalling £9.1m as detailed in the summary below.

51. The Operating Budget described in this Report is developed and managed on a fund accounting basis. The University's annual Financial Statements are prepared on a financial accounting basis consistent with generally accepted accounting principles. A number of adjustments are needed to convert the Operating Budget to a format comparable to the Income and Expenditure account seen in the University's Financial Statements. The main adjustments are to remove capital expenditure from the Operating Budget and bring in a depreciation charge, to estimate the amount of spend against reserves and build-up of reserves, and, with a change to new accounting standards, inclusion of certain donations received. To aid comparison with the Financial Statements, such a conversion of the Operating Budget for 2017–18 is shown in Table 5 (p. 616). The Council considers, however, that the format used in Table 3 is the appropriate one for planning.

#### Summary of new additions to allocations in 2017–18, (£000)

2017–18	Additions to allocation	RAM Distribution Model	Total addition to allocation
School of Arts and Humanities	425*	(55)	370
School of the Humanities and Social Sciences	0	0	0
School of the Physical Sciences	0	0	0
School of Technology	0	225	225
School of the Biological Sciences	726	0	726
School of Clinical Medicine	1,210	0	1,210
<b>Schools total</b>	<b>2,361</b>	<b>170</b>	<b>2,531</b>
Institute of Continuing Education	78†	–	78
Botanic Garden	150	–	150
CUDAR and Cambridge in America	679	–	679
University Library	200‡	–	200
Fitzwilliam Museum	37	–	37
Kettle's Yard	154§	–	154
University Information Services	1,333#	–	1,333
Unified Administrative Service (incl. the Office for Postdoctoral Affairs)	3,941◇	–	3,941
<b>Total non-School institutions</b>	<b>6,572</b>	<b>–</b>	<b>6,572</b>
<b>GRAND TOTAL</b>	<b>8,933</b>	<b>170</b>	<b>9,103</b>

#### Table notes

\* The allocation to the School of Arts and Humanities in 2017–18 includes £275k of non-recurrent funding.

† This is £10k higher than the provisional allocation already made for the Institute of Continuing Education in financial forecasts.

‡ This is a non-recurrent allocation in 2017–18.

§ This figure includes £125k for 2017–18 that was provisionally endorsed in the previous planning round.

# This figure includes £755k which is non-recurrent and for 2017–18 only.

◇ The additional allocation to the UAS is forecast to reduce from £3,941k in 2017–18 to £2,188k by 2020–21 as forecast non-recurrent funding needs fall away and cashable savings increase.

<sup>48</sup> The reduction in operating income is driven by a fall in Indirect Cost Charge and Trust Fund overheads, and in Central Cost recovery on Major Research Facilities.



*Allocations to Schools*<sup>49</sup>

52. Approximately £1.1m of the increase to Schools in 2017–18 is fully funded. This includes allocations to the Schools of Clinical Medicine and the Biological Sciences of 75% of the forecast additional income resulting from the increase in the clinical cohort from 2017–18.<sup>50</sup> Other allocations that are not fully funded, but which may help to bring in additional income over time include investment as follows: in the School of Arts and Humanities to support its academic strategy, in the School of the Biological Sciences to meet costs associated with the transfer of the MRC Toxicology Unit and to provide extra support for the teaching of Anatomy,<sup>51</sup> and in the School of Clinical Medicine to meet a funding shortfall for clinical posts following the phased withdrawal of an external funding stream.<sup>52</sup>

*Allocations to Non-School Institutions (NSIs)*

53. The additional allocation for the NSIs is £6.6m, which is summarized in the table. As already noted earlier in this Report, a challenge in this year's planning round has been achieving a balance between investment in Schools, on the one hand, and in NSIs on the other. The main components of the allocations to the NSIs are described below.

*Unified Administrative Service*

54. A substantial proportion of the allocation to the UAS represents investment that the Council had already deemed necessary, including a sum of £0.7m earmarked for investment in resources to support strategies for managing risks and opportunities associated with the UK's withdrawal from the EU; and £0.9m towards costs associated with changes in the senior leadership team of the University reflecting the implementation of decisions made by the Council.<sup>53</sup>

55. Approximately £0.5m of the increase represents recurrent allocation to fund posts that, to date, have been funded by reserves or other non-recurrent funding sources.<sup>54</sup> This has been part of a strategy of spending down Chest reserves in line with guidance approved by the PRC in recent planning rounds. This is no longer a sustainable strategy for the UAS.

<sup>49</sup> The PRC and RMC have observed that it cannot allocate resources without a fully worked-out business plan, a point that has been made in previous planning rounds. Amongst the allocations for 2017–18, central provision has been made for an allocation to the School of Arts and Humanities. However, the PRC and RMC have made clear that this will not be released until a full business plan to underpin the strategic plan has been produced by the School and endorsed by the RMC.

<sup>50</sup> The undergraduate clinical student cohort increases from 160fte per annum to approximately 273fte per annum from 2017–18. The majority of the allocation is for the benefit of the Clinical School, but a proportion is also available to the School of the Biological Sciences in recognition that increased teaching costs will fall on this School.

<sup>51</sup> As recommended in an External Review of the Teaching of Anatomy.

<sup>52</sup> The Clinical Academic Reserve funding is being withdrawn by the Clinical Commissioning Groups. The funding agreed here continues an arrangement agreed by the RMC in previous planning rounds.

<sup>53</sup> This includes, but is not limited to, the new Chief Financial Officer. The Council endorsed the North West Cambridge Audit Group's recommendation that that the University appoint a Chief Financial Officer, reporting directly to the Vice-Chancellor (Council Minute 81(c) from the meeting on 14 March 2016).

56. The remaining £1.9m increase in funding will provide services that are viewed as fundamental to the University's core activity. The underlying detail behind the bid from the UAS was subject to intense scrutiny by the Heads of the Schools who, in conclusion, agreed that the objectives behind the proposed investment were sound, and endorsed the increase for the UAS overall.<sup>55</sup> As already noted earlier in this Report, a priority for the next three years will be to rationalize administrative provision and improve efficiency drawing on the data provided through the UniForum exercise.<sup>56</sup>

*University Information Services (UIS)*

57. The allocation to the UIS includes a recurrent increase in funding of £578k to address the recommendations of a recent review by the Cybersecurity Technical Review Group.<sup>57</sup> The remaining £755k is for 2017–18 only to meet costs of operating the High Performance Computing Facility.<sup>58</sup>

*Other Non-School Institutions*

58. The increase to the Botanic Garden is fully funded by HEFCE Higher Education Museums, Galleries, and Collections funding. The £679k uplift to Cambridge in America is required to cover the deterioration in the US\$/GBP exchange rate.<sup>59</sup> The allocation to the University Library is non-recurrent in 2017–18<sup>60</sup> and supports the operation of the Research Data Management Facility pending a review of the continuing level of funding necessary to comply with external open access and open data requirements. The funding for the Fitzwilliam Museum and Kettle's Yard will facilitate the participation of museum staff in teaching and research activity in co-ordination with relevant academic Departments in the School of Arts and Humanities.<sup>61</sup> The funding also provides essential support to ensure a successful relaunch of Kettle's Yard when the extended museum opens in 2018.

*Allocations to central Administered Funds*

59. The RMC has also considered the forecasts for the Administered Funds. Overall, the forecasts for 2017–18 are just under £2m higher than forecast in the previous

<sup>54</sup> This includes the Strategic Planning Reserve Fund.

<sup>55</sup> Several meetings were held over the course of the planning period to scrutinize the detail behind the request for funding from the UAS. These meetings involved the Heads of the Schools (or their agreed representative), and included the Senior Pro-Vice-Chancellor and the Acting Registrar. The primary item of business at the joint PRC/RMC meeting on 29 March 2017 was forecast allocations for 2017 and the joint Committee supported the request from the UAS.

<sup>56</sup> See para. 11.

<sup>57</sup> A thorough review of the overall financial model for the UIS is underway and will be overseen by the Senior Adviser to the Vice-Chancellor with special responsibility for Information Systems Strategy.

<sup>58</sup> The current business plan for the High Performance Computing Facility is being reviewed with the aim of maximizing the opportunities to recover the operational costs through income generated from industry.

<sup>59</sup> The Chest is the beneficiary when the exchange rate works in favour of the pound.

<sup>60</sup> A non-recurrent allocation of up to £200k is earmarked for 2017–18.

<sup>61</sup> The expectation is that museum staff will be returnable in the next Research Excellence Framework.

Budget Report.<sup>62</sup> These centrally-held funds, which meet University-wide costs, were reviewed by the RMC in 2016 and the Committee endorsed the grouping of the funds into distinct categories to show more clearly how funds were being spent. The largest proportion of expenditure from the Administered Funds (57%) is in direct support of educational and research activity, which is forecast to be £113.7m in 2017–18. This includes the College Fee transfer (£47.3m), the Chest contribution to the University Graduate Fee (£27.2m), contributions to the Cambridge Commonwealth, European, and International Trust and other bursaries (£13.9m), HEFCE charity support funding for Departments (£8.7m), Knowledge Exchange (£3.4m), Widening Participation and outreach (£1.5m),<sup>63</sup> and Examiner and Supervisor Fees (£1.4m).

60. The Administered Funds also include the estate maintenance budget, for which the allocation is £19.8m (10% of total Administered Funds) in 2017–18. Estate Management's forecasts are informed by an asset prioritization model, which has enabled the production of more sophisticated data to support maintenance planning and the identification of higher and medium priorities for maintenance works over the planning period. The Buildings Committee endorsed the Long-Term maintenance plan covering the period up to 2020–21.

61. Other significant allocations to the Administered Funds include £18.2m towards utilities costs, £7.1m for IT including projects under the oversight of the Information Services Committee, £6.6m towards University-wide rates and rents, £4.3m towards a contingency fund for pay costs (see para. 38), £2.5m for the Minor Works fund, and £2m for the Strategic Planning Reserve Fund.

#### *Forecasts for 2018–19 to 2020–21*

62. The forecasts for the Chest show a deficit across the planning period.

#### RECOMMENDATIONS

68. The Council recommends:

I. That allocations from the Chest for the year 2017–18 be as follows:

(a) to the Council for all purposes other than the University Education Fund: £121.1m.

(b) to the General Board for the University Education Fund: £353.5m.

II. That any supplementary HEFCE grants which may be received for special purposes during 2017–18 be allocated by the Council, wholly or in part, either to the General Board for the University Education Fund or to any other purpose consistent with any specification made by HEFCE, and that the amounts contained in Recommendation I above be adjusted accordingly.

13 June 2017 L. K. BORYSIEWICZ, *Vice-Chancellor*  
 CHAD ALLEN  
 ROSS ANDERSON  
 RICHARD ANTHONY  
 R. CHARLES  
 STEPHEN J. COWLEY  
 AMATEY DOKU

63. Tuition fee income beyond 2017–18 is based on expected changes to the composition of the student population and the changing fee structures.

64. Projections of expenditure beyond 2017–18 have been built up from the detailed plans at School and NSI level submitted in December 2016.

65. Pay awards have been assumed to be 1% per annum across the planning period with a contingency set aside to allow for any variation in actual pay awards.

#### CONCLUSIONS

66. The University is in a position to operate with a Chest deficit for the short term in order to maintain investment in areas of strategic academic importance, and to provide administrative services that have been agreed as being fundamental to the core operation of the University.

67. However, the University must return to a more financially sustainable position over the longer term and this will necessitate measures to increase income and to restrain expenditure. Proposals for new mechanisms for allocating resources, and that include the introduction of appropriate incentives, have been endorsed by the Resource Management Committee and are undergoing further refinement. Changes to the University's planning processes are in development and discussions about longer-term academic strategies have already been initiated. The output of the UniForum exercise will provide greater clarity in relation to the structure and resourcing of the University's administrative services. This, in turn, will help to inform discussions about how those administrative services can best support the University's academic endeavour. These initiatives will contribute to a strategy to return the Chest to balance and to improve the University's financial sustainability over the long term. These measures are essential in order to ensure that Cambridge is well placed to manage risks and act on opportunities in a volatile and uncertain external environment.

NICHOLAS GAY  
 NICHOLAS HOLMES  
 ALICE HUTCHINGS  
 UMANG KHANDELWAL  
 STUART LAING  
 MARK LEWISOHN  
 MICHAEL PROCTOR  
 PHILIPPA ROGERSON  
 JOHN SHAKESHAFT  
 SUSAN SMITH  
 SARA WELLER  
 I. H. WHITE  
 JOCELYN WYBURD

<sup>62</sup> In the 2016 Budget Report the forecast allocation to the administered funds in 2017–18 was £196.1m. The £2m increase relative to the 2016 Budget Report is masked in the Tables of this Budget Report due to in-year cost-neutral transfers totalling £3.3m from the administered funds to non-UAS baselines, resulting in a corresponding reduction to the Administered Funds overall. This is in accordance with a decision by the RMC that recurrent activity should be reflected in institutional baselines rather than being held separately in central administered funds. The RMC approved cost-neutral transfers of £3.3m and of £6.6m in October 2016. The

transfer of £6.6m from the administered funds to UAS baselines will be actioned in time for the start of the financial year 2017–18, with a corresponding reduction in the overall allocation to the administered funds.

<sup>63</sup> This represents only a part of expenditure by the collegiate University on widening participation and outreach. It is estimated that, in 2017–18, overall expenditure by the collegiate University will be approximately £9.5m, including bursaries and other financial measures.

## TABLES AND APPENDICES

TABLE 1: CHEST 2015–16 ACTUAL OUT-TURN VERSUS BUDGET

	<b>Budget 2015–16</b>	<b>Actual 2015–16</b>	<b>Variance 2015–16</b>
<b>Income</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Grants from the Funding Council	148.2	146.7	(1.5)
Academic fees	207.4	200.7	(6.7)
Research grants and contracts	41.8	38.0	(3.8)
Endowment income and interest receivable	22.4	24.7	2.3
Other operating income	16.4	18.3	1.9
Other services rendered	1.8	2.3	0.5
<b>TOTAL INCOME</b>	<b>438.0</b>	<b>430.7</b>	<b>(7.3)</b>
<b>Allocation / Expenditure</b>			
Academic Departments	180.2	180.2	0.0
Academic institutions and services	42.1	42.1	0.0
Staff and student services	1.3	1.3	0.0
Unified Administrative Service (UAS)	30.0	30.0	0.0
<i>Administered Funds</i>			
Teaching and research	103.7	99.5	4.2
Contingency	9.3	9.3	0.0
Human resources	5.0	5.1	(0.1)
Operational	3.4	4.3	(0.9)
Estates	52.5	50.9	1.6
General	5.8	8.0	(2.2)
Baseline	2.0	2.1	(0.1)
<b>TOTAL EXPENDITURE</b>	<b>435.3</b>	<b>432.8</b>	<b>2.5</b>
Surplus / (deficit)	2.7	(2.1)	(4.8)

TABLE 2: CHEST 2016–17 LATEST FORECAST

	<b>Original Budget 2016–17</b>	<b>Latest Forecast 2016–17</b>	<b>Changes to Chest 2016–17</b>
<b>Income</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Grants from the Funding Council	145.1	145.1	0.0
Academic fees	213.6	212.7	(0.9)
Research grants and contracts	40.2	40.1	(0.1)
Endowment income and interest receivable	24.7	22.6	(2.1)
Other operating income	16.7	15.5	(1.2)
Other services rendered	2.0	2.5	0.5
<b>TOTAL INCOME</b>	<b>442.3</b>	<b>438.5</b>	<b>(3.8)</b>
<b>Allocation / Expenditure</b>			
Academic Departments	182.5	182.5	0.0
Academic institutions and services	46.0	46.0	0.0
Staff and student services	1.3	1.3	0.0
Unified Administrative Service (UAS)	31.2	31.2	0.0
<i>Administered Funds</i>			
Teaching and research	108.7	108.7	0.0
Contingency	8.4	8.4	0.0
Human resources	3.9	3.9	0.0
Operational	3.3	3.3	0.0
Estates	52.7	52.7	0.0
General	2.7	2.7	0.0
Baseline	4.9	4.9	0.0
<b>TOTAL EXPENDITURE</b>	<b>445.6</b>	<b>445.6</b>	<b>0.0</b>
Surplus / (deficit)	(3.3)	(7.1)	(3.8)

TABLE 3: CONSOLIDATED OPERATING BUDGET FOR 2017–18

	Chest	Research grants and contracts*	Trust funds	Other non-Chest	Total budget
	£m	£m	£m	£m	£m
<b>Income</b>					
Grants from the Funding Council	147.6			4.0	151.6
Academic fees	224.3			27.1	251.4
Research grants and contracts	40.0	439.5		0.0	479.5
Endowment income and interest receivable	21.7		39.4	3.3	64.4
Other operating income	16.8	1.5		73.0	91.3
Other services rendered	2.8			55.7	58.5
<b>TOTAL INCOME</b>	<b>453.2</b>	<b>441.0</b>	<b>39.4</b>	<b>163.1</b>	<b>1,096.7</b>
<b>Allocation / Expenditure</b>					
School of Arts and Humanities	22.9	11.0	5.7	4.6	44.2
School of the Humanities and Social Sciences	37.3	16.5	7.1	12.4	73.3
School of the Physical Sciences	41.8	83.1	9.9	14.5	149.3
School of Technology	32.3	55.0	5.8	65.3	158.4
School of the Biological Sciences	36.3	87.5	4.4	19.1	147.3
School of Clinical Medicine	20.1	175.0	4.1	34.9	234.1
<b>Total Schools</b>	<b>190.7</b>	<b>428.1</b>	<b>37.0</b>	<b>150.8</b>	<b>806.6</b>
Academic institutions and services	51.7	1.6	3.8	23.2	80.3
Staff and student services	1.3	0.0	0.0	1.3	2.6
Unified Administrative Service	36.2	0.0	0.9	12.8	49.9
<i>Administered Funds</i>					
Teaching and research	113.7				113.7
Contingency	7.8				7.8
Human resources	4.0				4.0
Operational	4.0				4.0
Estates	57.9				57.9
General	5.9				5.9
Baseline	1.4				1.4
<b>Administered Funds Total</b>	<b>194.7</b>				<b>194.7</b>
<b>TOTAL ALLOCATION / EXPENDITURE</b>	<b>474.6</b>	<b>429.7</b>	<b>41.7</b>	<b>188.1</b>	<b>1,134.1</b>
Surplus / (deficit)	(21.4)	11.3	(2.3)	(25.0)	(37.4)

\* Research grants and contracts income in this non-Chest column represents *direct* costs and the portion of *indirect* costs recovered which accrue to Departments.

The portion of *indirect* costs recovered which accrues to the Chest is shown in the Chest column (£40.0m).

Research grants and contracts expenditure in this non-Chest column represents *direct* costs and expenditure funded by the Departments' *indirect* costs income.

TABLE 4: OPERATING BUDGET SUMMARY

	BUDGET 2017-18			PROJECTION 2018-19			PROJECTION 2019-20			PROJECTION 2020-21		
	Chest £m	Non- Chest £m	Total £m	Chest £m	Non- Chest £m	Total £m	Chest £m	Non- Chest £m	Total £m	Chest £m	Non- Chest £m	Total £m
<b>Income</b>												
Grants from the Funding Council	147.6	4.0	151.6	147.2	3.9	151.1	148.0	3.9	151.9	148.0	3.9	151.9
Academic fees	224.3	27.1	251.4	236.0	29.3	265.3	249.3	31.8	281.1	261.3	34.6	295.9
Research grants and contracts	40.0	439.5	479.5	40.8	441.0	481.8	42.1	450.8	492.9	43.0	461.1	504.1
Endowment income and interest receivable	21.7	42.7	64.4	22.2	45.6	67.8	23.1	48.3	71.4	23.6	51.0	74.6
Other operating income	16.8	74.5	91.3	17.2	73.9	91.1	17.9	75.5	93.4	18.1	75.1	93.2
Other services rendered	2.8	55.7	58.5	2.8	58.5	61.3	3.0	63.5	66.5	3.1	65.3	68.4
<b>TOTAL INCOME</b>	<b>453.2</b>	<b>643.5</b>	<b>1,096.7</b>	<b>466.2</b>	<b>652.2</b>	<b>1,118.4</b>	<b>483.4</b>	<b>673.8</b>	<b>1,157.2</b>	<b>497.1</b>	<b>691.0</b>	<b>1,188.1</b>
<b>Allocation / Expenditure</b>												
Schools	190.7	615.9	806.6	194.6	616.5	811.1	197.7	632.5	830.2	200.0	651.1	851.1
Academic institutions and services	51.7	28.6	80.3	53.3	31.5	84.8	53.9	32.4	86.3	54.5	32.3	86.8
Staff and student services	1.3	1.3	2.6	1.3	1.4	2.7	1.3	1.3	2.6	1.3	1.4	2.7
Unified Administrative Service	36.2	13.7	49.9	36.1	14.3	50.4	36.0	12.3	48.3	35.5	14.6	50.1
<i>Administered Funds</i>												
Teaching and research	113.7	0.0	113.7	117.5	0.0	117.5	126.1	0.0	126.1	125.9	0.0	125.9
Contingency	7.8	0.0	7.8	7.8	0.0	7.8	8.3	0.0	8.3	8.3	0.0	8.3
Human resources	4.0	0.0	4.0	4.3	0.0	4.3	4.3	0.0	4.3	4.3	0.0	4.3
Operational	4.0	0.0	4.0	4.1	0.0	4.2	4.2	0.0	4.2	4.2	0.0	4.2
Estates	57.9	0.0	57.9	59.6	0.0	59.6	60.1	0.0	60.1	61.6	0.0	61.6
General	5.9	0.0	5.9	5.9	0.0	5.9	5.9	0.0	5.9	5.9	0.0	5.9
Baseline	1.4	0.0	1.4	1.4	0.0	1.4	1.4	0.0	1.4	1.4	0.0	1.4
Administered Funds total	194.7	0.0	194.7	200.6	0.0	200.7	210.3	0.0	210.3	211.6	0.0	211.6
<b>TOTAL EXPENDITURE</b>	<b>474.6</b>	<b>659.5</b>	<b>1,134.1</b>	<b>485.9</b>	<b>663.7</b>	<b>1,149.7</b>	<b>499.2</b>	<b>678.5</b>	<b>1,177.7</b>	<b>502.9</b>	<b>699.4</b>	<b>1,202.3</b>
Surplus / (deficit)	<b>(21.4)</b>	<b>(16.0)</b>	<b>(37.4)</b>	<b>(19.7)</b>	<b>(11.5)</b>	<b>(31.3)</b>	<b>(15.8)</b>	<b>(4.7)</b>	<b>(20.5)</b>	<b>(5.8)</b>	<b>(8.4)</b>	<b>(14.2)</b>

TABLE 5: PROJECTED STATEMENT OF COMPREHENSIVE INCOME 2016-17

£m	Operating			RDEC, capital grants, new endowments			Total		
	Projected 2017-18	Budget 2016-17	Actual 2014-15 <i>restated</i>	Projected 2016-17	Budget 2015-16	Actual 2014-15 <i>restated</i>	Projected 2016-17	Budget 2015-16	Actual 2014-15 <i>restated</i>
<b>Income</b>									
Tuition fees and education contracts	286.4	265.7	250.0			214.4	286.4	265.7	250.0
Funding body grants	151.6	149.4	148.3	25.0	24.2	44.8	176.6	173.6	193.1
Research grants and contracts	423.2	402.0	416.0	23.5	25.8	46.4	446.7	427.8	462.4
Donations and endowments	22.7	23.5	22.5	33.4	52.8	41.8	56.1	76.3	67.4
Other income	99.7	96.0	93.1	68.7	18.3	16.8	168.4	114.3	111.6
Investment income	61.2	74.1	71.8				61.2	74.1	71.8
<b>Total income</b>	<b>1,044.8</b>	<b>1,010.7</b>	<b>1,004.8</b>	<b>150.6</b>	<b>121.1</b>	<b>151.5</b>	<b>1,195.4</b>	<b>1,131.8</b>	<b>1,156.3</b>
<b>Expenditure</b>									
Staff costs									
Research	207.9	189.2	191.1			180.9	207.9	189.2	191.1
Other	376.6	346.4	350.7			365.0	376.6	346.4	350.7
Other operating expenditure									
Research	162.2	160.5	164.2			142.5	162.2	160.5	164.2
Other	317.0	300.1	261.9			248.6	317.0	300.1	261.9
Depreciation	79.3	75.1	67.6			60.1	79.3	75.1	67.6
Interest and other finance costs	30.2	28.8	28.3			28.8	30.2	28.8	28.3
<b>Total expenditure</b>	<b>1,173.2</b>	<b>1,100.1</b>	<b>1,063.8</b>			<b>1,025.9</b>	<b>1,173.2</b>	<b>1,100.1</b>	<b>1,063.8</b>
(Deficit) / surplus before tax	(128.4)	(89.4)	(59.0)	150.6	121.1	151.5	22.2	31.7	92.5
Taxation	0.0	0.0	0.0	0.0	0.0	(11.7)	0.0	0.0	(11.7)
(Deficit) / surplus before other gains and losses	(128.4)	(89.4)	(59.0)	150.6	121.1	151.5	22.2	31.7	92.5
Gain / (loss) on investments				68.6	63.9	114.2	68.6	63.9	114.2
Actuarial loss				0.0	0.0	(4.5)	0.0	0.0	(4.5)
<b>Total comprehensive income</b>	<b>(128.4)</b>	<b>(89.4)</b>	<b>(59.0)</b>	<b>219.2</b>	<b>185.0</b>	<b>377.4</b>	<b>90.8</b>	<b>95.6</b>	<b>61.5</b>



**Table 5: Basis of preparation**

Table 5 above presents a forecast income and expenditure account for the academic University based on accounting policies and practices in force for 2016–17, equivalent to the University management accounts ('Red Book').

North West Cambridge capital receipts are not included in the above Table, nor are the activities of subsidiary companies except to the extent that surpluses are transferred to the University.

**RECONCILIATION**

The projection in Table 5 above for 2017–18 is based on Table 3 adjusted as follows:

	<b>Per Table 3</b>	<b>Total income £m</b>	<b>Surplus / (deficit) £m</b>
<b>Capital fund</b>	Capital Fund receipts from Cambridge Assessment and Cambridge University Press.	<b>1,096.7</b>	<b>(37.4)</b>
<b>Transfer of property from Cambridge Assessment</b>	Cambridge Assessment will transfer properties to the University when they move operations to the Triangle site. An estimate of the net book value of the properties to be transferred has been included in income.	21.8	21.8
<b>Capital adjustments</b>	Exclude from expenditure equipment and other items which will be capitalized as fixed assets in the financial statements. Include estimates of depreciation on such items. Include the external funding for these items in income (following FRS 102).	46.9	46.9
<b>New endowments</b>	The anticipated level of donations establishing new trust funds and other endowments. Under FRS 102 these are included in total income.	39.2	(9.3)
<b>Subsidiary companies</b>	Remove subsidiary company activity included in the plans for certain University institutions.	21.6	21.6
<b>Donations for research</b>	The estimated impact of a small number of research grants for which income is recognized in advance of costs being incurred.	(16.2)	
<b>Doctoral Training Grants</b>		(1.2)	(1.2)
<b>Eliminations</b>	Eliminate certain income items against related expenditure.	(0.7)	
<b>Bond investment</b>	Include bond interest charges and the investment income arising on bond issue proceeds.	(12.7)	
<b>Defined benefit pension schemes</b>	Under FRS 102, the University balance sheet now includes liabilities in respect of future deficit recovery payments on USS and the deficit on CPS. Interest charges and other movements on these liabilities are reflected in the income statement.	(13.2)	(7.0)
		<b>1,195.4</b>	<b>22.2</b>

**Table 5 projection**

**APPENDIX 1: STAFF FTE BY ORGANIZATION AND STAFF GROUPING: 2008–2017**

	Academic									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Schools & Academic institutions	1,594	1,557	1,533	1,520	1,536	1,530	1,581	1,608	1,615	1,617
UAS & Vice-Chancellor's Office										
Academic Services	3	2	3	3	3	3	1	1		
Museums & Galleries	2							1	1	
Staff & Student Services										
DAR & Investment Office										
<b>Total</b>	<b>1,599</b>	<b>1,559</b>	<b>1,535</b>	<b>1,523</b>	<b>1,539</b>	<b>1,533</b>	<b>1,582</b>	<b>1,610</b>	<b>1,616</b>	<b>1,618</b>

	Academic-related (administrative)									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Schools & Academic institutions	208	249	265	288	313	350	393	449	496	531
UAS & Vice-Chancellor's Office	293	323	323	310	283	313	342	354	409	441
Academic Services	9	13	18	16	10	11	4	21	38	43
Museums & Galleries	17	20	20	20	22	22	21	20	23	22
Staff & Student Services	27	18	23	26	25	22	8	9	3	3
DAR & Investment Office	33	37	41	39	43	38	43	63	66	61
<b>Total</b>	<b>587</b>	<b>660</b>	<b>690</b>	<b>700</b>	<b>696</b>	<b>756</b>	<b>812</b>	<b>915</b>	<b>1,036</b>	<b>1,101</b>

	Academic-related (computing)									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Schools & Academic institutions	224	222	226	231	225	231	261	268	277	270
UAS & Vice-Chancellor's Office	49	55	59	61	60	73	78	6	6	8
Academic Services	97	95	93	89	90	84	83	160	168	185
Museums & Galleries	2	3	3	3	3	3	3	3	2	2
Staff & Student Services	4	3	4	4	4	4	4	4	4	4
DAR & Investment Office	2	2	1	2	3	3	3	3	7	6
<b>Total</b>	<b>378</b>	<b>380</b>	<b>386</b>	<b>391</b>	<b>385</b>	<b>397</b>	<b>431</b>	<b>444</b>	<b>463</b>	<b>474</b>

	Academic-related (other groups)									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Schools & Academic institutions	98	104	101	104	109	113	131	171	164	185
UAS & Vice-Chancellor's Office	13	15	14	13	15	15	26	28	27	30
Academic Services	72	75	69	71	74	75	68	69	66	70
Museums & Galleries	19	18	16	16	17	13	21	23	23	27
Staff & Student Services	18	18	15	14	15	17	13	13	13	11
DAR & Investment Office										
<b>Total</b>	<b>220</b>	<b>230</b>	<b>215</b>	<b>217</b>	<b>230</b>	<b>234</b>	<b>259</b>	<b>304</b>	<b>294</b>	<b>324</b>

	Research									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Schools & Academic institutions	2,532	2,576	2,679	2,712	2,797	3,048	3,296	3,561	3,654	3,787
UAS & Vice-Chancellor's Office	1	7	6	7	5	4	1	1	1	1
Academic Services	32	34	34	32	32	31	27	22	19	17
Museums & Galleries	9	13	13	12	11	14	14	17	13	9
Staff & Student Services										
DAR & Investment Office										
<b>Total</b>	<b>2,574</b>	<b>2,630</b>	<b>2,733</b>	<b>2,763</b>	<b>2,845</b>	<b>3,097</b>	<b>3,337</b>	<b>3,600</b>	<b>3,687</b>	<b>3,813</b>

	Assistant									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Schools & Academic institutions	1,832	1,875	1,908	1,920	1,902	2,007	2,068	2,131	2,031	2,080
UAS & Vice-Chancellor's Office	445	554	526	494	405	417	443	430	627	636
Academic Services	263	272	268	251	242	245	242	279	269	290
Museums & Galleries	82	85	89	87	82	94	94	96	107	100
Staff & Student Services	121	37	48	51	43	45	45	47	20	21
DAR & Investment Office	19	20	31	34	32	31	40	49	46	51
<b>Total</b>	<b>2,762</b>	<b>2,843</b>	<b>2,871</b>	<b>2,836</b>	<b>2,706</b>	<b>2,838</b>	<b>2,931</b>	<b>3,033</b>	<b>3,100</b>	<b>3,178</b>

	All staff									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Schools & Academic institutions	6,488	6,583	6,713	6,775	6,882	7,279	7,732	8,127	8,237	8,470
UAS & Vice-Chancellor's Office	801	954	928	885	769	822	888	879	1,071	1,116
Academic Services	476	491	484	462	451	448	424	552	560	605
Museums & Galleries	131	139	141	138	135	146	153	160	169	161
Staff & Student Services	170	76	91	95	87	88	70	73	40	39
DAR & Investment Office	54	59	74	76	78	71	86	115	118	117
<b>Total</b>	<b>8,120</b>	<b>8,302</b>	<b>8,431</b>	<b>8,430</b>	<b>8,401</b>	<b>8,855</b>	<b>9,353</b>	<b>9,905</b>	<b>10,196</b>	<b>10,508</b>

**Notes:**

All data as at 31 January. Because of rounding, totals may not always equal the sum of the parts.

**Organization group**

<i>Schools &amp; Academic institutions</i>	All Schools; ICE; CISL; UAS staff in Faculties, Departments, and School offices; biomedical services (until 2015, then in UAS).
<i>UAS &amp; Vice-Chancellor's Office</i>	Excludes staff in Faculties, Departments, and School offices. Includes Vice-Chancellor's Office; MISD (until 2014).
<i>Academic Services</i>	Libraries; UCS (until 2014); UIS (from 2015); Language Centre (until 2013, then in Schools); Cambridge-MIT (until 2009).
<i>Museums &amp; Galleries</i>	Fitzwilliam Museum; Kettle's Yard; Hamilton Kerr Institute.
<i>Staff &amp; Student Services</i>	Careers; Accommodation Service (until 2013, then in UAS); Sports Service (until 2015, then in UAS); Telecommunications (until 2009, then in Academic Services); ADC; Graduate Union; Dental Service (until 2011); University Centre (until 2009, then in UAS); Counselling Service (until 2013, then in UAS).
<i>DAR &amp; Investment Office</i>	Development and Alumni Relations; Investment Office.

**Academic-related (other groups) includes:** Librarians; Keepers; Technical Officers; Ceremonial posts; Language Teaching Officers; Counsellors; Therapists.

**APPENDIX 2: UNIVERSITY STUDENT STATISTICS (FULL-TIME FEE-PAYING STUDENTS ONLY)**

<b>UNDERGRADUATES</b>	<b>2007–08</b>	<b>2008–09</b>	<b>2009–10</b>	<b>2010–11</b>	<b>2011–12</b>	<b>2012–13</b>	<b>2013–14</b>	<b>2014–15</b>	<b>2015–16</b>	<b>2016–17</b>
Home and EU										
Full-fee	10,315	10,415	10,538	10,518	10,506	10,343	10,241	10,210	10,173	10,165
Compulsory year abroad	137	136	110	83	110	84	92	183	192	197
	10,452	10,551	10,648	10,601	10,616	10,427	10,333	10,393	10,365	10,362
Islands										
Full-fee	51	44	35	30	33	39	25	17	5	5
Compulsory year abroad	–	1	–	1	–	–	–	–	–	–
	51	45	35	31	33	39	25	17	5	5
Overseas										
Full-fee	1,179	1,258	1,247	1,214	1,199	1,248	1,306	1,392	1,479	1,583
Compulsory year abroad	1	1	8	3	–	1	–	8	1	6
	1,180	1,259	1,255	1,217	1,199	1,249	1,306	1,400	1,480	1,589
<b>Total Undergraduates</b>	<b>11,683</b>	<b>11,855</b>	<b>11,938</b>	<b>11,849</b>	<b>11,848</b>	<b>11,715</b>	<b>11,664</b>	<b>11,810</b>	<b>11,850</b>	<b>11,956</b>
<b>FULL-TIME POSTGRADUATES</b>										
Home and EU										
P.G.C.E.	477	438	431	429	412	406	407	364	308	282
M.B.A. / M.Fin.	42	54	47	48	45	42	41	36	38	49
Other Postgraduates	3,038	2,883	2,971	3,223	3,295	3,327	3,410	3,403	3,477	3,610
	3,557	3,375	3,449	3,700	3,752	3,775	3,858	3,803	3,823	3,941
Islands										
P.G.C.E.	3	2	1	4	3	5	1	–	–	–
M.B.A. / M.Fin.	–	–	–	–	–	–	–	–	–	–
Other Postgraduates	–	–	–	5	7	7	3	1	–	–
	3	2	1	9	10	12	4	1	–	–
Overseas										
P.G.C.E.	7	4	4	1	2	3	3	2	4	2
M.B.A. / M.Fin.	102	119	142	153	148	155	145	146	183	175
Other Postgraduates	2,166	2,042	2,204	2,335	2,313	2,488	2,542	2,477	2,471	2,418
	2,275	2,165	2,350	2,489	2,463	2,646	2,690	2,625	2,658	2,595
<b>Total Postgraduates</b>	<b>5,835</b>	<b>5,542</b>	<b>5,800</b>	<b>6,198</b>	<b>6,225</b>	<b>6,433</b>	<b>6,552</b>	<b>6,429</b>	<b>6,481</b>	<b>6,536</b>
Total Home/EU student numbers	14,009	13,926	14,097	14,301	14,368	14,202	14,191	14,196	14,188	14,303
Total Islands student numbers	54	47	36	40	43	51	29	18	5	5
Total Overseas student numbers	3,455	3,424	3,605	3,706	3,662	3,895	3,996	4,025	4,138	4,184
<b>TOTAL STUDENT NUMBERS</b>	<b>17,518</b>	<b>17,397</b>	<b>17,738</b>	<b>18,047</b>	<b>18,073</b>	<b>18,148</b>	<b>18,216</b>	<b>18,239</b>	<b>18,331</b>	<b>18,492</b>

**Appendix 2: Notes****Data as at 1 December of each academic year**

1. This simple overview tabulation cannot be directly compared with any of the detailed tables in the annual Student Statistics publication as there are differences of treatment for certain categories of student, e.g. postgraduate students working away and paying no fees.

2. Students with a part-time mode of study are excluded from this appendix.

3. Postgraduate students who have completed the minimum requirements of their course, i.e. who are writing up or under examination, are also excluded from this appendix. Students are classified as full-time for nine terms and as writing up from the tenth term onwards.

4. Prior to 2010–11 direct entrants to the Certificate in Advanced Study in Mathematics (C.A.S.M.), an undergraduate-level qualification, were included in the undergraduate numbers. In 2010–11 C.A.S.M. was replaced with two new qualifications: the M.Math. qualification for students continuing from the B.A. course on an integrated Master's programme and the Master in Advanced Study (M.A.St.) qualification for direct entrants. From 2010–11 students studying for the M.Math. are included in the undergraduate numbers, but students studying for the M.A.St. are included in the postgraduate numbers. The effect of these changes is a decrease in undergraduate numbers and an increase in postgraduate numbers in 2010–11.

5. In 2009–10 students reading the Diploma in Theology and Religious Studies (five students) were included in the undergraduate numbers, but in all other years the students on this course were included in the postgraduate numbers.

6. Up to 2010–11 other postgraduate students with Islands residency were included in Home and EU other postgraduate numbers. From 2013–14, the Island fee eligibility category stopped being available for new entrants.

7. Incoming exchange students on Erasmus, MIT, and NUS programmes are excluded from this appendix for all years as they do not pay fees. Up to 2013–14, outgoing Erasmus Home/EU students were also excluded, but in 2014–15, they started to pay fees and thus are included in this table.

8. Since 2010–11 postgraduate students who are working away and not paying fees are excluded from this appendix. This includes students participating in the National Institute of Health (NIH) and Howard Hughes Medical Institute (HHMI) Ph.D. Programmes, in which students spend at least 50% of time in the USA and pay no fees during those periods of time.

9. The 'Compulsory year abroad' category for undergraduates includes students on a compulsory year abroad as part of their Modern and Medieval Languages, Asian and Middle Eastern Studies, or Education Tripos, who pay a reduced rate of fees. This category does not include Cambridge students participating in non-compulsory exchange programmes such as MIT or NUS, who are included in the 'Full-fee' category even though they also pay a reduced rate of fees.





**APPENDIX 4: EXPENDITURE**

In parallel with the new presentation of staff numbers, the Council agreed to show the changing patterns of total expenditure from both Chest and non-Chest sources in the form of the table below. This shows a fairly stable pattern of expenditure in academic institutions as a proportion of total expenditure. Information is drawn from the Financial Management Information Reports produced to complement the University's Financial Statements published each year in the *Cambridge University Reporter*.<sup>1</sup> The FMI Report does not form part of the Financial Statements and is unaudited.

Given the inclusion in the other institutions and activities line of *ad hoc* and project expenditure, a certain amount of variation from year to year would be expected. For that reason the breakdown between other institutions and other activities is given.

This year a breakdown of expenditure by activity has been provided for the two main categories: Schools and other academic institutions, and Other institutions.

Expenditure (£000)	2010–11	2011–12	2012–13	2013–14	<i>restated</i>	
					2014–15	2015–16
Schools and other academic institutions	517,412	538,018	590,152	643,794	690,542	734,921
<i>Of which the % expenditure is as follows:</i>						
<i>Academic and academic services</i>	91%	92%	92%	92%	91%	92%
<i>Administration and central services</i>	2%	2%	2%	2%	3%	2%
<i>Premises and other</i>	7%	6%	6%	6%	7%	6%
Other institutions	187,429	191,550	200,902	213,308	221,289	227,055
<i>Of which the % spend is on:</i>						
<i>Academic and academic services</i>	15%	16%	16%	16%	17%	16%
<i>Administration and central services</i>	40%	41%	40%	39%	38%	40%
<i>Premises and other</i>	45%	43%	43%	45%	45%	44%
Other activities	70,695	75,853	83,001	87,704	142,157	133,946
<b>Total expenditure</b>	<b>775,536</b>	<b>805,421</b>	<b>874,055</b>	<b>944,806</b>	<b>1,053,988</b>	<b>1,095,922</b>

**Notes**

'Schools and other academic institutions' figures include the Centre for Islamic Studies, the Institute of Continuing Education, and UAS staff in Schools.

'Other institutions' includes the central administration, staff and student services, and academic services such as the University Library and the non-embedded Museums.

'Other activities' represents College fees, subsidiary companies, bond interest, CPS deficit contributions not costed with pay, and balance sheet adjustments. In 2014–15 and 2015–16 this also includes USS and CPS provision movements. In 2010–11 this also includes expenditure under the Voluntary Severance Scheme.

<sup>1</sup> A list of links to the University's *Reports and Financial Statements* and to the *Financial Management Information* reports is available on the governance site at <https://www.governance.cam.ac.uk/committees/finance-committee/Pages/FMI.aspx>.

**APPENDIX 5: HEFCE FUNDING FOR 2017–18**

1. This paper is a review of the HEFCE funding announced for 2017–18.
2. HEFCE publish considerable detail of its funding methods, the financial background to its decisions, and the funding it provides to institutions. Reference should be made to the HEFCE website<sup>1</sup> for the further detail of 2017–18 grants – in particular the *Guide to Funding 2017–18: How HEFCE allocates its funds* (Circular 2017/04) and *Recurrent Grants for 2017–18*. These circulars are supported by individual letters to institutions and more detail on the web.<sup>2</sup>
3. Government funding and priorities for 2017–18 for HEFCE and for higher education were announced in the Secretary of State's letter of 23 February 2017.<sup>3</sup> A major reform for HEFCE is that from 2017–18 students starting undergraduate courses that on successful completion lead to first registration as a professional in nursing, midwifery, and certain allied health professions will be supported through the higher education finance system, but the University has no such students.
4. The main decisions of the HEFCE Board for 2017–18 were announced in Circular Letter 06/2017.<sup>4</sup> Provisional funding for the University for 2017–18 was announced in a letter of 12 April 2017 to the Vice-Chancellor [to be followed up by Circular 2017/XX<sup>5</sup>]. As usual, any future changes to the grant made available by government could affect the funding distributed to institutions in the 2017–18 academic year, and this may include revising allocations after they have already been announced. However, HEFCE do not intend to issue grant tables for 2017–18 in October 2017 routinely for all institutions as has been done in previous years.
5. Funding for 2016–17 was finalized in February 2017 but was unchanged from the October 2016 announcement, which in turn differed only by £2,714 from the April 2016 announcement, the difference being the result of a distribution of some unallocated funding held back for widening access pending confirmation of student numbers.
6. Circular Letter 07/2017<sup>6</sup> of 22 March 2017 contains the announcement of formula based capital allocations for teaching and research in 2017–18. The allocation from the Teaching Capital Investment Fund (TCIF) is almost unchanged from 2016–17 (£1.46m). The allocation from the Research Capital Investment Fund (RCIF) has increased by approximately £1m to £17.26m.
7. 2017–18 total recurrent funding for the University is increased by 1.63% compared with 2016–17 but because of the changes in funding methods (summarized below) HEFCE have not provided year-on-year comparison tables. The comparisons shown in the annex should be interpreted accordingly.
8. Forecasts based on these figures extend over the period when the UK is expected to leave the EU (which will affect some of the metrics on which funding is calculated) and when, subject to the passage of the Higher Education Bill, funding for teaching and for research will be delivered differently. Because the timing and implications are uncertain, funding has been forecast on the current formulae and without making assumptions about what might happen.

**HEFCE's funding method for teaching**

9. HEFCE's aim is to focus funding on areas where costs cannot be met by tuition fees, or where it is in the public interest that provision receives additional support, including high-cost and strategically important subjects.
10. HEFCE funding for teaching has progressively reduced since 2012 as the numbers of new regime students paying the higher fee has increased and this process will be all but complete in 2017–18. After a succession of significant annual decreases funding for teaching will increase by 0.44% but would have reduced had it not included the funding for the increased clinical intake in 2017; additional funding is also expected in 2018 and 2019. Funding is calculated at standard rates for both old and new regime students in the Price Groups which include the higher cost STEM subjects. Funding includes the last instalment of transitional funding for old regime students on longer courses admitted before 2012 paying the lower fee.
11. A Targeted Allocation provides additional support for very high cost STEM subjects which is conditional on institutions continuing to maintain taught programmes in the very high-cost disciplines that this funding aims to sustain. Institutions may be asked to submit qualitative monitoring information on the use of the funding.
12. Details of funding methods are contained in the technical guidance circulated with the grant announcement; the notes below include a brief summary of changes

*2017–18 T grant*

13. For the 2017–18 academic year teaching allocations are based on student numbers from 2016–17 with the addition of a forecast 104 clinical students in Price Group A, funded at £10,165/FTE.
14. High cost subject funding for UG and PGT calculated at similar rates is £15,071,875 and would have been very marginally less than the funding received in 2016–17 without the funding for additional clinical students. Targeted allocations include funding for high cost and intensive provision and for students on Erasmus and overseas study programmes who may only be charged reduced fees.
15. Student opportunity and the other targeted allocations fluctuate according to the underlying data on which the allocations are calculated. Formula-based targeted allocations for widening access have been discontinued and investment in this area is now solely through the national collaborative outreach programme (NCOP).
16. The substantial increase in the Disabled Students' Premium noted last year has been sustained. HEFCE doubled total funding 'to support institutions to meet the rapid rise in mental health issues and to transition towards an inclusive social model of support for disabled students'. The formula also changed so that it better reflects the actual numbers of disabled students at each institution by no longer assigning institutions to quartile groups for weighting purposes.
17. HEFCE will write to institutions in autumn 2018 about submissions required as a condition of the premium allocations for 2017–18.

<sup>1</sup> <http://www.hefce.ac.uk/>.

<sup>2</sup> <http://www.hefce.ac.uk/funding/annalocns/1718/>.

<sup>3</sup> <http://www.hefce.ac.uk/news/newsarchive/2017/Name,112915,en.html>.

<sup>4</sup> <http://www.hefce.ac.uk/pubs/year/2017/CL,062017/>.

<sup>5</sup> Not yet published.

<sup>6</sup> <http://www.hefce.ac.uk/pubs/year/2017/CL,072017/>.

### Student Number Controls

18. Student Number Controls now only apply only to the admission of medical [and dental] students. Remaining within the control is a condition of grant. In October 2016 the Health Secretary announced an increase of 1,500 to the number of home students studying medicine from 2018–19. HEFCE announced a distribution of additional home numbers for 2018 (Cambridge gains 21) and will be inviting bids for a further increase in 2019. Overseas students may currently be admitted up to a maximum proportion of the quota but the quota is likely to be reduced by that number (so restricting it to Home students) and institutions will then be free to recruit as many Overseas students as they are able, subject to those students paying their own placement costs and subject to placements being available.

### Funding for research

19. The formulae for calculating the different elements of Research Funding include financial data from the HESA return and volume and quality ratings derived from the REF. Sector total mainstream quality-related research funding (QR) has increased by £17 million; the totals for the other separate streams within recurrent research funding have been maintained in cash terms at the same level as for 2016–17.

20. One change has been made to the weighting for UOA 4 (Psychology, Psychiatry, and Neuroscience). Around half of all the research activity submitted to UOA 4 could be regarded as more closely analogous to science than the social sciences and an expert panel has assessed the balance of clinical and non-clinical work within the UOA, concluding that an average cost weight of 1.42 should apply.

21. Research income reported in the HESA finance return on which the allocations of Charity Support Funding and Business R are calculated is subject to audit and grant may be adjusted retrospectively if income qualifying for formula funding is reduced because individual grants have been ruled ineligible.

#### *2017–18 funding for research*

22. Total funding for research has increased by 1.85% (£2,253,530). Charity Support and Business Research funding reflect changing volumes reported in the HESA returns and for 2017–18 for the first time are calculated on an average of four past years instead of two to moderate the effects of the new accounting standard FRS102. Before the change capital funding from qualifying sources was released in the returns in instalments over the lifetime of the asset. It is now included in full in income in a particular year. As a one-off for 2015–16 HEFCE collected data on unreleased capital grant balances at 31 July 2015 in a separate return. That sum has been included in the formula but at one-fourth its value and (assuming the formula is unchanged) will be reflected in the next three annual instalments of formula funding. The Charity Support and Business Research funding multipliers have been reducing by 1% annually in the past few years and for 2017–18 are approximately 20% and 14% respectively.

23. Research Degree Programme (RDP) funding depends on a count of PGR students, with the funding capped at a maximum of three years for each FT student (six, PT). The count until now reviewed each student's career over the past ten years to establish whether the most recent reported activity was fundable, but the long retrospective look was considered too much a burden and the new method counts for the latest return those PGR students in years 1 to 3 FT or 1 to 6 PT with a six year retrospective review, to be reduced to four after a transitional period. RDP funding has increased by 3%. At HEFCE's request the 2015–16 HESA return included reported collaborative activity so that funding could be distributed in a fair proportion to the partner institutions with the calculation depending on whether the associated supervision for each student was concurrent or sequential. RDP funding is subject to a separate condition of grant. HEFCE requires all institutions to comply with chapter B11 of the Quality Assurance Agency for Higher Education's UK Quality Code for Higher Education on postgraduate research (PGR) programmes.

#### *Other funding: 2017–18*

24. Funding for research libraries and for Knowledge Exchange (formerly HEIF), including the supplementary allocation, are unchanged but the weightings for each year of data in the formula underlying the Knowledge Exchange funding have changed from 1:2:7 to 2:3:5.

25. Funding for museums and collections has increased in 2017–18 following the review conducted in 2016. Funding has been awarded to the Botanic Garden for the first time (£150,000) and Kettle's Yard received a small increase (£10,000). Funding for the other museums is unchanged from the level set in 2010–11 by the 2009 review.

#### *Future funding*

26. There are no indications of funding in or after 2018–19 beyond the indicative allocations in the BEIS grant letter.

#### *Conditions of grant*

27. Some conditions of grant are mentioned above. The grant letter from BEIS and the financial memorandum between HEFCE and institutions sets out the terms and conditions for payment of HEFCE grants, including compliance with tuition fee regulations and the terms of the access agreement. The grant announcement has the usual reservations:

- (1) Allocations are provisional. Grant is based on forecast student numbers and will be revised. Rates of funding may change. Funding is provisional until the grant settlement is final for the whole of the 2017–18 academic year (the last four months of which are in the 2018–19 financial year).
- (2) There is a control over the entry to medicine.

28. We will continue to seek assurances from accountable officers and audit committees about the management and quality assurance arrangements of data submitted to HESA, HEFCE, and other bodies. HEFCE will continue to audit the data that informs the allocation of funds; they reserve the right to review funding allocations for the most recent seven year period.

**APPENDIX 5 ANNEX: HEFCE FUNDING FOR 2017–18****HEFCE Recurrent Funding for Cambridge 2017–18 and previous two years compared as at April 2017**

HEFCE T	2015–16 Final grant as at April 2016 £	2016–17 Grant as at November 2016 £	2017–18 Grant as at April 2017 £	<i>Note 1</i>
<b>TEACHING FUNDING</b>				
<b>Teaching funding – core funds</b>				
High cost subject funding	14,241,876	14,065,640	15,071,875	<i>Notes 2, 3</i>
High cost subject funding: supplement for postgraduate taught		266,355		<i>Note 2</i>
	<b>14,241,876</b>	<b>14,331,995</b>	<b>15,071,875</b>	
<b>High cost subject funding</b>	<b>14,241,876</b>	<b>14,331,995</b>	<b>15,071,875</b>	
<b>Targeted allocations</b>				
Widening participation from disadvantaged backgrounds – full-time	180,589	141,531		<i>Note 4</i>
Widening participation from disadvantaged backgrounds – part-time	4,252	3,962		<i>Note 4</i>
Targeted allocation for part-time undergraduates	621	491		<i>Note 4</i>
Premium to support successful student outcomes: full-time	46,012	28,670	23,822	
Premium to support successful student outcomes: part-time	26,527	28,125	30,402	
Disabled students' premium	92,680	277,735	294,374	<i>Note 5</i>
Postgraduate taught supplement			282,112	<i>Note 2</i>
Intensive postgraduate provision	77,437	96,854	88,623	<i>Note 6</i>
Accelerated full-time undergraduate provision	27,333	34,526	31,649	<i>Note 7</i>
Erasmus and overseas study programmes	434,250	474,750	511,615	
Very high cost STEM subjects	842,042	856,609	870,914	<i>Note 8</i>
Institution-specific high cost distinctive provision	2,712,079	0	0	<i>Note 9</i>
Clinical consultants' pay	525,938	525,938	525,938	
Senior academic GPs' pay	14,296	14,296	14,296	
NHS pension schemes compensation	70,817	70,817	70,817	
Supplement for old-regime students	2,041,319	979,496	128,271	<i>Note 10</i>
Nursing and allied health supplement			0	<i>Note 11</i>
<b>Total other targeted allocations</b>	<b>7,096,192</b>	<b>3,533,800</b>	<b>2,872,833</b>	
<b>TOTAL TEACHING FUNDING</b>	<b>21,338,068</b>	<b>17,865,795</b>	<b>17,944,708</b>	<i>0.44%</i>

**HEFCE T: Notes to Table**

- 1 Grants may be adjusted in later announcements but grant tables for 2017–18 will not be reissued in October 2017 routinely for all institutions as in previous years.
- 2 In 2015–16 the single sum of high cost funding included PGT; the supplement for PGT was reported separately in 2016–17 and in 2017–18 is a targeted allocation and not part of the 'high cost' funding.
- 3 Includes an addition for the increased Clinical School intake.
- 4 Formula-based widening access targeted allocations have been discontinued and investment in this area is now solely through the National Collaborative Outreach Programme (NCOP).
- 5 In 2016–17 HEFCE increased the amount of funding and changed the formula to better reflect the actual numbers of disabled students at each institution.
- 6 The funding distributed for FT and PT PGT students in price groups B, C, C1, or C2 who are on long years of study.



- 7 The funding is distributed 'for FT UG students in price groups B, C, C1, C2, or D who are on long years of study' (meaning, for Cambridge, the first year of the graduate-entry course in medicine).
- 8 Distributed on the basis of student FTEs in the academic cost centres physics, chemistry, chemical engineering, and mineral, metallurgy, and materials engineering. Subject to the conditions of grant set out in HEFCE Circular Letter 02/2013.
- 9 The former small and specialist institutions premium. Now discontinued for Cambridge.
- 10 Maintains in broad terms the pre-2012 funding rates for the last Old Regime students. 2017–18 is the last tranche.
- 11 New in 2017–18 following a funding transfer to HEFCE: not relevant for Cambridge.

HEFCE R	2015–16 Final grant as at April 2016 £	2016–17 Grant as at November 2016 £	2017–18 Grant as at April 2017 £
<b>RESEARCH FUNDING</b>			
Mainstream QR	71,643,649	73,012,853	73,936,811
<b>Mainstream QR</b>	<b>71,643,649</b>	<b>73,012,853</b>	<b>73,936,811</b>
Charity support funding	25,766,583	26,661,139	26,847,125 <i>Note 1</i>
Business research funding	4,634,876	4,051,825	4,712,300 <i>Note 1</i>
<b>Sub-total</b>	<b>30,401,459</b>	<b>30,712,964</b>	<b>31,559,425</b>
Research Degree Programme (RDP) supervision funds	15,891,697	16,061,714	16,544,825 <i>Note 2</i>
<b>Mainstream funding</b>	<b>117,936,805</b>	<b>119,787,531</b>	<b>122,041,061</b>
QR funding for National Research Libraries	2,159,733	2,159,733	2,159,733
<b>TOTAL RESEARCH FUNDING</b>	<b>120,096,538</b>	<b>121,947,264</b>	<b>124,200,794</b> <i>1.85%</i>

TOTAL	2015–16 Final grant as at April 2016 £	2016–17 Grant as at November 2016 £	2017–18 Grant as at April 2017 £
<b>Total funding for teaching and research</b>	<b>141,434,606</b>	<b>139,813,059</b>	<b>142,145,502</b>
Knowledge Exchange (formerly HEIF)	2,850,000	2,850,000	2,850,000
Knowledge Exchange supplement	500,000	500,000	500,000
<b>TOTAL RECURRENT GRANT</b>	<b>144,784,606</b>	<b>143,163,059</b>	<b>145,495,502</b> <i>1.63%</i>
<b>Additional allocations</b>			
Museums, galleries, and collections fund	1,983,384	1,983,384	2,116,000 <i>Note 3</i>
<b>TOTAL ADDITIONAL</b>	<b>1,983,384</b>	<b>1,983,384</b>	<b>2,116,000</b>
<b>ALL FUNDING</b>	<b>146,767,990</b>	<b>145,146,443</b>	<b>147,611,502</b>

#### HEFCE R and TOTAL: Notes to Tables

- For 2017–18 calculated on four year averages of income instead of two years, as previously, to reflect changes in reporting following FRS 102.
- Subject to the condition of grant that the University complies with chapter B11 of the QAA UK Quality Code for Higher Education on PGR programmes.
- Funding in 2017–18 is the outcome of the 2016 HEFCE review of museums and galleries funding.

## Joint Report of the Council and the General Board on procedures for student complaints and reviews

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

1. This Report proposes that the University's student complaint and review procedures be amended, revised, or supplemented as set out in this Report, with effect from 1 October 2017, and that they are brought under the direct oversight, and subject to the approval, of the General Board. The proposals reflect (i) a review of the University's student complaint and review procedures prompted by the 'Good Practice Framework for handling complaints and academic appeals' by the Office of the Independent Adjudicator (OIA), and (ii) the Education Committee's discussions of complaints and review procedures and its consideration of the OIA framework.

2. The proposals have been developed in consultation with the officers and members of the Board of Graduate Studies, the Board of Examinations, the Faculty Boards of Clinical Medicine and of Veterinary Medicine, and the Council's Standing Committee on Applications.

3. Following publication by the OIA of its 'Good Practice Framework for handling complaints and academic appeals' in December 2014 (<http://www.oiahe.org.uk/providers-and-good-practice/good-practice-framework.aspx>) and a review of the framework by the Education Committee of the General Board in Lent Term 2015, work has been undertaken to review the University's student complaints procedures and the examination review procedures, in addition to establishing a single procedure for the review of decisions taken by different University bodies.

4. The proposals also arise from (i) a number of shortcomings and inefficiencies (procedural and operational), identified through internal review and the experience of the officers involved in the administration of complaints and reviews, and (ii) various observations or recommendations made by the OIA following their scrutiny of cases brought by Cambridge students, including:

"... the University should ... put in place a mechanism to address the situation where a student is genuinely disadvantaged by poor training and/or supervision so that an academic outcome can be considered ...

... it is reasonable for a Complaints Procedure to be involved to establish whether poor supervision has taken place. However, where it can be shown that poor supervision may have impacted on a student's performance... there should be a mechanism for this impact to be considered ... [as a factor within an examination review procedure]

... the University should ... review its mechanisms for ensuring a department's compliance with any recommendations made in response to a complaint"

5. If the recommendations of this Report are approved, the key changes to the procedures will be as follows:

### (a) Management of the procedures

- The Office of Student Conduct, Complaints, and Appeals within the Academic Division will be responsible for the administration of these procedures, as part of a more co-ordinated approach to student complaints and review procedures;
- The procedures will operate within a framework established by an overarching Ordinance, as set out in Annex A, replacing the existing Ordinances governing student complaints and examination review. Annex B sets out additional consequential changes to Ordinance;

- The General Board will become the body responsible for the approval of the procedures, and explanatory notes on the use of those procedures. The procedures and explanatory notes that would be established by the General Board on the approval of the recommendations of this Report are set out in Annexes C–E. Changes to be introduced in relation to each individual procedure are noted below.

### (b) Student Complaints Procedure (Annex C)

- Confirmation that complaints will normally be considered within a 90-calendar-day timeframe;
- A reduction of the period in which eligible students can submit a formal complaint from 3 months to 28 days;
- The setting of timeframes for the consideration of complaints received at a local (department) level;
- The formal introduction of an initial screening process undertaken by a Case Handler within the Office of Student Conduct, Complaints, and Appeals;
- Explicit reference to a number of good case-handling practices, including consideration of reasonable adjustments, when students can use representatives, and when late submissions will be accepted;
- An expansion of the complaints procedure to encompass any person pursuing a course of study leading to the award of a degree, diploma, or certificate of the University; or a person who had such student status at the time of the circumstances about which the complaint is being made;
- A new review stage to the procedure, limited to a procedural review of the complaint decision.

### (c) Examination Review Procedure (Annex D)

- There is one procedure for all types of student, with a sub-procedure for more complex cases concerning examinations by thesis and oral;
- The timeframe for graduate students submitting a request has shortened to 28 days so that there is one timeframe applicable to all students;
- The grounds for seeking review have been simplified and now avoid overlap with the impact of personal mitigating circumstances under the procedures of Allowances to Candidates for Examinations and, for graduate students, with the consideration of the impact of personal mitigating circumstances under the procedures of the Board of Graduate Studies for some types of graduate student and candidates for the M.St. Degree (in accordance with Regulation 12 of the General Regulations for Admission as a Graduate Student, or Regulation 15 of the General Regulations for the M.St. Degree). Other types of graduate student remain able to request consideration of personal mitigating circumstances, such as illness, under the revised procedure;
- Explicit reference to a number of good case-handling practices, including consideration of reasonable adjustments, when students can use representatives, and when late submissions will be accepted;

- The formal introduction of an initial screening process undertaken by a Case Handler within the Office of Student Conduct, Complaints, and Appeals;
- Consideration of an Examination Review by an Examination Review Officer with no material involvement in the matters raised;
- An explicit timeframe of normally 45 days from submission of the request to receiving the outcome of the review from the Examination Review Officer;
- The grounds for reviewing the Examination Review decision narrowed to a procedural review;
- As a result of the narrowing of grounds, the Review stage is undertaken by a single Reviewer, in line with the current Student Complaints Procedure and the current Procedure for the Review of Decisions of the Applications Committee of the Council.

(d) *Procedure for the Review of Decisions of University bodies (Annex E)*

- This procedure widens and encompasses the current procedure approved by the Council for the Review of Decisions of the Applications Committee

- (*Statutes and Ordinances*, p. 109)<sup>1</sup> and certain decisions taken by the Board of Graduate Studies and the Faculty Boards of Clinical Medicine and Veterinary Medicine; Annex B sets out the consequential changes that would be made to individual procedures;
- The procedure ensures consistency of review for decisions and avoids students having to use the non-specific, multiple-staged complaints procedure to seek review of a decision;
- Explicit reference to a number of good case-handling practices, including consideration of reasonable adjustments, when students can use representatives, and when late submissions will be accepted;
- A mechanism to enable the University to review a decision and issue a Completion of Procedures letter;
- The schedule of decisions open to review by this procedure could be widened to include other processes that affect students as procedures are introduced or amended.

6. The Council and the General Board accordingly recommend, with effect from 1 October 2017:

- I. That the regulation for Complaints by Students (*Statutes and Ordinances*, p. 205), the regulations for the Review Procedure for Examinations for Undergraduate and Certain Other Qualifications (*Statutes and Ordinances*, p. 238), and the regulations for Review of the Results of Examinations for Postgraduate Qualifications (*Statutes and Ordinances*, p. 426), be rescinded and replaced with the regulations for the Consideration of Complaints and Requests for Review by Students as set out in Annex A to this Report.
- II. That, if Recommendation I is approved, consequential changes to Ordinance as set out in Annex B to this Report be approved.

<sup>1</sup> If the recommendations of this Report are approved, the Council would rescind this procedure.

13 June 2017	L. K. BORYSIEWICZ, <i>Vice-Chancellor</i> CHAD ALLEN RICHARD ANTHONY R. CHARLES AMATEY DOKU NICHOLAS GAY	NICHOLAS HOLMES ALICE HUTCHINGS UMANG KHANDELWAL STUART LAING MICHAEL PROCTOR PHILIPPA ROGERSON	JOHN SHAKESHAF SARA WELLER I. H. WHITE JOCELYN WYBURD
7 June 2017	L. K. BORYSIEWICZ, <i>Vice-Chancellor</i> CHAD ALLEN PHILIP ALLMENDINGER ABIGAIL FOWDEN DAVID GOOD	A. L. GREER PATRICK MAXWELL MARTIN MILLETT RICHARD PRAGER PHILIPPA ROGERSON	HELEN THOMPSON GRAHAM VIRGO CHRIS YOUNG

## ANNEX A

### REGULATIONS FOR THE CONSIDERATION OF COMPLAINTS AND REQUESTS FOR REVIEW BY STUDENTS

1. The General Board shall publish and keep under review the following for the consideration of complaints and examination review by any person who has matriculated as a student and is currently pursuing a course of study in the University, or is pursuing a course of study leading to the award of a degree, diploma, or certificate of the University, or who held such student status at the time of the circumstances about which the complaint is being made:

- (a) a procedure and explanatory notes for the review of examination results;
- (b) a procedure and explanatory notes for investigating and determining complaints about the University's action or lack of action, or the provision of service by or on behalf of the University.

2. The General Board shall publish and keep under review a procedure and explanatory notes for the review of decisions made by such University bodies as shall be determined from time to time by the General Board.

3. The procedures under Regulation 1 shall include an informal local stage, a formal stage, and a review stage. During the formal stage, the matter shall be investigated and initial decisions (including whether the complaint should be considered under another procedure in accordance with Regulation 6) shall be taken by a University officer who may:

- (a) require any member of the University to provide information and assistance;
- (b) seek external advice and assistance.

4. The decision at the conclusion of the formal stage following investigation and at the review stage of the procedures under Regulation 1, and at the conclusion of the review procedure under Regulation 2, shall be taken by a University officer who is a member of the academic staff of the University.

5. The procedures under Regulations 1 and 2 shall be concluded by the issue of a letter to the student who brought the complaint or other matter which confirms, in accordance with guidance published from time to time by the Office of the Independent Adjudicator, that the University's internal procedures have been exhausted.

6. The following shall not be considered under the procedures:

- (a) complaints or other matters concerning College provision;
- (b) complaints or other matters to which other University procedures apply unless otherwise determined by the relevant University officer under Regulations 3 or 4 above.

7. The University will act reasonably in considering complaints and other matters under the procedures, having regard to the individual circumstances of the case. Every effort will be made to ensure that all parties are treated with fairness and dignity. None of those carrying out the procedures will have any previous knowledge of the case or any material connection with any party to the complaint or other matter. In the event of a conflict of interest arising, the Vice-Chancellor shall have power to appoint other University officers to act in place of, and with the same powers as, those appointed under the procedures.

8. If a complaint or other matter is upheld, the University officer who is a member of academic staff under Regulation 4 shall be empowered to require any member of the University and/or any University institution to take such action as the University officer considers necessary. If the member of the University and/or University institution is unable or unwilling to act, the University officer may refer the matter to the competent authority for the institution concerned.

9. The Council and the General Board shall receive a report annually on the number, type, and outcomes of complaints and other matters considered under the procedures, together with any recommendations concerning those procedures.

## ANNEX B

1. That the Special Regulations for the Board of Examinations (*Statutes and Ordinances*, p. 118) be amended by adding the following sentence at the end of Regulation 4:

A student may request a review of a decision made by the Board of Examinations under sub-paragraph (c). A request for review shall be made under the Procedure for the Review of Decisions of University Bodies established by the General Board.

2. That Regulation 10 of the regulations for University Composition Fees (*Statutes and Ordinances*, p. 152) be amended by replacing the second sentence with:

A student who is dissatisfied with her or his categorization for the purposes of University Composition Fees may request a review of the decision. A request for review shall be made under the Procedure for the Review of Decisions of University Bodies established by the General Board.

3. That the regulations for Allowances to Candidates for Examinations (*Statutes and Ordinances*, p. 229) be amended by adding Regulation 9:

9. A student may request a review of a decision made under these regulations. A request for review shall be made under the Procedure for the Review of Decisions of University Bodies established by the General Board.

4. That Regulation 23 of the regulations for the Law Tripos (*Statutes and Ordinances*, p. 358), as amended (see *Reporter*, 6466, 2016–17, p. 540) be revised so as to read:

23. A student may seek review of a decision made by the Faculty Board of Law following application exceptionally for an additional attempt at an examination designated as an Examination for Professional Exemption under Regulation 14. The request for review shall be made under the Procedure for the Review of Decisions of University Bodies established by the General Board.

5. That in the General Regulations for Admission as a Graduate Student (*Statutes and Ordinances*, p. 421) Regulation 12 be rescinded, the following new Regulation 14 inserted after existing Regulation 14, and the existing regulations renumbered.

**14.** A student may seek review of a decision made by the Board of Graduate Studies. The request for review shall be made under the Procedure for the Review of Decisions of University Bodies established by the General Board.

6. That Regulation 28 of the regulations for the degrees of Bachelor of Medicine and Bachelor of Surgery (*Statutes and Ordinances*, p. 458) be revised to read as follows, and the Appendix, 'Review of Decisions of the Faculty Board of Clinical Medicine under Regulation 28', be deleted in its entirety:

**28.** A student may seek review of a decision made by the Faculty Board of Clinical Medicine in respect of that student who has applied exceptionally for an additional attempt at a Second M.B., or Final M.B. Examination under Regulations 13 or 21(b); or exceptionally for an extension of time to complete the course under Regulation 20. A request for review shall be made under the Procedure for the Review of Decisions of University Bodies established by the General Board.

7. That Regulation 15 of the General Regulations for the degree of Master of Studies (*Statutes and Ordinances*, p. 537) be rescinded and the remaining regulations renumbered.

8. That Regulation 26 of the regulations for the degree of Bachelor of Veterinary Medicine (*Statutes and Ordinances*, p. 546) be revised to read as follows, and the Appendix, 'Review of Decisions of the Faculty Board of Veterinary Medicine under Regulation 26', be deleted in its entirety:

**26.** A student may seek review of a decision made by the Faculty Board of Veterinary Medicine in respect of that student who has applied exceptionally for an additional attempt at any Part of the Vet.M.B. Examination under Regulations 11 or 19(c). A request for review shall be made under the Procedure for the Review of Decisions of University Bodies established by the General Board.

## ANNEX C

### STUDENT COMPLAINT PROCEDURE

#### (the Procedure)

#### 1. Glossary of key terms

1.1 In this procedure the following terms shall have the meanings set out below:

Case Handler	A member of OSCCA who determines whether a complaint is eligible to be investigated and who conducts any subsequent investigation under the Formal Resolution stage
Complainant	A Registered Student who has made a complaint under this procedure
Complaint Officer	A trained member of academic staff who decides whether a complaint is upheld or dismissed under the Formal Resolution stage
Completion of Procedures Letter	A letter that confirms the end of the University's internal proceedings, following which, a student may be able to raise a complaint with the Office of the Independent Adjudicator
Institution	The body which the Complainant believes is responsible for the action or lack of action or the provision of the service about which is the subject of the complaint including, but not limited to: Faculties, Departments, non-School institutions, and administrative offices within the Unified Administrative Service
OSCCA	The Office of Student Conduct, Complaints, and Appeals
Registered Student	A person who has matriculated as a student and is currently pursuing a course of study in the University; or any person pursuing a course of study leading to the award of a degree, diploma, or certificate of the University; or a person who had such student status at the time of the circumstances about which the complaint is being made
Responsible Officer	The person authorized by the Institution to respond to complaints from Registered Students concerning an action or lack of action, or a particular service under the Local Resolution Stage
Reviewer	A trained member of academic staff who decides whether a complaint is upheld or dismissed under the Review Stage

#### 2. Scope and principles

2.1. This procedure applies where a Registered Student wishes to express dissatisfaction, either about the University's action or lack of action, or the standard of service provided by or on behalf of the University. The University includes all Faculties, Departments, non-School institutions, and administrative offices within the Unified Administrative Service. The procedure has three stages: Local Resolution, Formal Resolution, and Review.



2.2. This procedure also applies to Registered Students who wish to complain directly to the University about a service provided by another organization on behalf of the University, for example, a placement provider.

2.3. This procedure cannot be used to make a complaint relating to the following:

- (a) College provision, for which the student should consult the relevant College policies;
- (b) A decision made by an academic body regarding student progression, academic assessment or awards, for which the student should consult the examination review and examination allowances procedures;<sup>1</sup>
- (c) Complaints about the Students' Unions, which should be made to the Students' Union's own complaints procedure in the first instance;
- (d) Matters covered by other University procedures including but not limited to those concerning student discipline, student harassment and sexual misconduct, fitness to study and fitness to practise.<sup>2</sup>

2.4. The General Board shall approve and keep under review explanatory notes, to be read in conjunction with this procedure. Those notes shall include a policy on the use of personal information under this procedure. Before making a complaint, Complainants should read the procedure and the explanatory notes on the procedure. All Complainants are encouraged to seek support from a College Tutor, a member of the Students' Unions' Advice Service, or other advisor of the student's choosing.

2.5. A Complainant may be invited to attend a meeting under paragraph 3.2, 4.8, and 4.11 as part of this procedure. A Complainant who is invited to attend a meeting will be entitled to choose whether or not to attend the meeting and to be accompanied or represented by someone of the Complainant's choosing.

2.6. This procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. It is not normally necessary or appropriate for Complainants or the University to be legally represented at any meetings that form part of the procedure except in exceptional circumstances.

2.7. This procedure can only be used by a Registered Student who has been affected by the subject matter of the complaint. Complaints should be made by Complainants themselves, although in limited circumstances the University will accept a request from a third party acting as the Complainant's authorized representative. In this circumstance, the University will communicate only with the authorized representative and therefore any reference in this procedure about communication to or from a Complainant includes the Complainant's authorized representative.

2.8. Group complaints can be submitted, but a group representative must be identified with whom the University will correspond and who will be responsible for liaising with the other Complainants. In such cases, references in this procedure to the 'Complainant' shall be construed as referring to more than one person. The University may separate group complaints where it considers that the issues raised impact Complainants differently or where Complainants are seeking different remedies.

2.9. Anonymous complaints will not normally be accepted, as this may limit the investigation and communication of the outcome. Exceptionally, an anonymous complaint may be considered if there is a compelling case, supported by evidence, for the matter to be investigated.

2.10. Complainants will not be disadvantaged for raising a valid complaint. The University will act reasonably in considering complaints under this procedure and decisions will be made fairly and transparently. The Responsible Officer, Case Handler, Complaint Officer, and Reviewer will have had no material involvement in the matters raised as part of the complaint or in the earlier stages of the procedure and will be independent and impartial.

2.11. Any reference in this procedure to a University officer or other named role includes a deputy appointed by that officer or role-holder to exercise the functions assigned to that officer under this procedure.

2.12. Complainants are required to raise a complaint as soon as possible and within the required timeframe (see paragraph 3.1, 4.1, and 5.1). Complaints or evidence submitted outside this timeframe will not be accepted unless there is a valid reason for delay, which will be judged on a case-by-case basis by the Responsible Officer, Case Handler, Complaint Officer, or Reviewer, as appropriate.

2.13. The University aims to process any formal complaint through Formal Resolution and any Review within 90 calendar days. The 90 calendar day timeframe requires Complainants to comply with any timescales set down in this Procedure. There will occasionally be circumstances when, for good reasons, the University will need to extend the timeframe and in these circumstances the Complainant will be notified and kept updated as to the progress of their complaint.

2.14. The University will only share the information and evidence submitted in a complaint with members of staff where it is strictly necessary in order to process, investigate, and consider the complaint. All information received from a Complainant will be handled sensitively and in accordance with the Policy on the use of personal information under the Student Complaint Procedure.

2.15. The Case Handler, Complaint Officer, or the Reviewer may terminate consideration of a complaint if it is considered to be frivolous or vexatious. If a complaint is terminated then the Complainant will be issued with a Completion of Procedures letter.

2.16. Complainants, their advisors, and staff of the University are required to communicate respectfully and reasonably at all times whilst using the procedure. Abusive or threatening behaviour and language will not be tolerated. If, following a warning, a Complainant behaves in an unacceptable manner, the Case Handler, the Complaint Officer, or the Reviewer may terminate the Complainant's request without further consideration. If a request is terminated then the Complainant will be issued with a Completion of Procedures letter.

<sup>1</sup> Examination Review Procedure, see *Statutes and Ordinances*, p. 000 [as proposed in this Report, p. 637]; Review of decisions of the Applications Committee of the Council, see *Statutes and Ordinances*, p. 109; Regulation 12 of the General Regulations for Admission as a Graduate Student, see *Statutes and Ordinances*, p. 421; or Regulation 15 of the General Regulations for the M.St. Degree, see *Statutes and Ordinances*, p. 537; Review of decisions of University bodies procedure, see *Statutes and Ordinances*, p. 000 [as proposed in this Report, p. 642].

<sup>2</sup> Discipline, see *Statutes and Ordinances*, p. 191; procedure for handling student cases of harassment and sexual misconduct, see *Statutes and Ordinances*, p. 000 [as approved by Grace 3 of 22 February 2017]; procedure to determine fitness to study, see *Statutes and Ordinances*, p. 225; procedures to determine fitness to practise of preclinical and clinical medical students, see *Statutes and Ordinances*, p. 207; procedures to determine fitness to practise of preclinical and clinical veterinary students, see *Statutes and Ordinances*, p. 215.

2.17. When using this procedure, Complainants are encouraged to provide details and evidence of any disability and/or any reasonable adjustments which may be appropriate in light of their disability. Where it may be helpful and following the consent of the Complainant, an appropriately trained University staff member may be asked to provide a decision regarding reasonable adjustments.

### 3. Local Resolution

3.1. Complainants should raise complaints, in writing or in person, with the Institution concerned. It is expected that an issue will be raised as soon as possible and in any event within 28 days of it occurring. Students are normally informed of the name and contact details of the Responsible Officer to approach within handbooks or other written guidance. Where a Complainant is uncertain about the identity of the Responsible Officer, the complaint should be addressed to the person responsible for the management of the service which is the subject of the complaint, or the Head of the Institution.

3.2. The Responsible Officer should respond to the complaint in a timely manner and normally within 21 calendar days of its receipt. The response should be in writing where an investigation has taken place or where the complaint is submitted in writing and should include information about the next stage of the Procedure where the Complainant remains dissatisfied with the response. Where a response cannot be provided within 21 calendar days, the Responsible Officer will write to the Complainant within that period to indicate the reasons for delay and when a response is likely to be provided. The Responsible Officer may invite the Complainant to a meeting as part of an investigation, but is not obliged to hold such a meeting.

### 4. Formal Resolution

4.1. Where a Complainant is either dissatisfied with the outcome of the Local Resolution; or declines to engage with Local Resolution, or where Local Resolution is inappropriate as the issues raised are serious or systemic, the Complainant can raise a complaint under Formal Resolution with OSCCA. Complainants should raise a complaint by submitting the Formal Resolution form (available at <http://www.studentcomplaints.admin.cam.ac.uk>) within 28 days of either:

- (a) the Responsible Officer's response to the complaint; or
- (b) the matter of complaint first arising, where the Complainant reasonably considers Local Resolution is inappropriate.

4.2. The Case Handler shall determine on a case-by-case basis whether the period of 28 calendar days should run from a later date in recognition of a Complainant's further reasonable attempts at Local Resolution; or whether it is reasonable for the Complainant not to have attempted Local Resolution.

4.3. The complaint should set out the Complainant's concerns clearly and succinctly and provide evidence to substantiate the issues raised. Evidence may include independent medical evidence, reports by professionals, financial information, or witness statements.

4.4. A Case Handler from OSCCA will consider the submitted Complaint and will make one or more of the following determinations:

- (a) the complaint in whole or in part is eligible to be investigated using this procedure;
- (b) the complaint in whole or in part should be referred for consideration under an alternative procedure;
- (c) the complaint in whole or in part is ineligible to be considered by the University, for example because it is out of time, lacks substantive content, or is considered malicious, vexatious, or frivolous;
- (d) the Complainant should attempt Local Resolution before investigation of the complaint under this stage of the procedure.

4.5. Where a determination is made under paragraphs 4.4(b)–(d), the reasons for this and information about the options available to the Complainant will be provided in writing within 7 calendar days. If the Complainant disagrees with the determination under paragraph 4.4, the reasons for the disagreement should be provided by the Complainant, in writing and within 7 calendar days of receiving the decision, to the Head of OSCCA who will review the determination within a further 14 calendar days. Where a complaint cannot be considered further by the University a Completion of Procedures letter will be issued. Where matters raised within the complaint would be more appropriately considered under alternative University procedures, the Case Handler will inform the Complainant about which matters will be considered under which procedure. In some circumstances, it may be necessary to suspend one procedure pending the completion of another.

4.6. Some requests may require the University to take swift action, for example where the issues raised have detrimental consequences for the Complainant's mental health or where external time limits apply, for example, in meeting regulatory requirements for the completion of courses. If this is the case, this procedure may be expedited.

4.7. Where a determination is made under paragraph 4.4(a) the Complainant will be informed and the Case Handler will conduct an investigation, requiring written statements and evidence from witnesses and Institutions concerning the events and applicable procedures, as appropriate.

4.8. A Case Handler may or may not meet individually with the Complainant, the Responsible Officer, or witnesses as part of the investigation, or collect further evidence, at the Case Handler's discretion and where the Case Handler believes it to be beneficial to do so.

4.9. The Case Handler shall prepare a report setting out the process that has been followed, the information that has been gathered, the conclusions that have been drawn, and any recommendations. The Case Handler should also consider whether mediation or conciliation might be effective at this stage.

4.10. Following investigation, the Case Handler will provide all of the materials to a Complaint Officer, appointed by the Case Handler from a panel of Complaint Officers maintained by the Council.

4.11. The Complaint Officer will consider all of the materials provided. In exceptional circumstances the Complaint Officer may request further written statements, hold a meeting with any individual involved in the complaint, and/or hold a hearing. The Complainant will receive all of the materials considered by the Complaint Officer at least 7 calendar days in advance of any meeting or hearing.

4.12. Following consideration, the Complaint Officer will have the power to make one or more of the following decisions:

- (a) that further steps should be taken to resolve the complaint informally (for example, through mediation with the agreement of both parties);
- (b) to uphold a complaint in whole or in part and where appropriate require such remedies as necessary;
- (c) to dismiss a complaint in whole or in part where it is found that:
  - i. the University acted reasonably and in line with its procedures and written documentation; and/or
  - ii. the substance of the complaint was not justified; and/or
  - iii. the Complainant has not been substantively disadvantaged by any variation in the University's procedures or written documentation.

4.13. The Complainant will receive confirmation in writing of the Complaint Officer's decision, the reasons for the decision, and copies of the material considered by the Complaint Officer, normally within 45 calendar days of having submitted the Formal Resolution form.

4.14. Regardless of the decision made, the Complaint Officer may make observations and recommendations to Institutions for consideration following the outcome of a complaint.

## 5. Review

5.1. If a Complainant is dissatisfied following the Formal Resolution decision, the Complainant can submit a Request for Review form within 14 calendar days of the Formal Resolution decision being communicated. Alternatively, if the Complainant is dissatisfied with the decision but does not believe the reasons for the dissatisfaction would meet the grounds for a Review, the Complainant can request a Completion of Procedure letter.

5.2. The Review will not usually consider issues afresh or involve a further investigation. A Review can only be requested on the following grounds:

- (a) procedural irregularities that occurred during Formal Resolution, which were material or potentially material to the decision reached; and/or
- (b) the Formal Resolution decision is unreasonable, in that no reasonable person could have reached the same decision on the available evidence; and/or
- (c) the availability of new evidence, which materially impacts the complaint outcome and which, for valid reasons, could not have been submitted at an earlier stage.

5.3. If the request for Review has been made on the specified grounds and within the timeframe, as determined by OSCCA, OSCCA will appoint a Reviewer from a panel of Reviewers appointed by the Council to consider the request for Review. Where a request cannot be considered further by the University a Completion of Procedures letter will be issued.

5.4. The Reviewer will consider the Complainant's request, the information considered during Formal Resolution, the decision, and any new information. The Reviewer may request further information.

5.5. Following investigation, the Reviewer will have the power to either:

- (a) uphold the complaint in whole or in part and will require such remedies as necessary; or
- (b) dismiss the request for Review and confirm the Complaint Officer's decision.

5.6. The Complainant will receive the Reviewer's decision and the reasons for the decision, in writing, normally within 28 calendar days of submitting the Request for Review form. This is the final stage of the University's internal process and therefore the Complainant will be issued with a Completion of Procedures letter.

## 6. Reporting and monitoring

6.1. OSCCA will monitor all complaints and decisions made under the procedure and will produce an annual report summarizing the anonymized decisions, remedies, and recommendations (including the implementation of these) made by Complaint Officers and Reviewers. Students' Unions' sabbatical officers will be invited to provide feedback on the annual report. The annual report will be submitted to the General Board's Education Committee.

## Explanatory Notes on the Student Complaint Procedure

These notes should be read in conjunction with the Student Complaint Procedure. If there is any conflict between these notes and the procedure, the procedure takes precedence.

**The paragraph numbers used within this document correspond with the paragraph numbers in the version of the procedure approved on [date].**

Any questions about the procedure and these notes should be directed to the Head of the Office of Student Conduct, Complaints, and Appeals (OSCCA) in the first instance, at:

Address: Head of OSCCA  
Student Registry  
4 Mill Lane  
Cambridge CB2 1RZ

Tel: +44 (0)1223 (7)61816

Email: StudentComplaints@admin.cam.ac.uk

## 2. *Scope and principles*

2.1. Grounds for complaint may include dissatisfaction with the following:

- (a) academic provision (course content; resources; facilities; or information provided about the course);
- (b) the standards of service from the Institution, including postgraduate supervision and University tuition;
- (c) the behaviour of University staff.

2.3. The Case Handler will consider these matters in accordance with paragraph 4.4(b).

2.6. In order to ensure that a Complainant's views are accurately represented it is preferable for the University to correspond directly with the Complainant. However, it is accepted that sometimes this will not be in the best interests of the Complainant, for example, where a Complainant is reluctant to make or receive decisions about a complaint without support, as a result of an underlying medical condition. Where a Complainant would prefer correspondence to be directed through an authorized representative, permission needs to be provided by the Complainant in writing or via a University email account.

2.12. All Complainants using the procedure will need to comply with the prescribed timescales, which enable effective remedies to be provided (such as a change of supervisor or clarification of course guidance) without further disadvantage to the Complainant. Complaints received outside of the permitted timeframe will only be accepted where there is valid reason for the delay, supported by evidence. Revising, studying, seeking advice, or waiting to find out whether academic results have been affected, will not normally be accepted as sufficient reason for delay.

2.15. Examples of vexatious complaints are those which are obsessive, harassing, or repetitive; insist on pursuing unrealistic or unreasonable outcomes and/or requests which are designed to cause disruption or annoyance.

2.16. Unacceptable behaviour includes unreasonable persistence, unreasonable demands, lack of co-operation, or any aggression or threat of aggression.

2.17. The University has a duty to provide reasonable adjustments for disabled students in certain circumstances. Complainants who require further information about reasonable adjustments should contact the Disability Resource Centre at <http://www.disability.admin.cam.ac.uk>. When notified of a disability under the procedure, the University will always consider whether reasonable adjustments are required. These will be assessed for each individual and in accordance with the University's 'Code of Practice: reasonable adjustments for disabled students' available at [http://www.educationalpolicy.admin.cam.ac.uk/files/final\\_cop\\_2016-17\\_for\\_disabled\\_students\\_2.pdf](http://www.educationalpolicy.admin.cam.ac.uk/files/final_cop_2016-17_for_disabled_students_2.pdf).

## 3. *Local Resolution*

3.1. Genuine attempts at Local Resolution include asking for an explanation or a solution regarding an issue that has arisen. Repeated requests to the Institution to reconsider its detailed response to a complaint are not considered genuine attempts at Local Resolution. This type of correspondence will be discounted when calculating a Complainant's timeframe to submit a complaint for Formal Resolution and will therefore shorten the time available for submission or cause a complaint to be considered out of time (see paragraph 4.1).

## 4. *Formal Resolution*

4.1. The Complainant may be dissatisfied with the outcome of the consideration of the complaint by the Responsible Officer or with a failure to resolve the complaint at Local Resolution within a reasonable timeframe.

The Case Handler will accept a complaint for Formal Resolution without evidence of any attempt at Local Resolution if the complaint raises serious or systemic issues that cannot be addressed at Local Resolution.

Complainants will be required to provide the following information within the Formal Resolution form:

- (a) their name, University Student Number, and correspondence details;
- (b) the full detail of the complaint;
- (c) any action that has been taken to try and resolve the complaint through Local Resolution, or an explanation of the reasons why Local Resolution is considered to be inappropriate;
- (d) all evidence they wish to be considered as part of the complaint;
- (e) the outcome they are hoping to obtain;
- (f) agreement that in order to consider the complaint under the Procedure it will be necessary to share certain personal information about the Complainant as detailed in the Policy on the use of personal information under the Student Complaints Procedure.

4.8. Where a Case Handler or Complaint Officer holds a meeting with the Complainant, the Responsible Officer, or a witness, a note-taker will be present. The notes taken will be presented to those in attendance at the meeting for factual clarification, following which the notes will become the formal record of the meeting.

4.12. The appropriate decision will depend entirely upon the nature of the complaint and the relevant remedies available. If, following investigation, it becomes apparent that the complaint was malicious then action may be taken in accordance with the Discipline regulations.

4.12. (a) If mediation is recommended there is no requirement for parties to participate; this may be offered, but can only go ahead if all parties are in agreement.

### 5. Review

5.2. Complainants will be required to provide the following information within the Request for Review form:

- (a) their name, University Student Number, and correspondence details;
- (b) the ground(s) under which they are requesting a Review;
- (c) the full reasons for requesting a Review;
- (d) all new evidence they wish to be considered as part of the Review;
- (e) the outcome they are hoping to obtain;
- (f) agreement that in order to consider the complaint under the Procedure it will be necessary to share certain personal information about the Complainant in accordance with the Policy on the use of personal information under the Student Complaints Procedure.

5.6. If a Complainant chooses to raise a complaint with the OIA, the Reviewer's decision will still be enacted unless a review outcome from the OIA recommends otherwise.

### 6. Reporting and monitoring

6.1. There is student membership on the General Board's Education Committee.

## Appendix: Policy on the use of personal information under the Student Complaint Procedure

*A copy is to be provided to the Complainant at the earliest contact and published on the University's website.*

1. In order to deal with a Complainant's request it will be necessary for the University to process a Complainant's personal data in accordance with this policy. The overall purpose of processing personal data in the context of the investigation and resolution of student complaints is to decide what steps can appropriately be taken in response to such complaints. Personal data will be disclosed only to those persons who need to see such data for the purposes of conducting an investigation, responding as part of an investigation, determining or recommending a resolution, or deciding what other steps can appropriately be taken. No person will be told any more about the investigation than is strictly necessary in order to obtain the information required from them. Such persons may include:

- staff within OSCCA, including the Case Handler;
- individuals named or involved in the complaint, such as students, staff, or external bodies;
- authorized representatives of other external bodies involved in the complaint;
- a representative(s) from the Institution which is the subject matter of the complaint;
- the Responsible Officer;
- the Complaint Officer;
- the Reviewer;
- solicitors in the University's Legal Services Office and/or the University's external legal advisors;
- the University Advocate (or other relevant officer); and
- a Complainant's authorized representative.

Documentation generated in the course of an investigation under the procedure will be disclosed in full to the Complainant except where information relates to an individual who has not consented to the disclosure of personal data.

2. The University will seek the Complainant's written consent before notifying the Complainant's College Tutor or Graduate Tutor that a complaint has been submitted so that they are aware of the complaint and able to assist in providing support.

3. The University will seek the Complainant's written consent before liaising with appropriate staff members, including staff of the Disability Resource Centre, regarding support and any reasonable adjustments for disabled students.

4. Following completion of the procedure, the complaint, the documentation generated in the course of the investigation, and the decisions made under the procedure, will be retained securely by the Head of OSCCA for six years following the completion of the complaint. This information will be used for the purposes of responding to any complaints regarding the application of this procedure as well as for compiling anonymous statistics regarding its use. Further, where any complaint is subsequently submitted under this procedure by the same Complainant, this information may be taken into account by the Case Handler, in reaching a decision under paragraph 4.4 or 4.11 of the procedure. The information may also be provided to the University Advocate or other relevant officer if relevant for the purposes of conducting disciplinary proceedings or referral for consideration under another procedure under paragraph 4.4 or 4.11 of this procedure.

5. Nothing in this policy is intended to prejudice any rights of access to personal data which any person may have under data protection legislation as applicable at the time or otherwise.

6. Any questions or concerns about this policy should be directed to the Head of OSCCA in the first instance.



**ANNEX D****EXAMINATION REVIEW PROCEDURE****1. Glossary of key terms**

1.1. In this procedure the following terms shall have the meanings set out below:

Academic Judgement	The decision made by academic staff on the quality of the work itself or the criteria being applied to mark the work, which is not a permitted ground of complaint or appeal
Case Handler	Member of OSCCA or the Student Registry who determines whether a request is eligible to be investigated and conducts any subsequent investigation under the reconsideration of Examination Results stage
Candidate	A student or former student who has taken a University examination
Completion of Procedures Letter	A letter that confirms the end of the University's internal proceedings, following which a student may be able to raise a complaint with the Office of the Independent Adjudicator
Examination Results	The final results of an examination that have been agreed by the Examining Body, and subsequently provided to the Candidate, which may be by means of publication on the Candidate's electronic student record
Examination Review Officer	A trained member of academic staff who decides whether a request for the reconsideration of Examination Results is upheld or dismissed; for Candidates for the degrees listed in the Schedule to this procedure, the trained member of academic staff will be a member of the Board of Graduate Studies
Examining Body	The University body or bodies responsible for agreeing the Examination Results (a board of Examiners, or a Degree Committee and/or the Board of Graduate Studies, as appropriate)
OSCCA	The Office of Student Conduct, Complaints, and Appeals
Reviewer	A trained member of academic staff who considers a Review of the decision following reconsideration of Examination Results under the Review Stage of the procedure
Student Registry	Administrative department that manages aspects of student administration including examination arrangements
Tutor	The Candidate's College Tutor or equivalent officer

**2. Scope and principles**

2.1. This procedure applies where a Candidate submits a request for the reconsideration of Examination Results. The procedure has two formal stages: Reconsideration of Examination Results; and Review (see Sections 4 and 5). There is also an informal preliminary stage available for requests for the consideration of irregularities in the examination process from Candidates for examinations listed in the Schedule to the General Regulations for Examiners and Assessors<sup>1</sup> (see Section 3).

2.2. The procedure allows for the reconsideration of Examination Results on the following grounds:

- (a) A procedural irregularity in the examination process that has adversely impacted on the Candidate's Examination Results;
- (b) Demonstrable bias or the perception of bias within the examination process;
- (c) (For Candidates for the degrees listed in the Schedule to this procedure) serious illness or other grave cause which has clearly impacted upon the examination itself and of which, for sufficient reason, the Examining Body was not aware.

2.3. The procedure cannot be used for reconsideration of Examination Results relating to:

- (a) Arithmetical mark checks unless requested as a result of the permitted grounds; Candidates should liaise with their Tutor if they have informal questions about their marks;
- (b) Academic Judgement;
- (c) Teaching or supervision arrangements, complaints regarding which, if organized by the College should be submitted under the College's complaints procedure, or if organized by the University should be submitted under the Student Complaints Procedure.

2.4. The General Board shall approve and keep under review explanatory notes, to be read in conjunction with this procedure. Those notes shall include a policy on the use of personal information under this procedure. Before requesting reconsideration of Examination Results, Candidates should read the procedure and the explanatory notes on the procedure. All Candidates are encouraged to seek support from a College Tutor, a member of the Students' Unions' Advice Service, or other advisor of the student's choosing. Candidates may also choose to discuss the matter informally with their Tutor. Requests for reconsideration of Examination Results should be made by Candidates themselves, although in limited circumstances the University will accept a request from a third party acting as the Candidate's authorized representative. In this circumstance the University will communicate only with the authorized representative and therefore any reference in this procedure about communication to or from a Candidate includes the Candidate's authorized representative.

<sup>1</sup> *Statutes and Ordinances*, p. 241.



2.5. This procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. It is not normally necessary or appropriate for Candidates or the University to be legally represented at any meetings that form part of the procedure except in exceptional circumstances.

2.6. Candidates will not be disadvantaged for raising a valid request for reconsideration of Examination Results. The University will act reasonably in considering requests under this procedure and decisions will be made fairly and transparently. The Case Handler, the Examination Review Officer, and the Reviewer will have had no material involvement in the matters raised as part of the complaint or in earlier stages of the procedure and will be independent and impartial.

2.7. Any reference in this procedure to a University officer or other named role includes a deputy appointed by that officer or role-holder to exercise the functions assigned to that officer under this procedure.

2.8. Candidates are required to request a reconsideration of Examination Results as soon as possible and within 28 days of the Examination Results becoming available. A request for reconsideration of Examination Results or evidence submitted outside this timeframe will not be accepted unless there is a sufficient reason for delay, which will be judged on a case-by case basis by the Case Handler or the Reviewer, as appropriate.

2.9. The University aims to provide a written response concluding this procedure within 90 calendar days of receipt of a formal request for reconsideration of Examination Results (including any Review). The 90 calendar day timeframe requires Candidates to comply with any timescales set down in this procedure. There will occasionally be circumstances when, for good reasons, the Case Handler, Examination Review Officer, or Reviewer will need to extend the timeframe, and in these circumstances the Candidate will be notified and kept updated as to the progress of their request.

2.10. The University will only share the information and evidence submitted in a request for review with members of staff where it is strictly necessary in order to process, investigate, and consider requests made using this procedure. All information received from a Candidate will be handled sensitively and in accordance with the policy on the use of personal information under this procedure.

2.11. The Case Handler, the Examination Review Officer, or the Reviewer may terminate the reconsideration of Examination Results or Review if it is considered to be frivolous or vexatious. If a request is terminated then the Candidate will be issued with a Completion of Procedures letter.

2.12. Candidates, their advisors, and staff of the University are required to communicate respectfully and to behave reasonably at all times whilst using the procedure. Abusive or threatening behaviour and language will not be tolerated. If, following a warning, a Candidate continues to behave in an unacceptable manner, the Case Handler, Examination Review Officer, or the Reviewer may terminate the reconsideration of Examination Results or Review without further consideration. If a request is terminated then the Candidate will be issued with a Completion of Procedures letter.

2.13. When using this procedure, Candidates are encouraged to provide details and evidence of any disability and/or any reasonable adjustments which may be appropriate in light of their disability. Where it may be helpful and following the consent of the Candidate, an appropriately trained University staff member may be asked to provide a decision regarding reasonable adjustments.

### **3. Review before the Examiners confirm the Examination Results (informal)**

3.1. This informal stage applies only to requests for the consideration of irregularities in the examination process received from Candidates for examinations listed in the Schedule to the General Regulations for Examiners and Assessors.

3.2. Where a Candidate becomes aware of an irregularity, this should be reported within 5 calendar days of the examination to the Student Registry using the Representations to the Examiners form.

3.3. Where a form is received by the Student Registry, or the Student Registry becomes aware of an irregularity, it shall be communicated to the Chair of Examiners and considered by the Examiners at their final meeting. Following consideration, the Examiners shall take whatever action they think fit in the light of the representations. The consideration of the form and any action that has been taken will be recorded in the minutes of the Examiners' meeting.

3.4. The Chair of Examiners shall communicate the outcome of any review under this section of the procedure to the Student Registry who will confirm the outcome to the affected Candidates.

3.5. Due to the short timeframe between the examinations taking place and confirmation of the list of successful candidates, Candidates are not required to raise irregularities before receiving their Examination Results and may request reconsideration of Examination Results (Section 4 of this procedure) if the Examiners have not previously considered the matter under this informal stage.

### **4. Reconsideration of Examination Results (formal)**

4.1. Candidates may request reconsideration of their Examination Results by submitting the Examination Review form to OSCCA within 28 calendar days of receiving notification of their Examination Results (which may be communicated via their electronic student record).

4.2. A Case Handler will consider the request and will make one or more of the following determinations:

- (a) the request in whole or in part is eligible to be investigated using this procedure;
- (b) the request in whole or in part should be referred to an alternative procedure;
- (c) the request is ineligible to be considered by the University, for example because it is out of time, questions academic judgement, or is vexatious.

4.3. Where a determination is made under paragraphs 4.2(b) and (c), the reasons for this and information about the options available to the Candidate will be provided in writing within 7 calendar days. Where matters raised within the request would be more appropriately considered under alternative University procedures, the Case Handler will inform the Candidate about which matters will be considered under which procedure. In some circumstances, it may be necessary to suspend this procedure pending the completion of another.

4.4. If the Candidate disagrees with the determination under paragraph 4.2, the reasons for disagreement should be provided by the Candidate, in writing and within 7 calendar days of receiving the decision, to the Head of OSCCA who will review the determination within 14 calendar days. Where, in the opinion of the Head of OSCCA, a request cannot be considered further by the University a Completion of Procedures letter will be issued.

4.5. Some requests may require the University to take swift action, for example where the issues raised have detrimental consequences for the Candidate's mental health or where external time limits apply for example in meeting regulatory requirements for the completion of courses. If this is the case, this procedure may be expedited.

4.6. Where a determination is made under paragraph 4.2(a) the Candidate will be informed and the Case Handler will conduct an investigation, requiring a factual statement and any relevant evidence from the Chair of the Examining Body.

4.7. Following receipt of the evidence requested, the Case Handler will provide all of the materials to an Examination Review Officer, appointed by the Case Handler from a panel of Examination Review Officers appointed by the Board of Examinations or nominated by the Chair of the Board of Graduate Studies.

4.8. The Examination Review Officer will consider all of the materials provided. In exceptional circumstances the Examination Review Officer may request further written statements and/or will have discretion to hold a meeting or hearing.

4.9. Following consideration of all of the evidence and whether any of the grounds under paragraph 2.2 have been met, the Examination Review Officer will have the power to make one or more of the following decisions:

- (a) for Candidates for the degrees listed in the Schedule to this procedure, uphold the Candidate's request where at least one of the grounds has been met and refer the matter to the Board of Graduate Studies for reconsideration in accordance with the Board's written rules and guidance;
- (b) uphold the Candidate's request where at least one of the grounds has been met and refer the matter back to the Examining Body for reconsideration in accordance with the Examining Body's written rules and guidance, or require the Examining Body to re-examine the Candidate in conditions considered appropriate to the Examination Review Officer including:
  - (i) to require the Examining Body to examine or re-examine the Candidate;
  - (ii) to require new Examiners to re-examine the Candidate;
  - (iii) to permit the Candidate to submit a revised dissertation or other assessment;
  - (iv) to require one or more additional Examiners to make an independent report or reports on the work submitted by the Candidate;
  - (v) to require the Examining Body to set the Candidate new examination papers or other assessments.
- (c) dismiss the Candidate's request where it is found that none of the grounds under has been met.

4.10. The Candidate will receive confirmation in writing of the decision, the reasons for the decision, and copies of the evidence considered by the Examination Review Officer, normally within 45 calendar days of having submitted the Examination Review form.

4.11. Regardless of the decision made, the Examination Review Officer may make observations and recommendations to the Examining Body for consideration following the outcome of a review of Examination Results.

## 5. Review (formal)

5.1. If a Candidate remains dissatisfied following the decision of the Examination Review Officer, the Candidate can submit a Request for Review form within 14 calendar days of the decision being communicated. Alternatively, if the Candidate is dissatisfied with the decision but does not believe the reasons for the dissatisfaction would meet the grounds for a Review under paragraph 5.2, the Candidate can request a Completion of Procedures letter.

5.2. The Review will not usually consider issues afresh or involve a further investigation. A Review can only be requested on the following grounds:

- (a) procedural irregularities that occurred during the reconsideration of Examination Results which were material or potentially material to the decision reached; and/or
- (b) the Examination Review Officer's decision (and/or that of the Board of Graduate Studies under paragraph 4.9(a)) is unreasonable, in that no reasonable person or body could have reached the same decision on the available evidence; and/or
- (c) the availability of new evidence, which materially impacts on the Examination Review Officer's decision and which, for valid reasons, could not have been submitted at an earlier stage.

5.3. If the request for Review has been made on the specified grounds and within the timeframe, as determined by OSCCA, OSCCA will appoint a Reviewer from a panel of Reviewers appointed by the Council, to consider the request for Review. Where a request cannot be considered further by the University a Completion of Procedures letter will be issued.

5.4. The Reviewer will consider the Candidate's request for Review, the information considered by the Examination Review Officer and the decision reached by the Examination Review Officer, including the consideration of whether any of the grounds under paragraph 2.2 have been met. The Reviewer may request further information.

5.5. Following the consideration under paragraph 5.4, the Reviewer will have the power to make one or more of the following decisions:

- (a) uphold the request for Review, in whole or in part, either referring the request back to the Examination Review Officer, the Board of Graduate Studies, and/or the Examining Body for reconsideration, or requiring the Examining Body to re-examine the candidate on conditions considered appropriate to the Reviewer including:
  - (i) to require the Examining Body to examine or re-examine the Candidate;
  - (ii) to require new Examiners to re-examine the Candidate;
  - (iii) to permit the Candidate to submit a revised dissertation or other assessment;
  - (iv) to require one or more additional Examiners to make an independent report or reports on the work submitted by the Candidate;
  - (v) to require the Examining Body to set the Candidate new examination papers or other assessments.

(b) dismiss the request for Review and confirm the decision of the Examination Review Officer (and/or the decision of the Board of Graduate Studies under paragraph 4.9(a), as appropriate).

5.6. The Candidate will receive the Reviewer's decision and the reasons for the decision in writing, normally within 28 calendar days of submitting the Request for Review form. This is the final stage of the University's internal process and therefore the Candidate will be issued with a Completion of Procedures letter.

## 6. Reporting and monitoring

6.1. OSCCA will monitor all reconsiderations of Examination Results and decisions made under the procedure and will produce an annual report summarizing the anonymized decisions, remedies, and recommendations (including the implementation of these) made by the relevant University bodies and Reviewers. Students' Unions' sabbatical officers will be invited to provide feedback on the annual report. The annual report will be submitted to the General Board's Education Committee.

## SCHEDULE

### Examinations to which paragraphs 2.2(c) and 4.9(a) apply

*Examinations, including progress examinations approved under Regulation 9 of the General Regulations for Admission as a Graduate Student, leading only to the following qualifications:*

B.D. Degree  
 M.D. Degree  
 Vet.M.D. Degree  
 Ph.D. Degree  
 Ph.D. Degree by special regulations  
 Bus.D. Degree  
 Eng.D. Degree  
 M.Sc. Degree  
 M.Litt. Degree  
 M.Phil. Degree by dissertation  
 Certificate of Postgraduate Study

## Explanatory Notes on the Examination Review Procedure

These notes should be read in conjunction with the Examination Review Procedure. If there is any conflict between these notes and the procedure, the procedure takes precedence.

**The paragraph numbers used within this document correspond with the paragraph numbers in the version of the procedure approved on [date].**

Any questions about the procedure and these notes should be directed to the Head of the Office of Student Conduct, Complaints, and Appeals (OSCCA) in the first instance, at:

Address: Head of OSCCA  
 Student Registry  
 4 Mill Lane  
 Cambridge CB2 1RZ

Tel: +44 (0)1223 (7)61816

Email: StudentComplaints@admin.cam.ac.uk

### 2. Scope and principles

2.1. For the purposes of the Office of the Independent Adjudicator, this is an academic appeal procedure.

2.2. See paragraphs 4.9 and 5.4.

2.4. See the policy on the use of personal information under this procedure. In order to ensure that a Candidate's views are accurately represented it is preferable for the University to correspond directly with the Candidate. However, it is accepted that sometimes this will not be in the best interests of the Candidate, for example, where a Candidate is reluctant to make or receive decisions about their request for review without support, as a result of an underlying medical condition. Where Candidates would prefer correspondence to be directed through an authorized representative, permission needs to be provided by the Candidate in writing or via a University email account.

2.8. All Candidates using the procedure will need to comply with the prescribed timescales, which enable effective remedies to be provided (such as re-examination or re-submission where a retained knowledge of the examination is required) without further disadvantage. Requests received outside of the permitted timeframe will only be accepted where there is a valid reason for the delay, supported by evidence. Revising, studying, or seeking advice will not normally be accepted as sufficient reason for delay.

2.11. Examples of vexatious requests are those which are obsessive, harassing, or repetitive; insist on pursuing unrealistic or unreasonable outcomes; and/or requests which are designed to cause disruption or annoyance.

2.12. Unacceptable behaviour includes unreasonable persistence, unreasonable demands, lack of co-operation, or any aggression or threat of aggression.

2.13. The University has a duty to provide reasonable adjustments for disabled students in certain circumstances. Candidates who require further information about reasonable adjustments should contact the Disability Resource Centre at <http://www.disability.admin.cam.ac.uk>. When notified of a disability under the procedure, the University will always consider whether reasonable adjustments are required. These will be assessed for each individual and in accordance with the University's 'Code of Practice: reasonable adjustments for disabled students' available at [http://www.educationalpolicy.admin.cam.ac.uk/files/final\\_cop\\_2016-17\\_for\\_disabled\\_students\\_2.pdf](http://www.educationalpolicy.admin.cam.ac.uk/files/final_cop_2016-17_for_disabled_students_2.pdf). Such reasonable adjustments for disabled students might include but are not limited to allowing a Candidate to appoint a representative to correspond and make decisions about a request for review on the Candidate's behalf.

### 3. *Review before the Examiners confirm the Examination Results (informal)*

3.4. Such communication will help to minimize requests for reconsideration of Examination Results by affected Candidates simply because they are unaware of action already taken by the Examining Body.

### 4. *Reconsideration of Examination Results (formal)*

4.1. Candidates will be required to provide the following information within the Examination Review form:

- their name, University Student Number, and correspondence details;
- the ground(s) of the request;
- the full reasons for requesting reconsideration of Examination Results;
- any action that has been taken to try and resolve the issue;
- all evidence they wish to be included in reconsidering their Examination Results;
- the outcome they are hoping to obtain;
- agreement that in order to consider the request under the procedure it will be necessary to share certain personal information about the Candidate as detailed in the policy on the use of personal information under this procedure.

4.9. The Examination Review Officer will normally make contact with the Chair of the Examining Body, and the Chair may decide to consult with that body before submitting a response to the request for reconsideration of Examination Results. The appropriate remedy will depend on the circumstances of the case. If, following investigation, it becomes apparent that the request was malicious then action may be taken under the University's disciplinary procedure.

### 5. *Review (formal)*

5.1. Candidates will be required to provide the following information within the Request for Review form:

- their name, University Student Number, and correspondence details;
- the ground(s) under which they are requesting a Review;
- the full reasons for requesting a Review;
- all new evidence they wish to be considered as part of the Review;
- the outcome they are hoping to obtain;
- agreement that in order to consider the request under the procedure it will be necessary to share certain personal information about the Candidate as detailed in the policy on the use of personal information under the Examination Review Procedure.

5.2. This will normally be a paper-based review which considers the evidence received by the Examination Review Officer.

5.6. If, on receipt of a Completion of Procedures letter, a Candidate chooses to raise a complaint with the Office of the Independent Adjudicator (OIA) (or seek a remedy in a court of law), it will not have the effect of suspending the Reviewer's decision, which will still be enacted unless the OIA (or a court of law) requires the University to do otherwise.

### 6. *Reporting and monitoring*

6.1. There is student membership on the General Board and on the General Board's Education Committee.

## **Appendix: Policy on the use of personal information under the Examination Review Procedure**

*A copy is to be provided to the Candidate at the earliest contact and published on the University's website.*

1. In order to deal with a Candidate's request it will be necessary for the University to process a Candidate's personal data in accordance with this policy. The overall purpose of processing personal data in the context of the investigation and resolution of examination reviews is to decide what steps can appropriately be taken in response to such requests. Personal data will be disclosed only to those persons who need to see such data for the purposes of conducting an investigation, responding as part of an investigation, determining or recommending a resolution, or deciding what other steps can appropriately be taken. No person will be told any more about the investigation than is strictly necessary in order to obtain the information required from them. Such persons may include:

- staff within OSCCA or the Student Registry, which includes the Case Handler;
- the Examination Review Officer;
- the Examining Body;
- the Reviewer;
- solicitors in the University's Legal Services Office and/or the University's legal advisers;

- the University Advocate (or other relevant officer); and
- a Candidate's authorized representative.

Documentation generated in the course of an investigation under the procedure will be disclosed in full to the Candidate except where information relates to an individual who has not consented to the disclosure of personal data.

2. The University will seek the Candidate's written consent before notifying the Candidate's College Tutor or Graduate Tutor that a request for examination review has been submitted so that they are aware of the request and able to assist in providing support.

3. The University will seek the Candidate's written consent before liaising with appropriate staff members, including staff of the Disability Resource Centre, regarding support and any reasonable adjustments for disabled students.

4. Following completion of the procedure, the request for review, the documentation generated in the course of the investigation, and the decisions made under the procedure, will be retained securely by the Head of OSCCA for six years following the completion of a request for reconsideration of Examination Results or Review. This information will be used for the purposes of responding to any complaints regarding the application of this procedure as well as for compiling anonymous statistics regarding its use. Further, where any request for review is subsequently submitted under this procedure by the same Candidate, this information may be taken into account by the Case Handler, in reaching a decision under paragraph 4.2 of the procedure (or review of that decision by the Head of OSCCA under paragraph 4.4). The information may also be provided to the University Advocate or other relevant officer if relevant for the purposes of conducting disciplinary proceedings or referral for consideration under another procedure.

5. Nothing in this policy is intended to prejudice any rights of access to personal data which any person may have under data protection legislation as applicable at the time or otherwise.

6. Any questions or concerns about this policy should be directed to the Head of OSCCA in the first instance.

## ANNEX E

### PROCEDURE FOR THE REVIEW OF DECISIONS OF UNIVERSITY BODIES

#### (the Procedure)

#### 1. Glossary of key terms

1.1. In this procedure the following terms shall have the meanings set out below:

Case Handler	A member of OSCCA who determines whether a request for Review is eligible to be investigated under the procedure
Complainant	A person who has received a decision listed in the Schedules to this procedure and has chosen to request a review of the decision
Completion of Procedures Letter	A letter that confirms the end of the University's internal proceedings, following which a student may be eligible to raise a complaint with the Office of the Independent Adjudicator
OSCCA	The Office of Student Conduct, Complaints, and Appeals
Reviewer	A trained member of academic staff who decides whether a complaint is upheld or dismissed.

#### 2. Scope and principles

2.1. This procedure applies where a person who has received a decision listed in the Schedules to this procedure wishes a review of the decision to be undertaken. The Procedure has one stage: Review.

2.2. The Review will not usually consider issues afresh or involve a further investigation. The procedure allows for a decision listed in the Schedules to be reviewed on the following grounds:

- procedural irregularities that occurred during the decision-making process, which were material or potentially material to the decision reached; and/or
- the decision is unreasonable, in that no reasonable person or body could have reached the same decision on the available evidence; and/or
- the availability of new evidence, which materially impacts on the outcome and which, for valid reasons, could not have been submitted at an earlier stage.

2.3. The General Board shall approve and keep under review explanatory notes, to be read in conjunction with this procedure. Those notes shall include a Policy on the use of personal information under this procedure. Before making a request for Review, Complainants should read the procedure and the explanatory notes on the procedure. All Complainants are encouraged to seek support from a College Tutor, a member of the Students' Unions' Advice Service, or other advisor of the student's choosing.

2.4. This procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. It is not normally necessary or appropriate for Complainants or the University to be legally represented at any meetings that form part of the procedure except in exceptional circumstances.

2.5. This procedure can only be used by the person who has received a decision listed in the Schedules. The request for Review can only be made by the Complainant themselves, although in limited circumstances the University will accept a request from a third party acting as the Complainant's authorized representative. In this circumstance the University will communicate only with the authorized representative and therefore any reference in this procedure about communication to or from a Complainant includes the Complainant's authorized representative.



2.6. Complainants will not be disadvantaged for raising a valid complaint. The University will act reasonably in considering requests under this procedure and decisions will be made fairly and transparently. The Case Handler and the Reviewer will have had no material involvement in the matters raised as part of the complaint or in earlier stages of the procedure and will be independent and impartial.

2.7. Any reference in this procedure to a University officer or other named role includes a deputy appointed by that officer or role-holder to exercise the functions assigned to that officer under this procedure.

2.8. Complainants are required to raise requests for Review as soon as possible and within 14 calendar days of the decision to be reviewed being communicated. Requests or evidence submitted outside of this timeframe will not be accepted unless there is a valid reason for delay, which will be judged on a case-by-case basis by the Case Handler or Reviewer, as appropriate.

2.9. The University aims to process any request for Review within 90 calendar days. The 90 calendar day timeframe requires Complainants to comply with any timescales set down in this procedure. There will occasionally be circumstances when, for good reasons, the University will need to extend the timeframe and in these circumstances the Complainant will be notified and kept updated as to the progress of their request.

2.10. The University will only share the information and evidence submitted in a request for Review with members of staff where it is strictly necessary in order to process, investigate, and consider the request for Review. All information received from a Complainant will be handled sensitively and in accordance with the Policy on the use of personal information under the Review of Decisions of University Bodies procedure.

2.11. The Case Handler or the Reviewer may terminate a Review if it is considered to be frivolous or vexatious. If a Review is terminated then the Complainant will be issued with a Completion of Procedures letter.

2.12. Complainants, their advisors, and staff of the University are required to communicate respectfully and to behave reasonably at all times whilst using the procedure. Abusive or threatening behaviour and language will not be tolerated. If, following a warning, a Complainant behaves in an unacceptable manner, a Reviewer may terminate the Complainant's Review without further consideration. If a request is terminated then the Complainant will be issued with a Completion of Procedures letter.

2.13. When using this procedure, Complainants are encouraged to provide details and evidence of any disability and/or any reasonable adjustments which may be appropriate in light of their disability. Where it may be helpful and following the consent of the Complainant, an appropriately trained University staff member may be asked to provide a decision regarding reasonable adjustments.

### **3. Review**

3.1. If a Complainant is dissatisfied following a decision listed within the Schedules to this procedure, the Complainant can submit a Request for Review form within 14 calendar days of the decision being communicated. Alternatively, if the Complainant is dissatisfied with the decision but does not believe the reasons for the dissatisfaction would meet the grounds for a Review, the Complainant can request a Completion of Procedure letter.

3.2. If the request for Review has been made on the specified grounds and within the timeframe, as determined by the Case Handler, OSCCA will appoint a Reviewer from a panel of Reviewers appointed by the Council to consider the request for Review. Where a request cannot be considered further by the University a Completion of Procedures letter will be issued.

3.3. The Reviewer will consider the Complainant's request, the information considered in reaching the decision, the decision itself, and any new information. The Reviewer may request further information.

3.4. Following consideration of the materials, the Reviewer will have the power to either:

- uphold the request for Review in whole or in part, either referring back to the decision-making body for reconsideration, or where this would be unsuitable, requiring such remedies as necessary; or
- dismiss the request for Review and confirm the original decision.

3.5. The Complainant will receive the Reviewer's decision and the reasons for the decision, in writing, normally within 28 calendar days of submitting the Request for Review form. This is the final stage of the University's internal process and therefore the Complainant will be issued with a Completion of Procedures letter.

### **4. Reporting and monitoring**

4.1. OSCCA will monitor all reviews of decisions made under the procedure and will produce an annual report summarizing anonymized decisions, remedies, and recommendations (including the implementation of these) made by Reviewers. Students' Unions' sabbatical officers will be invited to provide feedback on the annual report. The annual report will be submitted to the General Board's Education Committee.

## **SCHEDULES**

### *SCHEDULE A*

#### **Applications Committee of the Council**

Decisions taken by the Standing Committee on Applications of the Council in respect of individual students in the exercise of:

- (a) its powers under the regulations for Allowances to Candidates for Examinations;
- (b) its powers in respect of allowances of terms (exceptional permission to go out of residence, permission to return into residence, and allowance of terms for the purpose of being in standing to take examinations or proceed to the B.A. Degree) under the regulations for Residence and the Precincts of the University.



*SCHEDULE B***Board of Graduate Studies**

Decisions of the Board of Graduate Studies taken in respect of individual students in the exercise of its powers.

Decisions taken on behalf of the Board of Graduate Studies in respect of individual students where, following consideration, those decisions have been ratified by the Board of Graduate Studies.

*SCHEDULE C***Faculty Board of Clinical Medicine**

Decisions of the Faculty Board of Clinical Medicine taken in respect of individual students who have applied exceptionally for an additional attempt at a Second M.B. or Final M.B. Examination under Regulations 13 or 21(b), or who have applied exceptionally for an extension of time to complete the course under Regulation 20 of the regulations for the degrees of Bachelor of Medicine and Bachelor of Surgery.

*SCHEDULE V***Faculty Board of Veterinary Medicine**

Decisions of the Faculty Board of Veterinary Medicine in respect of individual students who have applied exceptionally for an additional attempt at any Part of the Vet.M.B. examination under Regulations 11 or 19(c) of the regulations for the degree of Bachelor of Veterinary Medicine.

*SCHEDULE X***Other bodies***Board of Examinations*

Decisions of the Board of Examinations in respect of candidates who for special reasons apply to be examined under conditions other than the ordinary conditions, or at other times than those previously advertised, or in respect of the conditions under which such permission is given or withheld.

*General Board*

Decisions of the General Board in respect of an individual candidate in exercise of its powers regarding reasonable adjustments.

*Faculty Board of Law*

Decisions of the Faculty Board of Law concerning applications exceptionally for an additional attempt at an examination designated as an Examination for Professional Exemption under Regulation 14 of the regulations for the Law Tripos.

*Faculty Boards or comparable authorities*

Decisions not to allow a student who has completed the requirement of the B.A. Degree to progress to that Part of a Tripos required for the M.Eng. or the M.Math. or the M.Sci. Degree.

**Explanatory Notes on the Review of Decisions of University Bodies Procedure**

These notes should be read in conjunction with the Review of Decisions of University Bodies Procedure. If there is any conflict between these notes and the procedure, the procedure takes precedence.

**The paragraph numbers used within this document correspond with the paragraph numbers in the version of the procedure approved on [date].**

Any questions about the procedure and these notes should be directed to the Head of the Office of Student Conduct, Complaints, and Appeals (OSCCA) in the first instance, at:

Address: Head of OSCCA  
Student Registry  
4 Mill Lane  
Cambridge CB2 1RZ

Tel: +44 (0)1223 (7)61816

Email: [StudentComplaints@admin.cam.ac.uk](mailto:StudentComplaints@admin.cam.ac.uk)

*2. Scope and principles*

2.3. In order to ensure that a Complainant's views are accurately represented it is preferable for the University to correspond directly with the Complainant. However, it is accepted that sometimes this will not be in the best interests of the Complainant, for example, where a Complainant is reluctant to make or receive decisions about their request for Review without support, as a result of an underlying medical condition. Where Complainants would prefer correspondence to be directed through an authorized representative, permission needs to be provided by the Complainant in writing or via a University email account.

2.8. All Complainants using the procedure will need to comply with the prescribed timescales, which enable effective remedies to be provided (such as amendment to decisions made regarding examination conditions or allowances) without further disadvantage. Requests received outside of the permitted timeframe will only be accepted where there is valid reason for the delay, supported by evidence. Revising, studying, or seeking advice will not normally be accepted as sufficient reason for delay.

2.11. Examples of vexatious requests are those which are obsessive, harassing, or repetitive; insist on pursuing unrealistic or unreasonable outcomes; and/or requests which are designed to cause disruption or annoyance.

2.12. Unacceptable behaviour includes unreasonable persistence, unreasonable demands, lack of co-operation, or any aggression or threat of aggression.

2.13. The University has a duty to provide reasonable adjustments for disabled students in certain circumstances. Complainants who require further information about reasonable adjustments should contact the Disability Resource Centre at <http://www.disability.admin.cam.ac.uk>. When notified of a disability under the procedure, the University will always consider whether reasonable adjustments are required. These will be assessed for each individual and in accordance with the University's 'Code of Practice: reasonable adjustments for disabled students' available at [http://www.educationalpolicy.admin.cam.ac.uk/files/final\\_cop\\_2016-17\\_for\\_disabled\\_students\\_2.pdf](http://www.educationalpolicy.admin.cam.ac.uk/files/final_cop_2016-17_for_disabled_students_2.pdf).

### 3. Review

3.1. Complainants will be required to provide the following information within the Request for Review form:

- (a) their name, University Student Number, and correspondence details;
- (b) the ground(s) under which they are requesting a Review;
- (c) the full reasons for requesting a Review;
- (d) all new evidence they wish to be considered as part of the Review;
- (e) the outcome they are hoping to obtain;
- (f) agreement that in order to consider the request under the procedure it will be necessary to share certain personal information about the Complainant in accordance with the Policy on the use of personal information under the Review of Decisions Procedure.

3.5. If a Complainant chooses to raise a complaint with the OIA, the Reviewer's decision will still be enacted unless a review outcome from the OIA recommends otherwise.

### 4. Reporting and monitoring

4.1. There is student membership on the General Board's Education Committee.

## **Appendix: Policy on the use of personal information under the Review of Decisions of University Bodies Procedure**

*A copy is to be provided to the Complainant at the earliest contact and published on the University's website.*

1. In order to deal with a Complainant's request it will be necessary for the University to process a Complainant's personal data in accordance with this policy. The overall purpose of processing personal data in the context of the investigation and resolution of reviews is to decide what steps can appropriately be taken in response to such requests. Personal data will be disclosed only to those persons who need to see such data for the purposes of conducting an investigation, responding as part of an investigation, determining or recommending a resolution, or deciding what other steps can appropriately be taken. No person will be told any more about the investigation than is strictly necessary in order to obtain the information required from them. Such persons may include:

- staff within OSCCA;
- the Reviewer;
- solicitors in the University's Legal Services Office and/or the University's external legal advisers;
- the University Advocate (or other relevant officer); and
- a Complainant's authorized representative.

Documentation generated in the course of an investigation under the procedure will be disclosed in full to the Complainant except where information relates to an individual who has not consented to the disclosure of personal data.

2. The University will seek the Complainant's written consent before notifying the Complainant's College Tutor or Graduate Tutor that a request for Review has been submitted so that they are aware of the request and able to assist in providing support.

3. The University will seek the Complainant's written consent before liaising with appropriate staff members, including staff of the Disability Resource Centre, regarding support and any reasonable adjustments for disabled students.

4. Following completion of the procedure, the request for review, the documentation generated in the course of the investigation, and the decisions made under the procedure, will be retained securely by the Head of OSCCA for six years following the completion of a request for Review. This information will be used for the purposes of responding to any complaints regarding the application of this procedure as well as for compiling anonymous statistics regarding its use. Further, where any request for review is subsequently submitted under this procedure by the same Complainant, this information may be taken into account by the Case Handler, in reaching a decision under paragraph 2.10 of the procedure. The information may also be provided to the University Advocate or other relevant officer, if relevant for the purposes of conducting disciplinary proceedings or referral for consideration under another procedure under paragraph 2.10, 3.2, or 3.4 of this procedure.

5. Nothing in this policy is intended to prejudice any rights of access to personal data which any person may have under data protection legislation as applicable at the time or otherwise.

6. Any questions or concerns about this policy should be directed to the Head of OSCCA in the first instance.

## Report of the General Board on Senior Academic Promotions

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

1. The senior academic promotions exercise in respect of promotions to take effect from 1 October 2017 has been completed. The General Board, at its meeting on 7 June 2017, considered recommendations from the Main Senior Academic Promotions Committee in respect of promotion to personal Professorships, Readerships, and Senior Lectureships. With the recommendations the Board received an extensive report, which provided the Board with an account of the procedure followed for the evaluation and comparison of the evidence for all applicants. The Board was able to see how recommendations had been arrived at so that, without repeating the entire exercise, it could either approve the recommendations or, if it so wished, consider the basis on which any of the recommendations had been made.

2. The contents of the report were as follows:

- minutes of the Main Committee and Sub-Committees;
- summary lists of Faculty Promotions Committee and Sub-Committee evaluations and bandings, indicating adjustments and any special or non-standard aspects of applications;
- summary tables giving names of applicants in priority order by Sub-Committee for each of the senior academic offices;
- funding and statistical information;
- equal opportunity report on all applications received;
- feedback statements.

3. The Board now recommends the establishment of 42 Professorships from 1 October 2017, as set out in Recommendation I. The establishment of these Professorships is proposed on condition that in each case where the person currently holds a permanently established

office, that office should be placed in abeyance during the tenure of the Professorship

4. The Board also proposes the establishment of 60 Readerships from 1 October 2017, as set out in Recommendation II. The establishment of these Readerships is proposed on condition that, with the exception of Dr Stella Panayotova, in each case where the person currently holds a permanently established office, that office should be placed in abeyance during the tenure of the Readership. In proposing the establishment of a Readership for Dr Panayotova, the Board has agreed that it should be tenable for so long as Dr Panayotova continues to hold the office of Keeper of the Fitzwilliam Museum. The Board has accordingly agreed to recommend, under the provisions of Statute C I 7, that Dr Panayotova should hold her current office concurrently with the proposed Readership.

5. In order to avoid delay in publishing the Report, the Board has put forward its recommendations before the titles of the Professorships and Readerships have been agreed. The Board will announce these titles at a later date, after consultation with the individuals concerned.

6. The Board has also agreed, in accordance with Special Ordinance C (ix) 1 and the special regulation for University Senior Lectureships (*Statutes and Ordinances*, p. 735) to appoint the 23 individuals listed in the Schedule to this Report to University Senior Lectureships.

7. The estimated total additional cost to central funds in the first year of the proposals for promotion to personal Professorships and Readerships and of the appointments to University Senior Lectureships of the persons named in this Report will be approximately £935,245.

8. The General Board recommends:

I. That, with effect from 1 October 2017, **Professorships** be established for each of the following named persons for one tenure, placed in the Schedule to Special Ordinance C (vii) 1, and assigned to the Faculty, Department, or Institution named in each case, as follows:

### *School of Arts and Humanities*

Dr KATHERINE BENNISON, *M*, assigned to the Department of Middle Eastern Studies

Dr JAMES WARREN, *CC*, assigned to the Faculty of Classics

Dr ROBERT DOUGLAS HEDLEY, *CL*, assigned to the Faculty of Divinity

Dr MARI JONES, *PET*, assigned to the Department of French

Dr ANNA-LEENA KORHONEN, assigned to the Department of Theoretical and Applied Linguistics

### *School of the Biological Sciences*

Dr LUCA PELLEGRINI, assigned to the Department of Biochemistry

Dr FRANCIS JIGGINS, *EM*, assigned to the Department of Genetics

Dr IAN BRIERLEY, assigned to the Department of Pathology

Dr LAURA ITZHAKI, *N*, assigned to the Department of Pharmacology

Dr JENNIFER NICHOLS, assigned to the Department of Physiology, Development, and Neuroscience

Dr JOHN GIBSON, *CL*, assigned to the Department of Veterinary Medicine

*School of Clinical Medicine*

Dr DAVID SAVAGE, assigned to the Department of Clinical Biochemistry  
 Dr DAVID JAYNE, assigned to the Department of Medicine  
 Dr KETAN PATEL, *CAI*, assigned to the Department of Medicine  
 Dr KENNETH ONG, *JN*, assigned to the Department of Paediatrics  
 Dr ANTONIS ANTONIOU, *DAR*, assigned to the Department of Public Health and Primary Care  
 Dr NITA FOROUHI, assigned to the Department of Public Health and Primary Care  
 Dr MICHAEL NICHOLSON, assigned to the Department of Surgery

*School of the Humanities and Social Sciences*

Dr VASCO PEREIRA MARQUES DE CARVALHO, *JE*, assigned to the Faculty of Economics  
 Dr MARY LAVEN, *JE*, assigned to the Faculty of History  
 Dr MARTA MIRAZÓN LAHR, *CL*, assigned to the Department of Archaeology and Anthropology  
 Ms NICOLA PADFIELD, *F*, assigned to the Faculty of Law

*School of the Physical Sciences*

Dr RICHARD HARRISON, *CTH*, assigned to the Department of Earth Sciences  
 Dr BHASKAR VIRA, *F*, assigned to the Department of Geography  
 Dr JULIA GOG, *Q*, assigned to the Department of Applied Mathematics and Theoretical Physics  
 Dr ERIC LAUGA, *T*, assigned to the Department of Applied Mathematics and Theoretical Physics  
 Dr ANTHONY CHALLINOR, *Q*, assigned to the Institute of Astronomy  
 Dr STUART CLARKE, *JE*, assigned to the Department of Chemistry  
 Dr SOPHIE JACKSON, *PET*, assigned to the Department of Chemistry  
 Dr ERWIN REISNER, *JN*, assigned to the Department of Chemistry  
 Dr JAMES ELLIOTT, *F*, assigned to the Department of Materials Science and Metallurgy  
 Dr BEN GRIPAIOU, *K*, assigned to the Department of Physics

*School of Technology*

Dr JENNIFER HOWARD-GRENVILLE, *Q*, assigned to the Judge Business School  
 Dr FRANCESCO STAJANO, *T*, assigned to the Computer Laboratory  
 Dr SIMONE TEUFEL, *K*, assigned to the Computer Laboratory  
 Dr RICHARD FENNER, *W*, assigned to the Department of Engineering  
 Dr JANET LEES, *JN*, assigned to the Department of Engineering  
 Dr MATE LENGYEL, assigned to the Department of Engineering  
 Dr MICHAEL SUTCLIFFE, *CTH*, assigned to the Department of Engineering  
 Dr SILVANA CARDOSO, *PEM*, assigned to the Department of Chemical Engineering and Biotechnology  
 Dr ALEXANDER ROUTH, *CAI*, assigned to the Department of Chemical Engineering and Biotechnology  
 Dr JOCHEN ZEITLER, *CAI*, assigned to the Department of Chemical Engineering and Biotechnology

II. That, with effect from 1 October 2017, **Readerships** be established, as follows, and that the General Board be authorized to appoint to each Readership the person for whom its establishment is proposed:

*School of Arts and Humanities*

Dr JAMES WILLIAM PATRICK CAMPBELL, *Q*, assigned to the Department of Architecture  
 Dr YARON PELEG, *JE*, assigned to the Department of Middle Eastern Studies  
 Dr HEATHER WEBB, *SE*, assigned to the Department of Italian  
 Dr IOANNA SITARIDOU, *Q*, assigned to the Department of Spanish and Portuguese

*School of the Biological Sciences*

Dr MICHAELA FRYE, assigned to the Department of Genetics  
 Dr SUZANNE TURNER, *HH*, assigned to the Department of Pathology  
 Dr ALBERTO CARDONA TORRENS, assigned to the Department of Physiology, Development, and Neuroscience  
 Dr KRISTIAN FRANZE, *JN*, assigned to the Department of Physiology, Development, and Neuroscience  
 Dr UTA PASZKOWSKI, *JN*, assigned to the Department of Plant Sciences  
 Dr DENES SZUCS, *DAR*, assigned to the Department of Psychology  
 Dr MARTA ZLATIC, *T*, assigned to the Department of Zoology  
 Dr RAGNHILDUR KARADOTTIR, assigned to the Department of Veterinary Medicine

*School of Clinical Medicine*

Dr MENNA CLATWORTHY, *PEM*, assigned to the Department of Medicine  
Dr EMANUELE DI ANGELANTONIO, *Q*, assigned to the Department of Public Health and Primary Care  
Dr FERDIA GALLAGHER, *CAI*, assigned to the Department of Radiology

*School of the Humanities and Social Sciences*

Dr SARA HORRELL, *MUR*, assigned to the Faculty of Economics  
Dr ROBERT KARNER RENDAHL, *CC*, assigned to the Faculty of Economics  
Dr KRISTINE BLACK-HAWKINS, assigned to the Faculty of Education  
Dr HILARY CREMIN, *F*, assigned to the Faculty of Education  
Dr LUCY DELAP, *MUR*, assigned to the Faculty of History  
Dr NICHOLAS GUYATT, *TH*, assigned to the Faculty of History  
Dr PAUL WARDE, *PEM*, assigned to the Faculty of History  
Dr CHRISTOPHER BICKERTON, *Q*, assigned to the Department of Politics and International Studies  
Dr JOANNA PAGE, *R*, assigned to the Department of Politics and International Studies  
Dr AYSE ZARAKOL JAJICH, *EM*, assigned to the Department of Politics and International Studies  
Dr HAZEM KANDIL, *CTH*, assigned to the Department of Sociology  
Dr HENNING GROSSE RUSE-KHAN, *K*, assigned to the Faculty of Law  
Ms JOANNA MILES, *T*, assigned to the Faculty of Law  
Dr PHILIPPA ROGERSON, *CAI*, assigned to the Faculty of Law  
Dr ELISABETE SILVA, *R*, assigned to the Department of Land Economy

*School of the Physical Sciences*

Dr POUL CHRISTOFFERSEN, *MUR*, assigned to the Department of Geography  
Dr ANDERS HANSEN, *PET*, assigned to the Department of Applied Mathematics and Theoretical Physics  
Dr ULRICH SPERHAKE, assigned to the Department of Applied Mathematics and Theoretical Physics  
Dr JOHN RYAN TAYLOR, *JN*, assigned to the Department of Applied Mathematics and Theoretical Physics  
Dr OSCAR RANDAL-WILLIAMS, *K*, assigned to the Department of Pure Mathematics and Mathematical Statistics  
Dr HENRY WILTON, *T*, assigned to the Department of Pure Mathematics and Mathematical Statistics  
Dr MADHUSUDHAN NIKKU, assigned to the Institute of Astronomy  
Dr IAN PARRY, assigned to the Institute of Astronomy  
Dr SILVIA VIGNOLINI, *JE*, assigned to the Department of Chemistry  
Dr HOWARD STONE, *Q*, assigned to the Department of Materials Science and Metallurgy  
Dr SARAH BOHNDIEK, *CC*, assigned to the Department of Physics  
Dr DAVID BUSCHER, *PEM*, assigned to the Department of Physics  
Dr ALEXANDER MITOV, *EM*, assigned to the Department of Physics  
Dr SUCHITRA SEBASTIAN, *T*, assigned to the Department of Physics

*School of Technology*

Dr XIN CHANG, *DAR*, assigned to the Judge Business School  
Dr ALASTAIR BERESFORD, *R*, assigned to the Computer Laboratory  
Dr PAULA BUTTERY, *CAI*, assigned to the Computer Laboratory  
Dr MATEJA JAMNIK, *W*, assigned to the Computer Laboratory  
Dr ANDREW RICE, *Q*, assigned to the Computer Laboratory  
Dr ADAM BOIES, *T*, assigned to the Department of Engineering  
Dr IOANNIS BRILAKIS, assigned to the Department of Engineering  
Dr MICHAEL DE VOLDER, *JN*, assigned to the Department of Engineering  
Dr JOHN DURRELL, *PEM*, assigned to the Department of Engineering  
Dr TAWFIQUE HASAN, *CHU*, assigned to the Department of Engineering  
Dr ALEXANDRE KABLA, *EM*, assigned to the Department of Engineering  
Dr PER KRISTENSSON, *T*, assigned to the Department of Engineering  
Dr ATHINA MARKAKI, *R*, assigned to the Department of Engineering  
Dr SUMEETPAL SINGH, *CHU*, assigned to the Department of Engineering



*Non-School Institutions<sup>1</sup>*

Dr SPIKE BUCKLOW, assigned to the Fitzwilliam Museum (Hamilton Kerr Institute)

Dr STELLA PANAYOTOVA, *N*, assigned to the Fitzwilliam Museum\*

\* For so long as she holds the office of Keeper of the Fitzwilliam Museum.

7 June 2017	L. K. BORYSIEWICZ, <i>Vice-Chancellor</i>	A. L. GREER	PHILIPPA ROGERSON
	PHILIP ALLMENDINGER	PATRICK MAXWELL	HELEN THOMPSON
	ABIGAIL FOWDEN	MARTIN MILLETT	GRAHAM VIRGO
	DAVID GOOD	RICHARD PRAGER	CHRIS YOUNG

<sup>1</sup> Included under the Sub-Committee for Arts and Humanities in the statistical summary.

*SCHEDULE*

The General Board has agreed to appoint the following to **University Senior Lectureships**, with effect from 1 October 2017 to the retiring age.

*School of Arts and Humanities*

Dr LAURA MORETTI, <i>EM</i>	Department of East Asian Studies
Dr IOANNIS GALANAKIS, <i>SID</i>	Faculty of Classics
Dr DANIEL WEISS, <i>DAR</i>	Faculty of Divinity
Dr ALEXANDRA DA COSTA, <i>N</i>	Faculty of English
Dr PAULINA SLIWA, <i>SID</i>	Faculty of Philosophy

*School of the Biological Sciences*

Dr EWAN SMITH, <i>CC</i>	Department of Pharmacology
Dr TIMOTHY WEIL, <i>PEM</i>	Department of Zoology
Dr KATHERINE HUGHES, <i>G</i>	Department of Veterinary Medicine

*School of the Humanities and Social Sciences*

Dr PETRA GERAATS, <i>JN</i>	Faculty of Economics
Dr SARA BAKER, <i>DAR</i>	Faculty of Education
Dr YONGCAN LIU, <i>CC</i>	Faculty of Education
Dr ANDREW ARSAN, <i>JN</i>	Faculty of History
Dr CHRISTOPHER MECKSTROTH	Faculty of History
Dr PEDRO RAMOS PINTO OLIVEIRA DA SILVA, <i>TH</i>	Faculty of History
Dr MARTIN WORTHINGTON, <i>JN</i>	Department of Archaeology and Anthropology
Dr CHRISTOPHER BROOKE, <i>HO</i>	Department of Politics and International Studies
Dr MONICA MORENO FIGUEROA, <i>DOW</i>	Department of Sociology
Dr DAVID ERDOS, <i>TH</i>	Faculty of Law
Ms AMY GOYMOUR, <i>DOW</i>	Faculty of Law
Dr XIAOHUI BAO, <i>N</i>	Department of Land Economy

*School of the Physical Sciences*

Dr CHARLOTTE LEMANSKI, <i>R</i>	Department of Geography
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*School of Technology*

Dr MOHAMMED ELSHAFIE, <i>R</i>	Department of Engineering
Dr JEROME JARRETT, <i>TH</i>	Department of Engineering



*STATISTICAL SUMMARY*

Attached as Annex A to this Report is a statistical summary of the number of successful and unsuccessful applications for promotions by Professorships, Readerships, and Senior Lectureships.

**Senior Academic Promotions, 2017 – Annex A:  
Statistical summary of outcomes**

*Professorships*

Sub-Committee	Successful	Unsuccessful	Total
Arts and Humanities	5 (2M 3F)	6 (4M 2F)	11 (6M 5F)
Biological and Medical Sciences	13 (10M 3F)	11 (10M 1F)	24 (20M 4F)
Humanities and Social Sciences	4 (1M 3F)	3 (3M 0F)	7 (4M 3F)
Physical Sciences	10 (8M 2F)	0 (0M 0F)	10 (8M 2F)
Technology	10 (6M 4F)	3 (3M 0F)	13 (9M 4F)
<b>Total</b>	<b>42 (27M 15F)</b>	<b>23 (20M 3F)</b>	<b>65 (47M 18F)</b>

*Readerships*

Sub-Committee	Successful	Unsuccessful	Total
Arts and Humanities	6 (3M 3F)	9 (6M 3F)	15 (9M 6F)
Biological and Medical Sciences	11 (5M 6F)	7 (6M 1F)	18 (11M 7F)
Humanities and Social Sciences	15 (6M 9F)	4 (3M 1F)	19 (9M 10F)
Physical Sciences	14 (11M 3F)	4 (2M 2F)	18 (13M 5F)
Technology	14 (11M 3F)	4 (3M 1F)	18 (14M 4F)
<b>Total</b>	<b>60 (36M 24F)</b>	<b>28 (20M 8F)</b>	<b>88 (56M 32F)</b>

*University Senior Lectureships*

Sub-Committee	Successful	Unsuccessful	Total
Arts and Humanities	5 (2M 3F)	3 (2M 1F)	8 (4M 4F)
Biological and Medical Sciences	3 (2M 1F)	5 (2M 3F)	8 (4M 4F)
Humanities and Social Sciences	12 (7M 5F)	6 (4M 2F)	18 (11M 7F)
Physical Sciences	1 (0M 1F)	0 (0M 0F)	1 (0M 1F)
Technology	2 (2M 0F)	0 (0M 0F)	2 (2M 0F)
<b>Total</b>	<b>23 (13M 10F)</b>	<b>14 (8M 6F)</b>	<b>37 (21M 16F)</b>

## Report of the General Board on the re-establishment of a Sir Evelyn de Rothschild Professorship of Finance

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

1. The General Board recommends the re-establishment of a Sir Evelyn de Rothschild Professorship of Finance as set out in paragraph 2 below. The funding arrangements were approved by the Resource Management Committee by circulation on 10 May 2017.

2. The Board has accepted an academic case from the Faculty Board of Business and Management and the Council of the School of Technology for the re-establishment of a single tenure, from 1 October 2017, of a Sir Evelyn de Rothschild Professorship of Finance in the Judge Business

School. The salary costs of the Professorship will be funded from the capital and income of the Sir Evelyn de Rothschild Fund for Finance (*Statutes and Ordinances*, p. 797) and any shortfall will be met from existing resources available to the Judge Business School. The Professorship was originally established, by Grace 4 of 18 July 2007, for a ten-year period from 1 October 2007. It is proposed that the holder of the re-established Professorship will be Professor Raghavendra Rau, the current holder of the Professorship, who was appointed from 1 March 2011 until retirement.

3. The General Board recommends:

- I. That a Sir Evelyn de Rothschild Professorship of Finance be established in the University, for a single tenure for Professor Raghavendra Rau from 1 October 2017, placed in the Schedule to Special Ordinance C (vii) 1, and assigned to the Judge Business School.

7 June 2017 L. K. BORYSIEWICZ, *Vice-Chancellor*  
PHILIP ALLMENDINGER  
ABIGAIL FOWDEN  
DAVID GOOD

A. L. GREER  
PATRICK MAXWELL  
MARTIN MILLETT  
RICHARD PRAGER

PHILIPPA ROGERSON  
HELEN THOMPSON  
GRAHAM VIRGO  
CHRIS YOUNG

## Report of the General Board on the reorganization of the Faculty of Modern and Medieval Languages

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

1. This Report proposes that the six Departments within the Faculty of Modern and Medieval Languages (French; German and Dutch; Italian; Slavonic Studies; Spanish and Portuguese; Theoretical and Applied Linguistics) should be dissolved, their members remaining part of the Faculty of Modern and Medieval Languages.

2. The recommendations of this Report are supported by the General Board, its Education Committee, the Council of the School of Arts and Humanities, and the Faculty Board of Modern and Medieval Languages. There has been wide consultation on the proposals and they are supported by the staff of the individual Departments within the Faculty.

3. A Learning and Teaching Review of the Faculty of Modern and Medieval Languages completed in 2014–15 noted the high quality of teaching within the Faculty and made a number of specific recommendations, including a recommendation that the governance structure of the Faculty should be reviewed, with support and guidance from the General Board and the Council of the School of Arts and Humanities. A working party was established in 2015 by the General Board's Education Committee with the aim of implementing the outcomes of the Learning and Teaching Review. The working party, chaired by Professor Steve Connor of the Faculty of English, reported its recommendations to the Education Committee on 10 May 2017.

4. The proposed reorganization of the Faculty will enable the Faculty Board to take a more strategic view of

its finances and planning, and make more effective use of the Faculty's administrative staff and other resources, by consolidating administrative functions at Faculty level, whilst retaining distinct processes where there are perceived benefits.

5. Arrangements have been agreed to smooth the transition to the new structure. No new Heads of Departments will be appointed from 1 October 2017 and instead Directors in each language/subject area will be appointed, who will serve on the Faculty's Planning and Resources and Research Strategy Committees, and on the Faculty Board. The other duties of Heads of Departments will be distributed amongst other roles, including officers with responsibility for undergraduate and graduate teaching and examining.

6. It has been agreed by the Faculty Board and with the constituent Departments within the Faculty that the Faculty should be renamed to reflect the presence of linguistics within the Faculty. Once further consultation has taken place and the new name of the Faculty has been agreed, the Faculty Board will submit a proposal to the General Board for the renaming of the Faculty.

7. The General Board is satisfied that these changes will provide better support to the Faculty's research endeavours, the teaching of the Modern and Medieval Languages, History and Modern Languages, and Linguistics Triposes, and the conduct of graduate studies within the Faculty. There shall continue to be one Degree Committee for the Faculty.

8. The General Board recommends:

- I. That, **with effect from 1 October 2017**, the six Departments within the Faculty of Modern and Medieval Languages (French, German and Dutch, Italian, Slavonic Studies, Spanish and Portuguese, and Theoretical and Applied Linguistics) be dissolved.
- II. That, if Recommendation I is approved, with effect from the same date consequential changes as set out in the Annex to this Report be approved.

7 June 2017	L. K. BORYSIEWICZ, <i>Vice-Chancellor</i>	A. L. GREER	HELEN THOMPSON
	CHAD ALLEN	PATRICK MAXWELL	GRAHAM VIRGO
	PHILIP ALLMENDINGER	MARTIN MILLETT	CHRIS YOUNG
	ABIGAIL FOWDEN	RICHARD PRAGER	
	DAVID GOOD	PHILIPPA ROGERSON	

### ANNEX

A. By amending Regulation 1(a) of the regulations for the Cambridge Committee for Russian and East European Studies (*Statutes and Ordinances*, p. 138) to read as follows, deleting sub-paragraph (b), and renumbering the remaining sub-paragraphs:

- (a) three persons appointed by the General Board, at least two of whom shall be appointed from among the teaching officers in Slavonic Studies in the Faculty of Modern and Medieval Languages;

B. In the Special Regulations for Professors and Professorships (*Statutes and Ordinances*, p. 677) by replacing references to the assignment of the Professorships to the individual Departments with references to the Faculty of Modern and Medieval Languages.

C. In the regulations for Payments Additional to Stipend (*Statutes and Ordinances*, p. 669), by removing the references to the individual Departments from the Schedules.

D. In the regulations for the following trust funds:

(i) By amending Regulation 2 for the Robert Daghish Fund (*Statutes and Ordinances*, p. 795) so as to read:

**2.** The Managers of the Fund shall be three persons appointed by the Faculty Board of Modern and Medieval Languages in the Michaelmas Term to serve for two years from 1 January following their appointment, one of whom shall be appointed Chair from among the teaching officers in Slavonic Studies in the Faculty.

(ii) By amending Regulation 2 for the German Endowment Fund (*Statutes and Ordinances*, p. 818) so as to read:

**2.** The Managers of the Fund shall be four persons appointed by the Faculty Board of Modern and Medieval Languages for such period as the Board shall determine; three shall be teaching officers in German in the Faculty, one of whom shall be appointed Chair, and one shall be a teaching officer in the Faculty.

(iii) By amending Regulation 2 for the Gibson Spanish Scholarship (*Statutes and Ordinances*, p. 819) so as to read:

**2.** The administration of the Fund shall be entrusted to four Electors who shall be four persons appointed by the Faculty Board of Modern and Medieval Languages in the Michaelmas Term to serve for three years from 1 January following their appointment, one of whom shall be appointed Chair from among the teaching officers in Spanish in the Faculty. Three Electors shall form a quorum.

(iv) By amending Regulation 2(b) for the D. H. Green Fund (*Statutes and Ordinances*, p. 821) so as to read:

(b) the holders of any other Professorships in German established in the Faculty of Modern and Medieval Languages;

(v) By amending the second sentence of Regulation 2 and the first clause of Regulation 3 for the Tiarks German Scholarship Fund (*Statutes and Ordinances*, p. 960) so as to read:

The Electors shall be the Managers of the German Endowment Fund.

**3.** The income of the Fund shall be used to provide the following awards, the holders of which shall undertake advanced study or research in German language or literature, under the direction of a teaching officer supporting the teaching of German within the Faculty of Modern and Medieval Languages, according to a scheme to be approved by the Electors:

(vi) By amending Regulations 2 and 4 for the Ukrainian Studies Endowment Fund (*Statutes and Ordinances*, p. 967) so as to read:

**2.** The Managers of the Fund shall be the Chair of the Faculty Board of Modern and Medieval Languages or her or his deputy, a teaching officer in Slavonic Studies, and one other person appointed by the Faculty Board of Modern and Medieval Languages in the Michaelmas Term to serve for five years from 1 January following her or his appointment provided that, if the Chair of the Faculty Board of Modern and Medieval Languages is a teaching officer in Slavonic Studies and is serving as a Manager, the Faculty Board shall instead appoint one additional Manager who is not a teaching officer in Slavonic Studies. The Managers may co-opt up to two more Managers as required. Co-opted Managers shall serve until 31 December of the year following that in which they are co-opted.

**4.** After provision has been made in accordance with Regulation 3, the income of the Fund shall be applied to support related activities in Slavonic Studies, at the discretion of the Managers.

(vii) By amending Regulation 2 for the Ukrainian Studies Fund (*Statutes and Ordinances*, p. 967) so as to read:

**2.** The Fund shall be administered by the Managers of the Ukrainian Studies Endowment Fund.

## Report of the General Board on the re-establishment of a Department of Social Anthropology, and the renaming of the Department of Archaeology and Anthropology

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

1. Following the recommendations made in the Learning and Teaching Review of the Faculty of Human, Social, and Political Science in Lent Term 2016, this Report proposes that the governance arrangements for the Department of Archaeology and Anthropology within the Faculty be revised to re-establish a Department of Social Anthropology, and to rename the existing Department of Archaeology and Anthropology as the Department of Archaeology. The new Department of Social Anthropology would include the Museum of Archaeology and Anthropology as a sub-department, and the retitled Department of Archaeology would incorporate the existing Division of Biological Anthropology and continue to include the McDonald Institute for Archaeological Research.

2. The Review Committee submitted a report which was considered by the General Board in December 2016. The Review Committee made a number of recommendations which the General Board accepted. The recommendations of this Report have been the subject of extensive consideration by the Council of the School of the Humanities and Social Sciences, which has accepted the academic case for restructure. There is broad agreement that a new configuration of academically distinct Departments will better reflect the disciplinary interests of the constituent Departments' staff and students.

3. For a number of years, it has been accepted that intellectually and pedagogically Archaeology and Social Anthropology have diverged. This has been recognized in the separation of an Archaeology Tripos from the Human, Social, and Political Sciences Tripos (as approved by Grace 2 of 4 November 2015). Archaeology has transformed conceptually and methodologically, expanding its global and deep-time remit through approaches that range from ancient genomics to digital technologies, material culture theory, and critical analysis of ancient texts. It finds increasing common ground with Biological Anthropology in the key fields of human evolution and human ecology, thereby creating new synergies with the natural sciences and specifically zoology, genetics, and biomedical research.

Social Anthropology has undergone similarly far-reaching developments, both in the nature of its ethnographic methods and the range of settings in which anthropologists study. It is no longer confined to studying societies, but instead takes as its remit the full range of cultural and institutional diversity of human societies and ways of life: the nature and limits of human variability in terms not only of political institutions and forms of livelihood but also the fundamentals of human thought,

belief, and ethics. In place of the Victorian pairing with archaeology, then, research synergies for Social Anthropology range from environmental sciences through experimental psychology and political theory to theology and philosophy.

4. If the recommendations of this Report are approved, members of academic staff within the institutions concerned will be formally assigned to the appropriate Department. Wherever appropriate, routine administrative functions will continue as arranged currently. Academic leadership, strategy, and planning and resource functions will be discharged at the departmental level. All members of staff have been kept informed about the plans for the new Departments, through School, Faculty, and Department meetings, and ongoing consultation will be maintained.

5. The officers in the School of the Humanities and Social Sciences have begun to progress the proposed reorganization by undertaking meetings within the institutions concerned. The School has confirmed that consolidation of administrative support at the Faculty level, covering such functions as financial operations, human resources, research grant administration, computing and IT support, will continue as constituted currently.

6. The General Board is satisfied that there are no negative implications for the provision of teaching within the Departments. The Human, Social, and Political Sciences Tripos will continue under the management of a newly configured Committee of Management. Master's Degree courses will not be affected. There will continue to be two Degree Committees within the Faculty, one for the Departments of Archaeology, Social Anthropology, and Sociology, and one for the Department of Politics and International Studies.

7. A further recommendation of the Review Committee was that the Faculty of Human, Social and Political Science be dissolved and its duties and responsibilities be devolved to the existing and newly constituted Departments; the Faculty Board and the Council of the School agree that this should be implemented one year from the date of the establishment of the new Departments. The General Board will be invited to consider a further Report during Michaelmas Term 2017 proposing the dissolution of the Faculty of Human, Social, and Political Science and new governance arrangements, including the establishment of Department Boards which will assume the duties and authorities currently undertaken by the Faculty Board.

8. The General Board supports these proposals and now commends them to the University for approval.

9. The General Board recommends:

- I. That, **with effect from 1 October 2017**, the Department of Social Anthropology, and the Sub-department of the Museum of Archeology and Anthropology within the Department of Social Anthropology, be established, and the Department of Archaeology and Anthropology retitled as the Department of Archaeology.
- II. That, if Recommendation I is approved, with effect from the same date consequential changes to regulations as set out in the Annex to this Report be approved.

7 June 2017 L. K. BORYSIEWICZ, *Vice-Chancellor*  
 CHAD ALLEN  
 PHILIP ALLMENDINGER  
 ABIGAIL FOWDEN  
 DAVID GOOD

A. L. GREER  
 PATRICK MAXWELL  
 MARTIN MILLETT  
 RICHARD PRAGER  
 PHILIPPA ROGERSON

HELEN THOMPSON  
 GRAHAM VIRGO  
 CHRIS YOUNG

## ANNEX

A. By replacing the following references to the Department of Archaeology and Anthropology by reference to the Departments of Archaeology and of Social Anthropology:

- (i) Regulation 2(a) of the regulations for the Council of the School of the Humanities and Social Sciences (*Statutes and Ordinances*, p. 581)
- (ii) Schedule 2 of the regulations for Payments Additional to Stipend (*Statutes and Ordinances*, p. 669)
- (iii) Schedule I of the regulations for Secretaries and Superintendents (*Statutes and Ordinances*, p. 740)

B. By replacing the following references to the Department of Archaeology and Anthropology by reference to the Department of Social Anthropology:

- (i) Regulation 18(d), (i), and (k) of the regulations for the Human, Social, and Political Sciences Tripos (*Statutes and Ordinances*, p. 345)
- (ii) Regulation 1(a) of the Special Regulations for the examination in Social Anthropology for the M.Res. Degree (*Statutes and Ordinances*, p. 535)
- (iii) In the Special Regulations for Professors and Professorships (*Statutes and Ordinances*, p. 677):
  - William Wyse Professor of Social Anthropology
  - Sigrid Rausing Professor of Social Anthropology
  - Professor of Social Anthropology (2014)
  - Professor of Historical Anthropology
  - Professor of Social Anthropology (2015)
- (iv) In the Special Regulations for Readers and Readerships (*Statutes and Ordinances*, p. 734):
  - Readership in Social Anthropology
- (v) In the following trust fund regulations:
  - Regulation 2 of the regulations for the Fortes Fund (*Statutes and Ordinances*, p. 811)
  - Regulations 2 and 3 of the regulations for the Richards Fund (*Statutes and Ordinances*, p. 917)
  - Regulation 2(d) of the regulations for the Rivers Lectureship in Social Anthropology (*Statutes and Ordinances*, p. 918)

C. By replacing the following references to the Department of Archaeology and Anthropology by reference to the Department of Archaeology:

- (i) All references to the Department in the regulations for the Archaeology Tripos (*Statutes and Ordinances*, p. 259)
- (ii) Regulations 13(ii) and (iii), 18(a), (b), (f), and (g), and 19 of the regulations for the Human, Social, and Political Sciences Tripos (*Statutes and Ordinances*, p. 345)
- (iii) Regulations 1 and 3(e) and (g) of the regulations for the McDonald Institute for Archaeological Research (*Statutes and Ordinances*, p. 611)
- (iv) In the Special Regulations for Professors and Professorships (*Statutes and Ordinances*, p. 677):
  - Disney Professor of Archaeology
  - George Pitt-Rivers Professor of Archaeological Science
  - Leverhulme Professor of Human Evolution
  - Professor of Geoarchaeology
  - Professor of European Prehistory
  - Professor of Prehistoric Europe and Heritage Studies
  - Jennifer Ward Oppenheimer Professor of the Deep History and Archaeology of Africa
- (v) In the regulations for Endowed University Lectureships (*Statutes and Ordinances*, p. 743), by assigning the Eric Yarrow Lectureship Fund to the Department of Archaeology
- (vi) Regulation 2(b) of the regulations for the Assistant Directors of Development Studies (*Statutes and Ordinances*, p. 736)
- (vii) In the following trust fund regulations:
  - Regulation 2(b) of the regulations for the Anglia Television Fund (*Statutes and Ordinances*, p. 750)
  - Regulation 2(b) of the regulations for the David L. Clarke Lectureship (*Statutes and Ordinances*, p. 785)
  - Regulation 2 of the regulations for the Glyn Daniel Award (*Statutes and Ordinances*, p. 795)
  - Regulations 2(b) and (c) of the regulations for the Egyptology Endowment (Thompson Bequest) Fund (*Statutes and Ordinances*, p. 801)
  - Regulation 2(b) of the regulations for the Isbel Fletcher Garden Fund and Scholarship (*Statutes and Ordinances*, p. 813)
  - Regulation 2 of the Mark Gregson Fund (*Statutes and Ordinances*, p. 822)
  - Regulations 2(f) and (g) of the D. M. McDonald Grants and Awards Fund (*Statutes and Ordinances*, p. 867)



D. By rescinding the regulations for the Museum of Archaeology and Anthropology (*Statutes and Ordinances*, p. 610) and replacing them with the following:

DEPARTMENT OF SOCIAL ANTHROPOLOGY  
MUSEUM OF ARCHAEOLOGY AND ANTHROPOLOGY

*Management*

1. The Museum of Archaeology and Anthropology shall be a Sub-department of the Department of Social Anthropology.

2. The Museum shall be under the general control of a Committee of Management which shall consist of:

- (a) the Head of Department of Social Anthropology, or a deputy, who shall be the Chair of the Committee;
- (b) the Curator and Director of the Museum;
- (c) the Head of the Department of Archaeology, or a deputy;
- (d) a Professor of the Department of Social Anthropology appointed by the Council of the School of the Humanities and Social Sciences;
- (e) the President of the Cambridge Antiquarian Society, or a deputy;
- (f) two persons appointed by the Council of the School of the Humanities and Social Sciences;
- (g) two members of the University *in statu pupillari* from among those students who are candidates for any Part of the Human, Social, and Political Sciences Tripos, or the Archaeological Tripos, or from among those students who are graduate students within the Department of Archaeology, or the Department of Social Anthropology;
- (h) not more than four persons co-opted by the Committee, provided that it shall not be obligatory for the Committee to co-opt any person or persons.

3. Members in class (g) shall be appointed in the Michaelmas Term to serve for one year from 1 January following their appointment. Members in classes (d), (f), and (h) shall serve for four years in the first instance following their appointment.

4. The Committee shall meet at least once in each term of the academical year. Five members of the Committee shall form a quorum.

5. Subject to the powers of the General Board, and the Faculty Board of Human, Social, and Political Science, the duties of the Committee shall be:

- (a) to ensure the due performance by the Director of the Museum and the Senior Curators of their duties;
- (b) to determine the hours of attendance in the Museum of members of the staff of the Museum;
- (c) to review and approve policies and plans as required by Museum Accreditation;
- (d) to oversee planning and resource management for the Museum, including the generation of funding and the use of income allocated for the purposes of the Museum;
- (e) to oversee and authorize use of income from the Crowther-Beynon Fund, subject to consultation with the Faculty Board and approval of the General Board where necessary, and use of other moneys devoted to the purposes of the Museum;
- (f) to consider and approve where appropriate, on the recommendation of curators, short and long-term loans of museum holdings to touring exhibitions and other museums;
- (g) to consider and approve where appropriate, on the recommendation of curators, applications for permission to carry out destructive experiments on museum artefacts;
- (h) to consider and approve where appropriate, on the recommendation of curators, the alienation of any object, except that (i) books and other objects which have come into the possession of the University through the Cambridge Antiquarian Society shall not be alienated without the sanction of the Council of the Cambridge Antiquarian Society, and may be alienated only in accordance with any conditions agreed between the Council of the Society and the Committee of Management; (ii) objects incorporating human remains may not be alienated without the approval of the General Board acting on the advice of the University's Human Remains Advisory Panel, to which the Committee of Management will offer advice as required;
- (i) to make an Annual Report on the Museum to the General Board.

6. The Cambridge Antiquarian Society shall be allowed free of charge, for meetings and for occasional conferences, the use of a suitable room in the Museum of Archaeology and Anthropology or in some other University building.

7. The provisions of Special Ordinance A (vii) concerning Reserved Business shall apply to the Committee of Management as if it were a body constituted by Statute.



*Staff of the Museum*

1. There shall be the following University offices of the staff of the Museum of Archaeology and Anthropology:
  - (a) an office of Curator, the holder of which shall also be entitled Director of the Museum;
  - (b) such number of offices of Senior Assistant Curator or Assistant Curator as the General Board shall from time to time determine.
2. Appointments and reappointments to the University office of Curator and Director of the Museum of Archaeology and Anthropology, which may be held concurrently with another University office, shall be made by the General Board on the advice of a committee specially constituted for the particular occasion.
3. Under the general control of the Committee of Management, the Curator and Director shall
  - (a) be responsible for the care, management, and exhibition of the collections, and promote the use of the collections and Museum for teaching, research, and public engagement;
  - (b) be the official Head of the Museum for all administrative purposes.
4. Appointments and reappointments to an office of Senior Assistant Curator shall be made by the Appointments Committee for the Faculty of Human, Social, and Political Science, with the Curator and Director of the Museum as an additional member for this purpose.
5. The holders of University offices on the staff of the Museum shall be members of the Faculty of Human, Social, and Political Science under Regulation 1(b) of the regulations for Faculty Membership.

**OBITUARIES****Obituary Notice**

Mr ROY LIONEL HELMORE CBE, M.A., Life Fellow of Hughes Hall, former Principal of Cambridgeshire College of Arts and Technology (CCAT), 1977–1986, died on 11 May 2017, aged 90 years.

**GRACES****Graces submitted to the Regent House on 14 June 2017**

The Council submits the following Graces to the Regent House. These Graces, unless they are withdrawn or a ballot is requested in accordance with the regulations for Graces of the Regent House (*Statutes and Ordinances*, p. 103) will be deemed to have been approved at 4 p.m. on Friday, 23 June 2017.

1. That Regulations 2 and 7 of the regulations for Cambridge University Students' Union (*Statutes and Ordinances*, p. 186) be amended as set out in paragraphs 3 and 5 of the Council's Notice dated 12 June 2017 (see p. 587).
2. That, subject to the signing of a donation agreement with the donor, an Arcadia Conservation Fund be established in the University, to be governed by the following regulations:<sup>1</sup>

## ARCADIA CONSERVATION FUND

1. The philanthropic grant received from the Arcadia Fund, together with such other sums as may be received or applied for the same purpose, shall form an endowment fund called the Arcadia Conservation Fund to promote the study of wildlife conservation.
2. The Fund shall be administered by Managers who shall comprise three persons appointed by the General Board for such period as the Board shall determine, one of whom shall be appointed Chair by the General Board.
3. Subject to Regulation 4, the income of the Fund shall be applied towards the costs directly associated with the employment of the Cambridge Conservation Initiative Executive Director, including the employer's contribution on account for superannuation and national insurance, and the direct costs of the Director's office.

<sup>1</sup> The General Board is proposing to establish a fund with a philanthropic grant from Arcadia. The terms of a draft donation agreement have been finalized with the donor but the agreement has not yet been signed, pending the approval of the Grace to establish the fund.

4. Any income not spent in a financial year must be added to the capital of the Fund for a period of 21 years from receipt of the grant from the Arcadia Fund.<sup>†</sup> After that period of 21 years has expired, any unexpended income in any financial year, including income accrued in circumstances where it has not been possible temporarily to apply the income of the Fund in accordance with Regulation 3, whether as a result of a vacancy in the Directorship or otherwise, shall be carried forward for use as income in accordance with Regulation 3 in any one or more subsequent financial years.

<sup>†</sup> [The date of receipt of the grant will be added as a footnote to the regulations.]

3. That the following changes to the General Regulations for Admission as a Graduate Student (*Statutes and Ordinances*, p. 421) be approved:<sup>2</sup>

- (i) the following new sub-paragraph (f) be inserted in Regulation 10 and the remaining sub-paragraphs renumbered:
  - (f) if he or she has not met her or his conditions of admission;
- (ii) with effect from 1 October 2016, in Regulation 12 the words in the first sentence ‘M.Phil. or M.Res. or M.Ed. Degree’ be replaced with the words ‘M.Phil. by advanced study or M.Res. or M.Ed. Degree’.

4. That the regulations for the Sheila Joan Smith Professorship Fund (*Statutes and Ordinances*, p. 689) be rescinded and replaced with the following regulations in Chapter XII of Ordinances:<sup>3</sup>

#### SHEILA JOAN SMITH PROFESSORSHIP FUND

1. The sum of US\$650,000 received from the American Friends of Cambridge, representing a benefaction from Dr Herchel Smith for the endowment of a Professorship or Professorships in the field of medical studies, shall form a fund called the Sheila Joan Smith Professorship Fund.

2. If and whenever the income of the Fund shall exceed the amount required for the payment of the stipend, national insurance, and pension contributions of the Professor or Professors payable by the University, the excess of the income over that amount may be applied to meet the cost of the work of the Professor or Professors in such manner as may be approved by the General Board on the recommendation of the Regius Professor of Physic.

3. Any unexpended income in a financial year may be expended in accordance with Regulation 2.

5. That, on the recommendation of the General Board, the Professorship of Information Engineering (1994) (*Statutes and Ordinances*, p. 694) be temporarily discontinued from 1 October 2018 until such date as recommended by the Faculty Board of Engineering.<sup>4</sup>

6. That the Study of Religion Fund (*Statutes and Ordinances*, p. 955) be retitled the Edward Bailey Study of Religion Fund and in Regulation 1 the words ‘The gift of an anonymous benefactor’ be replaced with the words ‘The gift of the family of the Reverend Canon Professor Edward Bailey’.<sup>5</sup>

<sup>2</sup> The General Board, on the recommendation of its Education Committee and the Board of Graduate Studies, is proposing (i) an extension to the grounds on which the Board of Graduate Studies may exercise its power to remove a Graduate Student from the Register of Graduate Students and (ii) an amendment that should have been made following the approval of Grace 2 of 28 October 2015.

<sup>3</sup> The General Board, on the recommendation of the Faculty Board of Clinical Medicine, is proposing changes to the regulations for the Fund to enable the use of surplus income to support a second Professorship, in accordance with Statute E I 8. On the occasion of a vacancy, the Faculty Board shall consider whether the income of the Fund is sufficient to support more than one Professorship and shall recommend to the General Board the field or fields within medical studies in which the vacant Professorship is to be held.

<sup>4</sup> See the General Board’s Notice, p. 591.

<sup>5</sup> The General Board, on the recommendation of the Faculty Board of Divinity and with the support of Professor Bailey’s family, proposes this retitling to commemorate Professor Bailey’s contribution to the Faculty of Divinity.

E. M. C. RAMPTON, *Acting Registrar*

**END OF THE OFFICIAL PART OF THE ‘REPORTER’**

**COLLEGE NOTICES****Elections***Homerton College*

Elected to a Fellowship from 1 April 2017:

David Belin, M.Sc., Ph.D., *Bordeaux*  
 Catherine Elizabeth Hook, M.A., Ph.D., *SID*

Elected to an Associate Fellowship from June 2017:

Ankur Mutreja, B.Sc., *Delhi*, M.Sc., *Newcastle*, Ph.D., *CC*  
 Matthew Charles Hardell Tointon, B.A., Ph.D., *M*

**Events****Clare Hall**

*Art exhibition: Digital interpretations by Steven Mayes*  
 15 June – 26 July 2017

Clare Hall Art Committee warmly invites you to the vernissage of *Digital interpretations*, an exhibition of new artworks by American artist Steven Mayes at Clare Hall, Herschel Road, Cambridge, CB3 9AL. The vernissage will be held on 15 June 2017 at 6 p.m. and will be preceded by a wine reception and welcome speeches by the artist and members of the art committee. The event is free but please RSVP to [art@clarehall.cam.ac.uk](mailto:art@clarehall.cam.ac.uk). The exhibition will then continue until 26 July 2017, open to the public daily between 9 a.m. and 5 p.m.

Further information: <https://www.clarehall.cam.ac.uk/news/06-06-2017/digital-interpretations-steven-mayes>.

**EXTERNAL NOTICES****Oxford Notices**

*St Anne's College*: Alumnae Relations Officer; salary: £32,245; closing date: 26 June 2017; further details: <http://www.st-annes.ox.ac.uk/about/job-opportunities>

Outreach Officer; salary: £25,454–£30,394; closing date: 29 June 2017; further details: <http://www.st-annes.ox.ac.uk/about/job-opportunities>

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