

CHAPTER I

THE CHANCELLOR AND THE GOVERNMENT OF THE UNIVERSITY

CAMBRIDGE UNIVERSITY REPORTER

1. The *Cambridge University Reporter* shall contain Contents.
 - (a) in its official part, University Notices issued by authority;
 - (b) in its unofficial part, reports of Discussions held under Special Ordinance A (i) 2; notices of *non placet* of Graces, without comment (other than references to the Reports discussed), signed by persons entitled to vote; notices, not authorized for inclusion in the official part, of lectures and other instruction; notices sent by Colleges; notices and reports of learned societies connected with the University; and such advertisements as the Registry may think fit to insert.
2. Numbers of the *Reporter* shall be published at the discretion of the Registry. Publication in the *Reporter* shall include publication on the *Reporter* website (<http://www.admin.cam.ac.uk/reporter/>). Publication.

This publication shall include from time to time, and at least weekly during term, a consolidated issue of all new Notices, Reports, Graces, and other items which have appeared on the website. If publication in the *Reporter* of a Report, Grace, Notice, or other matter as required by any Statute or Ordinance is not possible for a period or by a specified date, it shall be sufficient publication for the purpose of the Statute or Ordinance if the Registry causes it to be posted outside the Senate-House and a copy of it to be sent to the Head of each College and Approved Society, the Chair of each Faculty, the Head of each Department, and the Director or corresponding officer responsible for every other institution of the University, with a request for its publication within the institution; in such circumstances the Report, Grace, Notice, or other matter shall be published also in the *Reporter* as soon as it becomes possible.

NOMINATION AND ELECTION OF THE CHANCELLOR

1. There shall be a Nomination Board which shall consist of Nomination Board.
 - (a) the members for the time being of the Council;
 - (b) sixteen members of the Senate, four appointed each year by Grace of the Senate on the nomination of the Council to serve for four years, provided that of these four at least one shall be a person who is not resident in the University and at least one other shall be a person who has been a member of the Senate for not more than fifteen years on the date of appointment.
2. The Registry shall be Secretary of the Nomination Board.
3. When it is known that the office of Chancellor is vacant or, if the vacancy has not yet occurred, that the Chancellor has determined the date on which he or she will resign, the Vice-Chancellor shall give public notice of the matter and of the prescribed date for the purpose of these regulations. If there is a vacancy in the office the date of such notice shall be the prescribed date. If the vacancy has not yet occurred, the prescribed date shall be either the date of such notice or seventy days of term before the vacancy is due to occur, whichever is later. In such notice the Vice-Chancellor shall also invite members of the Senate to submit, within twenty-one days of term after the prescribed date, the names of any persons whom they wish the Nomination Board to consider. Procedure for election.
4. Not more than seventy days of term after the prescribed date the Nomination Board shall give public notice of the name of a candidate whom they nominate, and shall certify that they have obtained the candidate's consent in writing to be so nominated; provided that in exceptional circumstances the Council may permit such a nomination to be published at a later date than is here specified.
5. In addition to the candidate nominated by the Nomination Board, any other person shall be eligible whose nomination has been received by the Vice-Chancellor not earlier than the date of publication of the Board's nomination and not later than twenty-eight days of term after that date. Such a nomination shall be signed by not less than fifty members of the Senate, and shall be accompanied by a statement, signed by the nominee, consenting to be so nominated.
6. A candidate who has been duly nominated may withdraw from the election by lodging notice in writing to that effect with the Vice-Chancellor not later than seven days before the first of the days appointed for voting under Regulation 8(b).

7. On receipt of a valid notice of the withdrawal of a candidate the Vice-Chancellor shall give public notice of such withdrawal; and notwithstanding any preceding provision of these regulations, the period within which nominations may be received shall continue for twenty-eight days of term after the day on which such notice is given, and if days for voting have been appointed under Regulation 8(b) their appointment shall be deemed to be rescinded. If the candidate of whose withdrawal the Vice-Chancellor gives notice has been nominated by the Nomination Board, that body shall within twenty-one days of term after the day on which the Vice-Chancellor gives such notice either

- (a) give public notice of the name of a further candidate whom they nominate, and certify that they have obtained that candidate's consent in writing to such nomination; or
- (b) give public notice that they do not intend to make a further nomination.

8. On the day following the last day on which nominations may be received

- (a) if there is one candidate only, the Vice-Chancellor shall give public notice that that candidate is elected;
- (b) if there are two or more candidates, the Vice-Chancellor shall give public notice appointing two days of term, which need not be consecutive, for voting; provided that neither of those days shall be less than twenty-one or more than thirty-five days of term after the day on which such notice is given, and that one of them shall be a Saturday.

9. Voting shall take place between the hours of 10 a.m. and 8 p.m. on each of the appointed days, provided that, where necessary to allow for all persons who were present before 8 p.m. to cast their vote, the returning officer may announce an extension to these hours. Voting shall be in person, and the method of voting and of counting the votes shall be that provided for in the Single Transferable Vote regulations.

10. If information is received at any time before the completion of the election of the death of any candidate the Vice-Chancellor shall forthwith give public notice of it. All proceedings taken under these regulations before the date of that notice shall be treated as ineffectual, and the provisions of the preceding regulations shall apply as if the date of the notice were the prescribed date.

High Steward.

11. These regulations shall apply to the election of the High Steward in the same way as to the election of the Chancellor.

No act on
Sunday.

12. If any day fixed by the application of these regulations is a Sunday, any action to be taken on or by that day shall be taken on or by the following Monday.

ROLL OF THE REGENT HOUSE

1. On the first weekday in October the Registry shall publish a list of the names which it is proposed to place on the Roll of the Regent House for the ensuing year. At the time of publication of the list the Vice-Chancellor shall fix a time and place for publicly hearing objections which any member of the University may make to the inclusion or omission of any name. The decision of the Vice-Chancellor regarding any such objection shall be final.

2. No person shall qualify for membership of the Regent House by virtue of holding a Fellowship of a College unless he or she is ordinarily resident within twenty miles of the University Church.

3. The Roll of the Regent House shall be promulgated on the fifth weekday in November.

MEMBERSHIP UNDER STATUTE A III 10(E)

The categories of membership of the Regent House under Statute A III 10(e) shall be:

- (i) holders of the appointments of Senior Research Associate, Research Associate, Lecturer (unestablished), and Assistant Lecturer (unestablished);
- (ii) in any College: persons holding the office of Tutor, Assistant Tutor, Steward or Bursar or Assistant Bursar; or College Lecturer (if held full time in a College or Colleges). The Head of any College shall certify in writing to the Registry by 1 October each year the names of such persons;
- (iii) Computer Associates, Grades I, II, and III;
- (iv) Affiliated Lecturers;
- (v) holders of appointments on the staff of the Local Examination Syndicate as Group Chief Executive, Chief Executive, Deputy Chief Executive, Director, Assistant Director, and Senior Manager;

(vi) holders of appointments on the staff of the Investment Office at the level of Manager and above; provided that no person shall qualify for membership in categories (i), (iii), or (iv) unless he or she is also a member of a Faculty, or holds an appointment listed in those categories in a Department or other University institution which is independent of a Faculty.

CONDUCT OF BUSINESS

DISCUSSIONS

1. (a) Every Report submitted to the University shall be brought forward for consideration by the Regent House at a Discussion.

(b) If ten members of the Regent House submit a request on paper, by fax or by electronic mail from addresses within the cam.ac.uk domain to the Registry that a topic of concern to the University should be brought forward for discussion, the Registry shall report the request to the Council, and shall include the topic among the matters for consideration at an early Discussion.

2. When a Discussion is to be held, either of a Report or of any other matter, the Vice-Chancellor shall invite members of the Regent House to attend by means of a Notice published in the *Reporter*.

3. The following may also attend Discussions and take part:

(a) graduates of the University;

(b) members of Faculties;

(c) persons *in statu pupillari*;

(d) other persons authorized by the Vice-Chancellor to attend a particular Discussion.

4. The Vice-Chancellor or a duly appointed deputy shall preside at a Discussion.

5. The person presiding at a Discussion shall have power to impose a general limit on the length of speeches or to rule out of order particular remarks in a speech on the grounds that they are irrelevant or defamatory or to terminate the discussion of a particular topic.

6. Remarks made at a Discussion shall normally be published in the *Reporter*, provided that the Registry, as editor of the *Reporter*, shall have discretion to omit or, with the agreement of the author, to amend any remarks which in his or her opinion are likely to be held to be defamatory. The Registry shall not include in the formal record any remarks which are ruled out of order or which are otherwise in breach of a procedural ruling by the Vice-Chancellor or other person presiding. If any remarks are so omitted or amended, the Registry shall include a note of the fact with the remarks as published.

GRACES AND CONGREGATIONS OF THE REGENT HOUSE

1. No Grace shall be submitted to the Regent House except with the authorization of the Council. Every Grace, other than a Supplicat for a degree or degrees, whether the Grace is initiated by the Council, or by some other University body, or by individual members of the Regent House under Special Ordinance A (i) 5, shall be put before the Council for authorization at a meeting, provided that a Grace shall be deemed to have been duly authorized if a copy of the Grace has been sent by the Registry to every member of the Council so as to reach the member's address not later than the fifth day before the day specified for publication, and if no member has informed the Registry of an objection to the Grace by 10 a.m. on the day next but one before the day of publication. The submission of Supplicats for degrees may be authorized by the Council in accordance with the procedure prescribed in the regulations for admission to degrees.

Authorization.

2. Graces shall be submitted to the Regent House either by being published in the *Reporter* or by being read by the Senior Proctor at a Congregation. The procedure in connection with Graces submitted by publication shall be as prescribed in Regulations 4–15 below; the procedure in connection with Graces submitted at a Congregation shall be as prescribed in Regulations 16–30.

Submission.

3. For the purpose of these regulations the expression 'term' shall be deemed to include that part of the Long Vacation during which it is provided by Ordinance that courses of instruction may be given within the Precincts of the University.

Definition of term.

Graces submitted by publication

4. Except as provided in Regulations 16 and 21, every Grace relating to a matter which under Statute or Ordinance is to be determined by the Regent House shall be submitted to the Regent House by being published in the *Reporter*.

Approval.

5. A Grace shall be deemed to have been approved by the Regent House at 4 p.m. on the Friday next but one after the day of its submission unless before that hour

either (a) the Grace has been withdrawn by the Vice-Chancellor in accordance with Regulation 6;

or (b) the Council have given notice in accordance with Regulation 7 that a vote is to be taken on the Grace;

or (c) a request has been received by the Vice-Chancellor for a vote to be taken on the Grace in accordance with Regulation 8;

or (d) a proposal has been received by the Vice-Chancellor for the amendment of the Grace in accordance with Regulation 9.

Withdrawal.

6. A Grace may be withdrawn by the Vice-Chancellor (i) at any time before the hour specified in Regulation 5 for its approval, and (ii) if voting is requested (Regulation 5(c)) or (iii) if amendment is proposed (Regulation 5(d)), within three weeks after the day of its submission. Withdrawal of a Grace under this regulation shall be announced by means of a Notice posted outside the Senate-House and subsequently published. If the Council decide to resubmit such a Grace in its original form they shall either (a) call a ballot or (b) publish an explanatory Notice explaining why in their opinion a ballot is not necessary.

Ballots.

7. The Council shall have power to determine that a vote shall be taken by ballot on any Grace. Notice of such a ballot shall be published in the *Reporter* when the Grace is submitted.

8. Any twenty-five members of the Regent House may submit a written request to the Vice-Chancellor for a vote to be taken on a Grace by ballot. If such a request is received by the Vice-Chancellor before the hour specified in Regulation 5 for the approval of the Grace, a ballot shall be held in accordance with the provisions of Regulation 13, unless the Grace is withdrawn under Regulation 6.

Amendments.

9. A written proposal for the amendment of a Grace which has been submitted to the Regent House may be initiated by members of the Regent House in accordance with Special Ordinance A (i) 5, provided that the proposal is received by the Vice-Chancellor before the hour specified in Regulation 5 for the approval of the Grace or, if a request for a ballot on the Grace has been received, within one week of the date on which a Notice of the request has been published under Regulation 10 below. In that event, (unless the Grace is withdrawn under Regulation 6), and subject to the provisions of Special Ordinance A (i) 7 and of Regulation 11 below, a vote shall be taken by ballot, using the procedure prescribed in the Single Transferable Vote regulations; the options to be voted on shall include (a) approval of the proposal contained in the Grace as submitted to the Regent House, (b) rejection of the proposal, (c) approval of alternative proposals formulated in accordance with the amendment or amendments proposed, and may include (d) any further alternative proposal which may be formulated by the Council; provided that the Vice-Chancellor may instead decide that a vote shall be taken by ballot, using the procedure prescribed in the Single Transferable Vote regulations, between propositions that the Grace be left unamended or that it be substituted by one of such one or more alternative forms as may be determined by the Vice-Chancellor to reflect the amendment or amendments proposed. If an alternative form is approved, then that alternative form shall be substituted for the Grace as originally submitted, and shall be treated for all purposes as if it were that Grace. A ballot shall then be taken for the approval of the Grace, in accordance with Regulation 13 below.

Notice.

10. If a request for voting is received under Regulation 8, or if a proposal for the amendment of a Grace is received under Regulation 9, the Vice-Chancellor shall give notice accordingly by means of a Notice posted outside the Senate-House and subsequently published. The Notice shall include the names of the persons who have requested the ballot or who have proposed the amendment, as the case may be.

11. The Vice-Chancellor shall have the following powers in respect of proposals initiated under Regulation 9 for the amendment of a Grace:

(a) If in the opinion of the Vice-Chancellor a proposed amendment is in substance and effect incompatible with the main purpose of the Grace to which it refers, or immaterial to that purpose, the Vice-Chancellor may rule the amendment inadmissible, or may refer it to the Council for subsequent separate submission as a Grace. The proposers of such an amendment shall be deemed to have requested that a vote be taken on the Grace in accordance with Regulation 8 above.

(b) If two or more amendments have been proposed which in the opinion of the Vice-Chancellor are substantially similar in effect the Vice-Chancellor may select one of the amendments for submission to the Regent House and may rule the other or others inadmissible.

- (c) The Vice-Chancellor shall have authority to determine the form in which the various propositions are set out in the voting papers; without prejudice to the generality of that power (i) if in the opinion of the Vice-Chancellor a proposed amendment comprises two or more separable propositions, the Vice-Chancellor may treat the amendment as if it were a number of amendments, each comprising one or more of those propositions as the Vice-Chancellor may determine; and (ii) the Vice-Chancellor may determine that votes shall be taken on propositions as if they were separate Graces, each such Grace being treated for all purposes as if it were the Grace as originally submitted. The Vice-Chancellor shall if necessary indicate in the voting papers (i) whether the result of voting is effective without a further Grace (by rescinding or amending a Statute, Ordinance or Order, or otherwise) or (ii) whether a further Grace would be needed to implement the result of voting.

12. If a ballot is to be held under any of Regulations 7–9, the arrangements for voting shall be determined by the Vice-Chancellor, subject to the provisions of Regulation 13, and shall be published in the *Reporter*.

13. For a ballot on a Grace of the Regent House, or a ballot held under the provisions of Regulation 9 above, the period during which votes may be cast by all members of the Regent House shall commence not later than a day appointed by the Vice-Chancellor, which shall be neither less than fourteen days nor normally more than twenty-eight days of term after the publication of the Notice announcing the ballot; provided that the Vice-Chancellor shall have power to postpone the commencement of voting until a date not later than eighty days of term after the publication of the Notice. The Vice-Chancellor shall give public notice of the period during which votes may be cast. The latest time for casting a vote shall be not earlier than the tenth day after the day appointed for the commencement of voting.

14. When a ballot is held in accordance with the preceding regulations, the presiding officer shall be the Vice-Chancellor or a duly appointed deputy. The presiding officer shall

- (a) arrange for the counting of the votes as soon as possible after the conclusion of the voting;
- (b) decide upon the validity of any doubtful vote;
- (c) declare the result as soon as the counting of the votes is completed.

If there is an equality of votes, the Grace or amendment shall be deemed not to be approved. The result of a ballot shall be announced by means of a Notice posted outside the Senate-House and subsequently published.

15. If an obvious or immaterial error occurs in the published form of a Grace or amendment, the Vice-Chancellor may announce a correction by means of a Notice published in the *Reporter* and for the purpose of Regulation 5 or Regulation 9, as the case may be, the Grace or amendment shall be deemed to have been submitted in its corrected form.

Graces submitted at a Congregation

16. The Council shall have power at their discretion to submit Graces on the following matters to the Regent House at a Congregation:

- (a) Graces for the conferment of a degree or degrees;
- (b) Graces concerning any matter on which in the opinion of the Council or the Vice-Chancellor a decision must be taken urgently.

17. Except as provided in Regulation 21, Congregations of the Regent House shall be held in the Senate-House or elsewhere within the Precincts of the University at such times as may be appointed by the Vice-Chancellor by means of a Notice published in the *Reporter*. If in the opinion of the Vice-Chancellor a Congregation cannot be held at the place announced, the Vice-Chancellor may determine that the Congregation shall be held elsewhere within the Precincts of the University; provided that

- (a) such notice as may be practicable shall be given beforehand;
- (b) no Grace shall be submitted at the Congregation unless there are at least twenty members of the Regent House present.

If the Vice-Chancellor is not available, the powers of the Vice-Chancellor under this regulation may be exercised by one of the Pro-Vice-Chancellors or by a Deputy Vice-Chancellor.

18. In order to constitute a Congregation the presence of the following officers, or of deputies for them appointed in accordance with the several provisions of the Statutes, shall be necessary: the Chancellor or the Vice-Chancellor, the two Proctors, and the Registrar; provided that, in respect of a Congregation held before the Vice-Chancellor has been formally admitted to office,

- (a) the presence of the Chancellor or the Vice-Chancellor shall not be necessary;

(b) if the Chancellor is absent, the Proctors shall exercise the powers and perform the duties of the Vice-Chancellor.

19. The two Pro-Proctors who have been nominated by Colleges shall either in person or by deputies approved by the Vice-Chancellor attend all Congregations; the other Pro-Proctors shall attend all such Congregations as the Vice-Chancellor may request them to attend.

Publication of
Graces.

20. Except as provided in Regulation 21, every Grace to be submitted at a Congregation, other than a formal Supplicat for a degree or degrees, shall be published in the *Reporter* before 4 p.m. on the day next but one preceding the Congregation at which the Grace is to be submitted.

Cases of
urgency.

21. If any matter should arise at any time upon which in the opinion of the Vice-Chancellor it is desirable that a decision should be taken at once, a Grace relating to such matter may be submitted, without being previously published in the *Reporter*, at a Congregation held at such time and place within the Precincts of the University as the Vice-Chancellor shall determine; provided that

(a) such notice as may be practicable is given beforehand,

(b) there are at least twenty members of the Regent House present at the Congregation when the Grace is submitted,

(c) when a Grace is brought forward of which notice has not been given beforehand in accordance with Regulation 20, the attention of the Congregation shall be formally and distinctly called to the fact,

(d) the Grace and the decision on the Grace shall be published subsequently in the *Reporter*.

If the Vice-Chancellor is not available, the powers of the Vice-Chancellor under this regulation may be exercised by one of the Pro-Vice-Chancellors or by a Deputy Vice-Chancellor.

Withdrawal.

22. A Grace of which notice of submission at a Congregation has been given may be withdrawn by the Vice-Chancellor at any time before it is submitted; provided that

(a) the attention of the Congregation shall be formally and distinctly called by the Vice-Chancellor to the withdrawal;

(b) the Vice-Chancellor shall subsequently explain the reasons for the withdrawal to the Council.

Correction of
errors.

23. If an obvious or immaterial error occurs in the published form of a Grace it may be corrected at the Congregation by the Vice-Chancellor, provided that the attention of the Congregation shall be formally and distinctly called by the Vice-Chancellor to any such correction.

Submission.

Non placet.

24. All Graces submitted to the Regent House at a Congregation shall be read audibly at the Congregation by the Senior Proctor. Any member of the Regent House who wishes to oppose a Grace may do so by calling *Non placet* immediately after the Grace has been read. If *Non placet* is called, a vote shall be taken on the Grace; provided that, if written notice of intention to oppose the Grace has not been received by the Registry and published in the *Reporter* before the Congregation, the Vice-Chancellor shall have power to withdraw the Grace. A Grace so withdrawn shall be resubmitted, either at a Congregation or by publication, as soon as convenient thereafter.

Voting.

25. When in accordance with Regulation 24 a vote is to be taken on a Grace submitted at a Congregation, voting shall take place forthwith in accordance with the procedure prescribed in Regulations 26–29; provided that the Vice-Chancellor shall have power to determine that the vote shall be taken at a later date by ballot.

26. If a vote on a Grace submitted at a Congregation is to be taken forthwith, the Senior Esquire Bedell shall once or oftener, as necessary, call in an audible voice *Ad scrutinium*. Members of the Regent House who desire to vote shall assemble, if they are in favour of the Grace, on the south side of the Senate-House and, if they are opposed to it, on the north side.

27. If in the opinion of both Proctors the result of such a division is obvious, the Senior Proctor shall forthwith declare the result without taking the votes singly; but any two members of the Regent House may in such a case request the Vice-Chancellor to direct that the votes shall be taken singly, and the Vice-Chancellor shall thereupon so direct.

28. Whenever the votes are taken singly, either in consequence of the Vice-Chancellor's direction or because the Proctors do not regard the result of the division as obvious, those members of the Regent House who are in favour of the Grace shall vote on the south side of the Senate-House and those who are opposed to it on the north side. The votes of those who are on the south side shall be taken singly by the Senior Proctor and one of the two Pro-Proctors; the votes of those who are on the north side shall be taken singly at the same time by the Junior Proctor and the other of the two Pro-Proctors.

Each voter shall vote by delivering to a Proctor (or to a Pro-Proctor) a card on which shall be inscribed

- (a) the voter's name, degree, and College,
- (b) the word *Placet* or the words *Non placet* (as the case may be),
- (c) the number of the Grace to which the card applies (if more than one Grace is opposed at the Congregation).

29. The Vice-Chancellor shall have power to determine whether the votes shall be counted forthwith or whether the counting shall be deferred until the end of the Congregation. If the results of the voting are ascertained forthwith, the Senior Proctor, after communicating the number of votes on each side to the Vice-Chancellor, shall declare them publicly to the Congregation. If the votes are counted after the end of the Congregation the results shall be published by a Notice posted outside the Senate-House as soon as they have been ascertained.

30. If the Vice-Chancellor determines under the provisions of Regulation 25 that voting on any Grace is to be by ballot, the Senior Proctor shall make an announcement to that effect at the Congregation. Such a ballot shall be conducted in accordance with Regulations 12–14 above.

GRACES OF THE SENATE

1. In the following regulations the term Grace shall mean Grace of the Senate.

2. No Grace shall be submitted to the Senate except with the authorization of the Council. Every Grace shall be put before the Council for authorization at a meeting, provided that a Grace may be deemed to have been duly authorized under the alternative procedure specified in Regulation 1 of the regulations for Graces of the Regent House. Authorization.

3. Graces shall be submitted to the Senate by being published in the *Reporter*. Submission.

4. A Grace shall be deemed to have been approved by the Senate at 4 p.m. on the Friday next but one after the day of its submission unless before that hour Approval.

either (a) the Grace has been withdrawn by the Vice-Chancellor in accordance with Regulation 5;

or (b) the Council have given notice in accordance with Regulation 6 that a vote is to be taken on the Grace;

or (c) a request has been received by the Vice-Chancellor for a vote to be taken on the Grace in accordance with Regulation 7.

5. A Grace may be withdrawn by the Vice-Chancellor at any time before the hour specified in Regulation 4 for its approval, provided that the Vice-Chancellor shall not have power to withdraw any Grace in respect of which a vote has been requested under Regulation 4(c). Withdrawal of a Grace under this regulation shall be announced by means of a Notice posted outside the Senate-House and subsequently published. Withdrawal.

6. The Council shall have power to determine that a vote shall be taken by ballot on any Grace. Notice of such a ballot shall be published in the *Reporter* when the Grace is submitted. Ballots.

7. Any ten members of the Senate may submit a written request to the Vice-Chancellor for a vote to be taken on a Grace by ballot. If such a request is received by the Vice-Chancellor before the hour specified in Regulation 4 for the approval of the Grace, a ballot shall be held in accordance with the provisions of Regulation 10.

8. If a request for voting is received under Regulation 7, the Vice-Chancellor shall give notice accordingly by means of a Notice posted outside the Senate-House and subsequently published. The Notice shall include the names of the persons who have requested the ballot.

9. If a ballot is to be held under Regulation 6 or Regulation 7, the arrangements for voting shall be determined by the Vice-Chancellor, subject to the provisions of Regulation 10, and shall be published in the *Reporter*.

10. In a ballot of the Senate voters shall give their votes in person. The Vice-Chancellor shall appoint two days, which need not be consecutive, for voting; provided that

(a) neither of the days appointed shall be less than fourteen days or normally more than twenty-eight days of term after the publication of the Notice announcing the ballot;

(b) one of the days appointed shall be a Saturday;

(c) the Vice-Chancellor shall have power to postpone the holding of the ballot until a date not later than eighty days of term after the publication of the Notice.

Voting shall take place between the hours of 10 a.m. and 4 p.m. on each of the appointed days.

11. The arrangements for presiding over a ballot of the Senate, for counting the votes, and for announcing the result shall be as prescribed in Regulation 14 of the regulations for Graces of the Regent House.

Correction of errors.

12. The arrangements for the correction of obvious or immaterial errors in Graces of the Senate shall be as prescribed in Regulation 15 of the regulations for Graces of the Regent House.

NOTICE BY THE COUNCIL DISCUSSIONS AND FLY-SHEETS

Discussions

1. The Council are of the view that a Discussion is likely to be more representative of different points of view, and hence more fruitful, if speakers will regard fifteen minutes as the normal maximum duration of a speech.

2. The Council consider it inappropriate for a speaker at a Discussion to include in his or her remarks a list of the names of persons who support the speaker's views. They have requested the Vice-Chancellor or other person presiding at a Discussion to rule out of order any speaker who attempts to read out such a list.

3. The Council wish to remind those attending Discussions that the Vice-Chancellor or other person presiding at a Discussion has authority to make procedural rulings which must be observed by those present.

4. Remarks should be germane to the topic under discussion. Irrelevant remarks may be ruled out of order by the Vice-Chancellor or other person presiding at a Discussion. A person whose remarks are ruled out of order is expected to respect such ruling and to restrict further remarks to the topic under discussion, or to terminate his or her remarks. Remarks which are ruled out of order, or which are otherwise in breach of a procedural ruling by the Vice-Chancellor or other person presiding do not form part of the Discussion and will not be published.

5. The Council believe that members of the Regent House and others qualified or invited to speak in Discussions will wish ordinary standards of courtesy and restraint to be observed in remarks made in Discussions.

Fly-sheets and other statements

Statements issued by members of the Regent House

6. To enable members of the Regent House to make known their views on questions which are to be the subject of a ballot, the Council have authorized the Registry to arrange for the circulation of statements on such issues, provided that any such statement is signed by at least ten members of the Regent House. The University will bear the cost of reproducing and circulating such a statement if it reaches the Registry by 1 p.m. on a day specified by the Council; each statement must bear the names and initials (in block capital letters) of the signatories. The specified day will be not earlier than the eighth day (or exceptionally the seventh day) following the publication of the Council's Notice announcing a ballot; provided that the Registry may accept up to twenty-four hours later a statement signed by a representative of the body whose proposal is to be voted on. In order that they may be readily available for reference, all statements which have been issued as fly-sheets will be published in the *Reporter* after the proposals to which they relate have been voted on. In relation to any statements made in a fly-sheet which may be held to be defamatory, the Council have agreed that the Registry, after consultation with the Vice-Chancellor, shall have discretion to decide whether such statements are to be included in the fly-sheet as published in the *Reporter*. The Registry will inform the Council of any amendment made to a fly-sheet in this way.

Statements issued by members of the Senate

7. Arrangements similar to those described in paragraph 6 will apply *mutatis mutandis* to statements issued by members of the Senate in connection with ballots of the Senate. Such statements will not be circulated as fly-sheets, but will be published in the *Reporter* before the ballot.

Statements issued by persons in statu pupillari

8. The procedure described in paragraph 6 above for the issue of fly-sheets by members of the Regent House will apply *mutatis mutandis* to fly-sheets issued in connection with ballots of the Regent House by members of the University *in statu pupillari*. The Vice-Chancellor may, however, determine on a particular occasion that such members may not submit fly-sheets. Fly-sheets must be signed by at least five of the following: the President, the Deputy Presidents, and the Women's Officer of Cambridge University Students' Union, the President of the Graduate Union, the three student members of the Council, the Presidents of College Junior Combination Rooms and Middle Combination Rooms (or their equivalents) and, in the case of a proposal from a Faculty Board or similar body, the student members of the body concerned. The Council have agreed that the Vice-Chancellor may, for reasons of economy, limit the number of such fly-sheets to be published on any occasion and that such a limitation may be announced at the outset or when the total number of fly-sheets is known. Fly-sheets signed by persons *in statu pupillari* will be circulated to members of the Regent House only.

THE COUNCIL

LEGAL POWERS

The Council shall have authority to take legal advice, retain solicitors, and bring, defend, or conduct legal proceedings on behalf of the University as they may think necessary or desirable in the interests of the University.

APPEALS TO THE COUNCIL

Subject to the provisions of the Schedule to Statute C, the Council shall hear appeals from any person who comes within the jurisdiction of the University Tribunal under Statute D II 2 and upon whom a University authority has, under Statute A II 12 and in accordance with an Ordinance or with a rule made under Ordinance, imposed a sentence, provided that such a person has delivered to the Registry, within twenty-eight days after notice of the sentence imposed by the University authority concerned, written notice of his or her appeal to the Council. The Council shall have power to quash the finding or to vary the sentence within the limits of the power of that authority, and the decision of the Council shall be final.

RESERVED BUSINESS

Amended by Grace 1 of 20 January 2016

Under the provisions of Special Ordinance A (vii) 5 proposals for the conferment of degrees or titles of degrees, and any matter which would for a Faculty Board be reserved business under the provisions of Regulation 11 of the General Regulations for the Constitution of the Faculty Boards, shall be reserved business for the Council, and shall apply to any member of the Council in class (d) who is not *in statu pupillari* as if he or she were *in statu pupillari*.

REVIEW OF DECISIONS OF THE APPLICATIONS COMMITTEE

The Council shall establish a procedure for the review of decisions taken by it in respect of individuals in exercise of its powers in respect of allowances of terms under the regulations for Residence and the Precincts of the University and its powers under the regulations for allowances to candidates for examinations. No person who applies for review under the procedure so established shall be entitled to apply also for review of the same matter under the procedure for determining complaints by members of the University *in statu pupillari* established under the regulation for complaints by students (p. 205).

APPENDIX

Review of decisions of the Applications Committee of the Council: procedure

1. A student, or her or his Tutor with the student's consent, may seek review of a decision in relation to that student made by the Applications Committee.

2. A request for review shall be made in writing, stating the grounds of review, normally within three weeks of written notification of the Committee's decision (unless, in exceptional circumstances, the Registry or a deputy permits a longer period). If the request includes, in the opinion of the Chair of the Committee, relevant additional information not previously available, the Committee will reconsider its decision at its next meeting following receipt of the request. If no such additional information is included or if, on reconsideration, the decision is reaffirmed by the Committee, the procedure described in the following paragraphs shall apply.

3. The Registry or a deputy will appoint a reviewer chosen from a panel of potential reviewers maintained by the Council. Exceptionally, a panel of three reviewers may be appointed. If so, references below to 'the reviewer' shall be construed accordingly.

4. The reviewer will consider the request, the documentation available to the Committee (less any confidential medical information), the Ordinances which apply to the Committee's decision, and the Committee's Notes of Guidance. He or she will obtain an opinion from the Committee, seek such other information as he or she may require and, at her or his discretion, may hold a hearing (but there is no obligation to hold a hearing). The reviewer will issue an adjudication in writing as soon as possible, stating findings of fact, conclusions, and, if any, recommendations, for consideration by the Committee. The reviewer shall be concerned with determining whether there is evidence of: inadequate consideration of the matter by the Committee; the Committee having made a decision, to the detriment of the student, which is inconsistent with the relevant Ordinances or its own Notes of Guidance; or material circumstances of which the Committee was unaware and which were of such a nature as, had the Committee been so aware, to have been likely to cause the Committee to have reached a different decision.

5. The Committee shall normally accept the recommendation of the reviewer. If, exceptionally, the reviewer's recommendation is not accepted, a written explanation shall be provided to the reviewer, the student, and her or his Tutor and shall be submitted to the Council. The Committee may decide not to accept a recommendation in any instance in which: (i) the reviewer has sought to make a decision replacing that of the Committee; (ii) the reviewer's recommendation is inconsistent with the Ordinances governing Allowances; or (iii) the reviewer's recommendation is such that, were it to be accepted, it would set a precedent which would not be in the interests of the proper conduct of Committee's business or in the wider interests of the University. The Council (or an

officer appointed by it) should be satisfied that the Committee's written explanation is consistent with one or more of these instances.

6. The conclusion of the Committee's consideration of any recommendation of a review is the normal final point of decision within the University. Any subsequent review would normally be by the national Office of the Independent Adjudicator for Higher Education, or exceptionally, if relevant, some other University review (for example by the Commissary under Statute A I 13 and A IX 3–10 and the rules of procedure (p. 61) or under Statute A IX 1.

7. A reviewer may summarily dismiss an application which seems to her or him to be vexatious or frivolous.

NOTICE BY THE COUNCIL

Statement of intention

In carrying out their functions as the principal executive and policy-making body of the University the Council will consult the Regent House on questions of policy which in the Council's judgement are likely to prove controversial. They will do this by submitting a Grace to the Regent House for the approval of a provisional decision or statement of intention; where appropriate, such a Grace will allow for the expression of a preference between alternative options. The Council will give consideration to remarks made at any Discussion of such matters and to the outcome of any vote on them.

ELECTION OF MEMBERS OF THE COUNCIL

Members in classes (a)–(c)

Ballot. 1. At each election of a member or members of the Council in any of classes (a), (b), and (c) voting shall be as set out in Regulations 2–7 below.

2. The election shall be conducted in accordance with the Single Transferable Vote regulations.

3. The period during which votes may be cast by all members of the Regent House shall be determined by the Vice-Chancellor, who shall give public notice of that period, provided that, for an election held in the Michaelmas Term, voting shall commence at least ten days after the promulgation of the Roll of the Regent House and the latest time for casting a vote shall not be earlier than the tenth day after the day appointed for the commencement of voting.

Nominations. 4. In order to be eligible in any class a candidate must be nominated on a paper sent to the Vice-Chancellor so as to arrive not later than noon on the tenth day before the date appointed for the commencement of voting. The paper must contain (a) a statement signed by two members of the Regent House, certifying that they nominate the candidate for election as a member in that class, and (b) a statement signed by the candidate certifying that he or she consents to be so nominated. No person shall be nominated for election in more than one class. On the receipt of each nomination the Vice-Chancellor shall forthwith publish it by causing it to be posted outside the Senate-House. A nomination may not be withdrawn after such publication.

5. Not later than the last day for the receipt of nominations each person nominated for election shall send to the Registry a *curriculum vitae*, details of which shall be published for the information of members of the Regent House.

6. There shall be a separate vote for each class of members to be elected.

7. An election shall not be deemed invalid owing to the misdirection, late arrival, or non-arrival of any material relating to the election.

Members in class (d)(iii)

8. The annual election of the member in category (iii) of class (d) shall be held jointly by Cambridge University Students' Union and the Graduate Union in accordance with an electoral scheme for the conduct of such election which shall be submitted to the Council jointly by the President of the Cambridge University Students' Union and the President of the Graduate Union each year.

9. For the purposes of Special Ordinance A (ii), the term 'student in the University' shall mean any person eligible to vote in elections for the office of President as governed by the constitutions of the Cambridge University Students' Union and the Graduate Union as determined from time to time, or who would be so eligible but who has resigned his or her membership of the Union.

Members in classes (a)–(d)

10. After an election the Vice-Chancellor shall arrange for the counting of the votes and shall publish the result of the election as soon as conveniently possible.

NOMINATION OF MEMBERS OF THE COUNCIL IN CLASS (E) (EXTERNAL MEMBERS)

1. The Council shall discharge its duty of making nominations for appointment by Grace of members of the Council in class (e) on the recommendation of a Nominating Committee which shall consist of:

Nominating
Committee.

- (a) a member appointed by the Council on the nomination of the Proctors and Deputy Proctors either (i) from among those current members of the Council in class (e) or (ii) from among former members of the Council in class (e);
- (b) the Vice-Chancellor;
- (c) two members elected by the Regent House from among those who at the time of election are current members of Council in classes (a), (b), and (c);
- (d) four members of the Senate elected by the Regent House.

2. The member in class (a) shall be appointed to serve for two years starting from 1 October in a year when the calendar year is odd, and shall be in the chair. No member of the Council in class (e) shall serve on the Nominating Committee when his/her own reappointment to the Council is being considered.

3. An election of one member in class (c) and two members in class (d) of the Nominating Committee shall be held during Full Easter Term when the calendar year is odd. Members in classes (c) and (d) shall be elected to serve for four years from 1 October next following the aforementioned election. The election shall be conducted in accordance with Regulations 1–7 and 15 of the regulations for the election of members of the Council. If at any election the total number of vacancies is not filled, the Vice-Chancellor shall arrange a further election to fill such vacancies as are unfilled.

4. No person may be a member of the Nominating Committee in class (d) who is a member of the Council, or who holds the University office of Pro-Vice-Chancellor, Registry, or Director or Deputy Director in the University Offices.

5. If a member in class (d) of the Nominating Committee, or any person nominated for election as a member in that class, becomes a member of Council, or is appointed to any of the offices in Regulation 4, or ceases to be a member of the Senate, that member's seat shall thereupon become vacant, or the nomination shall thereupon become invalid, as the case may be.

6. The provisions of Special Ordinance A (vii) 1(b) shall apply to the initial appointment of a member in class (a) and to the filling of a casual vacancy in class (a), save that no Ordinance may be made permitting the filling of a casual vacancy by co-option. The provisions of Special Ordinance A (ii) 3 regarding the filling of casual vacancies in the membership of the Council shall apply to the initial elections of members in classes (c) and (d) and to the filling of casual vacancies in classes (c) and (d).

7. A retiring member of the Nominating Committee in classes (a), (c), or (d) who has served for four or more consecutive years shall not be eligible to serve again as a member of the Nominating Committee in classes (a), (c), or (d) until one year has elapsed after the end of his or her previous period of service.

8. The Registry shall be Secretary of the Nominating Committee.

Secretary.

9. The Nominating Committee shall make arrangements for:

- (a) public advertisement of the intention to make a nomination;
- (b) consultation with the Audit Committee about the requirements for the chairing of that committee, having regard to the need for compliance with any relevant requirements of the Financial Memorandum with the Higher Education Funding Council for England as to the chairing of the Audit Committee.

10. The Nominating Committee shall submit a recommended name to the Council for each vacancy, together with a statement by the person so recommended that he or she consents to nomination and consents to serve, if appointed by Grace, for the period and in the role concerned.

Nominations.

THE BOARD OF SCRUTINY

1. It shall be the duty of the Board of Scrutiny to scrutinize on behalf of the Regent House each year the Annual Report of the Council (including the Annual Report of the General Board to the Council), the accounts of the University, and any Report of the Council proposing allocations from the Chest.

2. In carrying out their scrutiny of the documents specified in Regulation 1, the Board shall have the right to examine the policies of the University and the arrangements made for the implementation of those policies, and to report thereon to the Regent House.

3. The Board shall have power, in accordance with Statute A VII 5(a), to consult any official documents or accounts (other than those of the University Press) which are relevant to any enquiry that they may conduct under the provisions of Regulation 2; they shall also have power, under the provisions of Statute A VII 5(b), to consult such documents or accounts relating to the University Press as have been submitted by the Press Syndicate or by officers of the Press to the Council or to the Finance Committee of the Council.

4. (a) At its first meeting in each academical year the Board shall elect a chair and a secretary to hold office until the end of that academical year. No person may be re-elected as chair at the end of her or his period of service in that office.

(b) The chair shall call a meeting of the Board as soon as may be convenient following the publication of the matter to be considered.

(c) The secretary shall allow any member of the Regent House to consult the minutes of the Board.

5. Under Statute A VII 4, holders of the following University offices established by Ordinance, which have primarily administrative duties, may not be elected as members of the Board:

Director and Deputy Director in the University Offices (Unified Administrative Service)
Assistant Treasurer

ELECTION OF MEMBERS OF THE BOARD OF SCRUTINY

1. The election of members of the Board of Scrutiny in class (c) shall be conducted in accordance with Regulations 1–7 and 15 of the regulations for the election of members of the Council.

2. An election of one member in class (c)(i) and of three members in class (c)(ii) shall be held during Full Easter Term in each alternate year; the arrangements for the election shall be determined by the Vice-Chancellor. The members so elected shall serve for four years from 1 October next following their election. The University may make regulations specifying the procedure to be followed if at any election insufficient nominations are received to fill the vacant places in class (c).

3. If at any election insufficient nominations are received to fill the vacant places either in class (c)(i) or in class (c)(ii), the Council shall appoint as many members as may be necessary or shall ask the Vice-Chancellor to arrange a further election.

4. The provisions of Special Ordinance A (ii) 3 regarding the filling of casual vacancies in the membership of the Council shall apply to the filling of casual vacancies in the elected membership of the Board of Scrutiny. A retiring member of the Board who has served for four or more consecutive years shall not be eligible to serve again as a member in class (c) until one year has elapsed after the end of her or his previous period of service.

THE GENERAL BOARD

Appointment of members.

1. Members of the General Board in class (b) shall be appointed in the Michaelmas Term to serve for four years from 1 January next following. Two members shall be appointed by the Council of the School of Arts and Humanities, two by the Council of the School of the Humanities and Social Sciences, one by the Council of the School of the Biological Sciences, one by the Council of the School of Clinical Medicine, one by the Council of the School of the Physical Sciences, and one by the Council of the School of Technology.

Chair.

2. If the Vice-Chancellor is unable to be present at any meeting, the Chair for that meeting shall be a member of the Board appointed by the Vice-Chancellor to act as her or his deputy, or in the absence of such deputy some other member of the Board chosen by the members present.

Representatives.

3. When the General Board intends to discuss a proposal put forward by any Faculty Board or other body, it shall give that body an opportunity, if in the General Board's opinion it would assist the conduct of business, to send a representative to attend the meeting at which the proposal is to be discussed and to take part in the discussion.

4. The teaching programmes proposed by Faculty Boards and comparable authorities shall be submitted to the General Board. The Board shall either approve them or remit them for further consideration, and shall publish them to the University when approved.

5. Under the provisions of Special Ordinance A (vii) 5(iii) the appointment (or nomination for appointment) of Examiners, Electors to Professorships, members of Appointments Committees, and members of Degree Committees shall be reserved business; and the provisions of Special Ordinance A (vii) 5 concerning reserved business shall apply to any member of the General Board in class (d) who is not *in statu pupillari* as if he or she were *in statu pupillari*.

Reserved
business.

NOTICE BY THE GENERAL BOARD

Statement of intention

In considering any proposal for enacting or amending an Ordinance in pursuance of its powers under Statute A V 1(d), the General Board will consult other University bodies as appropriate. If in the course of such consultation the Board becomes aware that the matter is likely to prove controversial, it will also consult the Regent House by initiating a Grace enabling the Regent House to express an opinion on the proposed change. The Board will give consideration to remarks made at any Discussion of such matters and to the outcome of any vote on them.

SINGLE TRANSFERABLE VOTE REGULATIONS

1. These regulations may be applied by Grace to the election of persons for membership of bodies within the University or for other purposes. Any election to which they have been so applied shall be conducted in accordance with the following provisions. For voting other than by paper ballot, the regulations shall be construed accordingly.

Elections to
which
applicable.

2. Every elector in giving his or her vote:

- (a) must enter on the voting-paper (*see* diagram below), against the figure 1, the name of the candidate to whom he or she gives first preference;
- (b) may in addition enter on the voting-paper, against the figures 2, 3, and so on, the names of any other candidates in order of preference.

Method of
voting.

| Order of preference | List the candidates in order of preference |
|---------------------|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |

3. A voting-paper shall not be valid unless the elector's first preference is legibly and unambiguously expressed.

4. There shall be appended to each voting-paper the following instructions:

Enter against the figure 1 the name of the candidate to whom you give first preference.

You may also enter, against the figures 2, 3, and so on, the names of other candidates in the order of your preference for them, continuing until you are indifferent. The order of your preferences is crucial. A later preference can be considered only if an earlier preference has received sufficient votes to qualify for election or has been excluded because of insufficient support. Under no circumstances can a later preference count against an earlier preference.

5. *Counting of votes: the first stage*

- (a) The voting-papers shall be sorted into parcels according to the first preferences recorded for each candidate, any invalid papers being set aside.
- (b) The number of first preference votes for each candidate and the total number of valid votes (i.e. voting-papers) shall be determined.

Counting of
votes.

- (c) The returning officer shall then determine the number of votes sufficient to secure the election of a candidate (the 'quota'), by dividing the total number of valid votes by $(n + 1)$, where n represents the number of places to be filled, the result
- (i) being rounded up to the next whole number above, if it is greater than 100 and is not an exact whole number,
 - or (ii) being rounded up in the second decimal place, if it is less than 100 and is not exact to two decimal places.

6. Election of a candidate

If at any stage of the count a candidate is credited with a number of votes equal to or exceeding the quota he or she shall be deemed to be elected, except that, if the number of candidates attaining the quota is greater than the number of places to be filled, the two or more candidates who attained the quota at the most recent stage of the count shall be deemed not to be elected, and the returning officer shall proceed to the next stage of the count.

7. Counting the votes: subsequent stages

Subsequent stages of the count shall be conducted as follows. When a candidate is deemed to be elected, the surplus of his or her votes (if any) above the quota shall be transferred¹ to the continuing candidates next in order of the voters' preference, in accordance with the provisions of Regulations 8 and 9. If two or more candidates have surpluses, the returning officer shall transfer¹ all such surpluses, beginning with the largest. When all surpluses have been transferred,¹ including any consequential surplus that arises as a result of the transfer of other surpluses, the candidate with the smallest number of votes shall be excluded from the poll, and his or her votes shall similarly be transferred to the continuing candidates next in order of the voters' preference, in accordance with the provisions of Regulations 10 and 11. If such a transfer creates a surplus, that surplus shall in turn be transferred,¹ and so on until the required number of candidates has been elected. Each transfer, whether of the surplus votes of an elected candidate or of the total votes of an excluded candidate, shall be deemed to constitute a further stage of the count.

8. The transfer of a surplus

When a candidate is deemed to be elected, the returning officer shall calculate the surplus of that candidate's votes above the quota, and shall apply the following provisions:

- (a) If the number of votes credited to any candidate is greater than the quota and one or more vacancies remain, the surplus of that candidate's votes shall be transferred in accordance with the provisions of Regulation 9, except as provided under Regulation 8(d) below.
- (b) If two or more candidates have a surplus, the largest of these surpluses shall be transferred.
- (c) If two or more candidates have equal surpluses, the surplus of the candidate who was credited with the largest number of votes at the earliest stage at which they had an unequal number of votes shall be transferred first; if such two or more candidates have been credited with an equal number of votes at all stages of the count, the returning officer shall determine by lot which surplus to transfer.
- (d) If the surplus of an elected candidate, together with any other surplus not yet transferred, does not exceed
 - either (i) the difference between the numbers of the votes credited to the two continuing candidates lowest on the poll,
 - or (ii) the difference between the total number of votes credited to the two or more candidates lowest on the poll and the number of votes credited to the candidate next above them on the poll,

the transfer of such a surplus shall be deferred and shall be reconsidered at the next stage of the count.

9. A surplus shall be transferred in the following manner:

- (a) In the case of a surplus arising at the first stage, the returning officer shall examine all the voting-papers in the parcel of the elected candidate whose surplus is to be transferred.
- (b) In the case of a surplus arising at a later stage, which results from the transfer of another surplus or from the exclusion of a candidate or candidates, the returning officer shall examine only the

¹ But see Regulation 8(d). The transfer of a surplus shall be deferred until a later stage of the count if it would not affect the order of the two (or, in certain circumstances, more than two) candidates lowest on the poll.

papers which are contained in the sub-parcel last received by the elected candidate, which gave rise to the surplus.

- (c) The voting-papers to be examined shall be sorted into sub-parcels according to the next available preferences for continuing candidates, any papers on which no next available preference is expressed being set aside.
- (d) The number of papers in each sub-parcel, the total number of transferable papers, and the number of non-transferable papers shall be determined.
- (e) The returning officer shall determine the value of the papers to be transferred in the following manner:
 - (i) If the present total value of the transferable papers exceeds the surplus, the transferable papers shall be transferred at a fractional transfer value, which shall be determined by dividing the surplus by the number of transferable papers to two decimal places, ignoring any remainder. The papers shall be marked with their new transfer value.
 - (ii) If the present total value of the transferable papers does not exceed the surplus, the transfer value of each paper shall be its present value.
- (f) Each continuing candidate shall be credited with the value of any papers transferred to him or her, and any non-transferable differences between the total value of such papers and the surplus shall be added to the previous non-transferable total.
- (g) When a surplus has been transferred under this regulation, the returning officer shall ascertain which candidates (if any) are deemed to be elected in accordance with the provisions of Regulation 6.

10. *The exclusion of a candidate*

If, when all surpluses have been transferred (or when their transfer has been deferred under Regulation 8(d)), one or more vacancies remain unfilled, the candidate or candidates credited with the smallest number or numbers of votes shall be excluded from the poll, as follows:

- (a) The two or more candidates credited with the smallest number of votes shall be excluded together if the total number of votes of such two or more candidates together with the total of any surpluses not transferred under Regulation 8(d) does not exceed the number of votes credited to the candidate with the next smallest number of votes.
- (b) Otherwise, the candidate credited with the smallest number of votes shall be excluded if the number of votes of such a candidate together with the total of any surpluses not transferred under Regulation 8(d) does not exceed the number of votes credited to the candidate with the next smallest number of votes.
- (c) If the two or more candidates credited with the smallest number of votes have each the same number of votes, the candidate who had the smallest number at the earliest stage at which they had an unequal number shall be excluded. If such two or more candidates have been credited with the same number of votes at all stages of the count, the returning officer shall determine by lot which candidate to exclude.

11. The exclusion of a candidate or candidates from the poll shall be effected in the following manner:

- (a) The voting-papers of the candidate or candidates to be excluded shall be arranged in parcels in descending order of their transfer value.
- (b) The parcel of papers of the highest transfer value shall be sorted into sub-parcels according to the next available preferences for continuing candidates, any papers on which no next available preference is expressed being set aside.
- (c) The returning officer shall determine the number and value of the papers in each sub-parcel, and the number and value of the non-transferable papers.
- (d) Each continuing candidate shall be credited with the value of any papers transferred to him or her, and the value of any non-transferable papers shall be added to the previous non-transferable total.
- (e) After the transfer of a parcel of papers of any one transfer value, the returning officer shall ascertain which candidates (if any) are deemed to be elected in accordance with the provisions of Regulation 6.
- (f) Any remaining parcels of papers shall be sorted and transferred in turn in descending order of their transfer value in the same way; after each such transfer the returning officer shall ascertain

which candidates (if any) are deemed to be elected in accordance with the provisions of Regulation 6.

12. *The final stages*

(a) When the proposed exclusion of a candidate or candidates would reduce the number of continuing candidates to the number of vacancies remaining unfilled, such continuing candidates shall be deemed to be elected.

(b) When the last vacancies can be filled under this regulation, no further transfers of votes shall be made, and the remaining continuing candidate or candidates shall be formally excluded from the poll.

Publication of results.

13. In publishing the result of the election the returning officer shall include a notification of any transfer of votes made under these regulations, and of the total number of votes credited to each candidate after any such transfer.

Recounts.

14. Any candidate or any candidate's representative may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes, request the returning officer to re-examine and recount the papers of any or all candidates (not being papers set aside at a previous transfer as finally dealt with), and the returning officer shall forthwith re-examine and recount the same accordingly; the returning officer shall also have discretion to recount votes either once or more often in any case in which he or she is not satisfied as to the accuracy of any previous count; provided that nothing contained in this regulation shall make it obligatory for the returning officer to recount the same votes more than once.

Queries.

15. If any question shall arise in relation to any transfer of votes, the decision of the returning officer, whether expressed or implied by his or her acts, shall be final.

Returning officer.

16. For the purposes of these regulations the Vice-Chancellor or a duly appointed deputy shall be the returning officer.

Definitions.

17. In these regulations:

(a) 'valid voting-paper' means a voting-paper on which a first or an only preference is legibly and unambiguously expressed;

(b) 'invalid voting-paper' means a voting-paper on which no first preference is expressed, or on which any first preference is void for uncertainty;

(c) 'continuing candidate' means a candidate not yet elected and not excluded from the poll;

(d) 'next available preference' means the next preference in order, passing over any earlier preferences for candidates who have already been elected or excluded;

(e) 'transferable paper' means a voting-paper on which a next available preference for a continuing candidate is legibly and unambiguously expressed;

(f) 'non-transferable paper' means a voting-paper on which no next available preference for a continuing candidate is expressed, or on which any next available preference is void for uncertainty;

(g) 'transfer value' means the value, being unity or less, at which a voting-paper is transferred from an elected or an excluded candidate to a continuing candidate.

BOARDS, SYNDICATES, ETC.

GENERAL REGULATIONS

APPOINTMENT, ATTENDANCE, AND RETIREMENT OF MEMBERS

Period of appointment.

1. Unless it is otherwise provided by Statute or Ordinance, members of permanent Boards, Syndicates, and other bodies constituted by Statute or Ordinance shall be appointed for such periods that one or more members shall retire annually.

Periods of appointment when body first constituted.

2. When such a Board, Syndicate, or other body is first constituted the Council shall, unless it is otherwise provided by Grace or by the regulations for the body concerned, determine the periods for which each of the members first elected or appointed shall serve, and the Registry shall publish a notice of the Council's determination.

Appointment of successors.

3. If a member of any body constituted in the University by or under Statute or Ordinance has declared an intention to resign her or his membership of the body on a specified date, a successor may

be elected or appointed, as the case may be, to fill the forthcoming vacancy not more than forty-two days of term before the expected date of the vacancy.

4. The Council shall be empowered to make an appointment, or to approve an appointment to a particular body made by the authority specified in the regulations for that body, on a date later than the regulations prescribe when the appointing body have been unable to make an appointment by the prescribed date.

Late appointments.

5. If at a meeting of an electing or appointing body it should appear upon a vote being taken that an election or appointment would be decided by the Chair's casting vote, and the Chair should desire to postpone the giving of such vote, a majority of the members present at the meeting may authorize the Chair to give that vote, and so to decide the election or appointment, without a further meeting of the body, at any time within six weeks of the day on which such authority is given.

Chair's casting vote.

6. The members of any body constituted in the University by Statute or Ordinance shall not include persons *in statu pupillari* except in so far as it is expressly provided (whether by the use of the phrase *in statu pupillari* or by the use of some other phrase) in the Statute or Ordinance which determines the composition of that body.

Members *in statu pupillari*.

7. If a member of such a Board, Syndicate, or other body is absent from three successive meetings of which due notice has been given, that member's seat shall become vacant at the end of the third of such meetings, unless at that or an earlier meeting the cause of the absence has been declared sufficient by the body of which the person concerned is a member; provided that *ex officio* members, members in class (e) of Faculty Boards, and any member appointed when not normally resident within ten miles of the University Church, shall be exempted from the operation of this regulation. Any vacancy caused under this regulation shall be reported to the Registry by the Secretary of the body concerned.

Absence from meetings.

8. A non-resident member of such a Board, Syndicate, or other body shall be entitled to reimbursement of his or her expenses in respect of attendance at a meeting of the body concerned up to a sum not exceeding the return railway fare between Cambridge and the member's normal place of residence or other place approved by the Finance Committee of the Council, together with a subsistence allowance, in accordance with rates to be determined from time to time by the Finance Committee.

Expenses of non-resident members.

9. In any Statute or Ordinance, unless that meaning is expressly or by necessary implication excluded, the term 'appointed' shall include the meaning 'co-opted'.

'Co-opted' included in 'appointed'.

ANNUAL REPORTS

The Council or the General Board may require that the Annual Report of any Board, Syndicate, or other body which is responsible to them, or of the Head of any Department which is under their supervision, shall conform to such conditions as they may consider desirable. The Report may be published in the *Reporter* if the Council or the General Board, as the case may be, are of the opinion, after consulting the body or the Head of the Department concerned, that there are special reasons justifying such publication.

SPECIAL REGULATIONS

BOARD OF ELECTORS TO LIVINGS

1. The selection for presentation to a vacant benefice shall be made by a Board of Electors which shall be constituted for the occasion and which shall consist of the Vice-Chancellor (or a duly appointed deputy) and eight members of the Senate appointed by the Council (four on the nomination of the Faculty Board of Divinity). The selection made shall require the approval of the Council.

Board of Electors, to select for approval by Council.

2. In general, when any benefice, the presentation to which is to be made by the University, shall become vacant, the Board shall give public notice of the vacancy and of the date by which applications for the benefice shall be made, provided that the Board may in exceptional circumstances determine that no such notice should be given. If no public notice is given the Board shall indicate the fact to the Council when communicating their selection.

Notice of vacancy in a benefice.

3. If the Electors shall be unable to select a clerk for any vacant benefice the selection shall be made by the Vice-Chancellor. If the Vice-Chancellor shall be unable to select a clerk, he or she shall report to the Council to that effect.

Failure to select.

- Sealing of deed of presentation. 4. When a clerk has been selected, the Council shall be empowered to order that the Common Seal of the University be affixed to the deed of presentation.
- Candidature of an Elector. 5. If an Elector shall be a candidate for a vacant benefice, he or she shall be thereby disqualified from acting in the selection of a clerk for such benefice.
- Secretary of Board. 6. The Registry or a deputy appointed by the Registry shall be Secretary of the Board of Electors.

BOARD OF EXAMINATIONS

- Constitution. 1. The Board of Examinations shall consist of:
- (a) a Pro-Vice-Chancellor, appointed by the General Board, as Chair;
 - (b) the Proctors;
 - (c) three persons appointed by the Council;
 - (d) three persons appointed by the General Board, one of whom shall be a member of that Board's Education Committee and one of whom shall be a person *in statu pupillari* appointed on the recommendation of Cambridge University Students' Union;
 - (e) one Senior Tutor appointed by the Senior Tutors' Committee.
- Except for the member in class (d) *in statu pupillari*, the members in classes (c), (d), and (e) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment, save that membership of the member in class (d) who is a member of the General Board's Education Committee and of the member in class (e) shall lapse if the person ceases to be a member of the Education Committee or a Senior Tutor, as the case may be.
- The member in class (d) *in statu pupillari* shall be appointed in the Easter Term to serve for one year from 1 July next following her or his appointment.
- Secretary. 2. The Registry, or a duly appointed deputy, shall be Secretary of the Board. The Board shall meet at least once in each term.
- Lecture-rooms. 3. The Board shall have the duty of assigning lecture-rooms so far as that duty may be delegated to them by the Council.
- Examinations. 4. The Board shall be charged with arrangements for the conduct of all University examinations, other than those for which the Board of Graduate Studies are responsible, as follows:
- (a) The Board shall provide and prepare suitable rooms for all University examinations.
 - (b) The Board shall draw up an order for each examination in consultation with the Examiners, and shall publish it at least a fortnight before the examination begins. The order of examination shall be prefixed to the final list of candidates for each examination.
 - (c) The Board shall consider the cases of candidates who for special reasons apply to be examined under other than the ordinary conditions, or at other times than those previously advertised, and shall give or withhold permission for them to be examined otherwise. They shall also determine the conditions under which such permission may be given. Applications shall be sent by Tutors to the Secretary of the Board.
 - (d) The Board shall appoint a Supervisor and one or more Invigilators for each session of a University examination held within the Precincts of the University. Supervisors shall be responsible for the general arrangements in the examination room; they shall prepare a report on the candidates' attendance, and shall despatch the candidates' scripts at the end of the session in accordance with instructions issued by the Secretary of the Board. Invigilators shall be present throughout the session and shall be responsible for the surveillance of the candidates.
 - (e) The Board shall instruct Supervisors and Invigilators in their duties, and may make rules (see the Appendix to these regulations) for the guidance of candidates and for the prevention of misconduct. The Board shall have power to impose on a person infringing one or more of those rules a fine not exceeding £175.
 - (f) When the Supervisor or Invigilator is not an Examiner it shall be the duty of the Chair of Examiners or the Senior Examiner to arrange for one at least of the Examiners to be present for the first twenty minutes of each session.
 - (g) The Board shall be charged with the payment of all Examiners and Assessors in accordance with the relevant Ordinances; and they shall pay the expenses of all practical examinations. Before making such payments they shall obtain from the Chair of Examiners or the Senior Examiner, or from the individual Examiners, statements of the work done by and the payments due to each Examiner and Assessor, and shall see that these statements are in conformity with the Ordinances. The Board shall also determine the rates of payments to be made to Supervisors and Invigilators.
- Examination rooms. Orders of Examinations. Special arrangements. Supervisors and Invigilators. Payment of Examiners.

- (h) In addition to Supervisors and Invigilators, it shall be the duty of the Board to provide a suitable number of attendants at each examination room. The Board shall have power to employ additional staff in this capacity when necessary. Room attendants.
- (i) It shall be the duty of the staff of the Board's Office to record the attendance of candidates for all University examinations. An amended copy of the final list of candidates shall be prepared after the beginning of every examination, and retained as part of the University's official record. Recording of candidates' attendance.
5. The Board shall make such reports to the Council and to the General Board as they deem necessary or as those bodies may require.
6. The Board shall have power to refer any candidate for any University examination to the Fitness to Study Panel under the University's procedure to determine fitness to study. Fitness to study.

APPENDIX

RULES FOR THE GUIDANCE OF CANDIDATES AND FOR THE PREVENTION OF MISCONDUCT IN EXAMINATIONS

Amended by Notice (Reporter, 2015-16, p. 120)

1. Candidates shall not commence writing at the start of an examination session until authorized to do so by the Supervisor or Senior Invigilator. Candidates shall stop writing at the end of an examination session when similarly instructed.
2. Except with the consent of the Supervisor or Senior Invigilator, no candidate shall be allowed to enter an examination room later or to leave an examination room earlier than thirty minutes after the beginning of a session.
3. A candidate may take a small bottle of non-carbonated drink to her or his desk for consumption during an examination session provided that no disturbance is thereby caused to other candidates. Except with the written consent of the Secretary of the Board of Examinations no food or other items of drink may be taken into an examination room; cigarettes, e-cigarettes, and the like are also prohibited from all examination venues. A Supervisor, Invigilator, or Examiner has authority to deprive a candidate of unauthorized items until the examination session is ended.
4. No candidate shall take into an examination room or have in her or his possession during an examination any book or paper relevant to the examination unless specifically authorized. A Supervisor, Invigilator, or Examiner has authority to confiscate such documents.
5. No candidate shall take into an examination room any electronic calculator or other means of data storage or retrieval unless specifically authorized. A Supervisor, Invigilator, or Examiner has authority to confiscate unauthorized items. If a candidate is suspected of unfair means, the item will be confiscated until the Advocate has authorized its return. Where also specified, an electronic calculator must carry an official mark indicating that it has been approved for use in University examinations.
6. No candidate shall have in her or his possession during an examination any electronic communication or audio device. A Supervisor, Invigilator, or Examiner has authority to deprive a candidate of such equipment until the examination session is ended.
7. Candidates shall not remove from an examination room any paper except the question paper and such books or papers, if any, as they were authorized to take into the room. Until the time at which candidates are allowed to leave the examination room, no copy of any examination paper shall be taken from the room without the consent of the Supervisor or Invigilator.
8. No candidate shall communicate with any other candidate during an examination session.
9. Candidates shall not leave their places during a session except with the consent of the Supervisor or an Invigilator.
10. Candidates shall be dressed decently and not in a manner that is likely to create a disturbance in the examination room, or to distract the attention of other candidates.
11. A Supervisor, Invigilator, or Examiner shall report to the Board of Examinations any breach of these rules and shall inform the candidate concerned that such a report is to be made. A candidate shall not be dismissed from a session except as provided in Rule 12.
12. A candidate who acts in such a way as to disturb or inconvenience other candidates shall be warned and may, at the discretion of the Supervisor, Invigilator, or Examiner, either be required to change seat or be dismissed from the session.
13. Candidates attending a practical examination must comply with the safety requirements of the laboratory in which the examination is held.
14. Candidates shall have regard for the welfare of others, including the general public, at the end of examination sessions (both their own sessions and those of others). In particular they should avoid: noise that might disturb active examinations or other work nearby; littering or damage, especially with food or drink; and obstructing highways or thoroughfares. Candidates shall comply with instructions given by University staff performing their duties.

BOARD OF GRADUATE STUDIES

Amended by Grace 6 of 13 July 2016

Constitution.

1. The Board of Graduate Studies shall consist of

- (a) one member appointed by the General Board as Chair, who shall also be a member of the Education Committee;
- (b) two members of the Regent House appointed by the Council;
- (c) four members of the Regent House appointed by the General Board;
- (d) two members of the Regent House appointed by the Senior Tutors' Committee, one of whom shall normally be a Graduate Tutor;
- (e) up to four members of the Regent House co-opted by the Board.

Members in classes (a), (b), and (c) shall be appointed in the Michaelmas Term to serve for four years from 1 January next following their appointment. Members in classes (d) and (e) shall be appointed in the Easter Term to serve for three years from 1 October.

Duties.

2. It shall be the duty of the Board:

- (a) to decide on applications for admission as Graduate Students from persons who have been recommended for admission by a Degree Committee, and to exercise a general superintendence over Graduate Students;
- (b) to exercise such functions as may be assigned to the Board by Ordinance in the admission to the University of such other categories of graduate students, who do not seek admission under (a) above, and to record their subsequent progress; excluding Affiliated Students;
- (c) to consider and decide upon all applications of Graduate Students for such allowances under the regulations for the degrees of Doctor of Philosophy, (Doctor of Business)¹, Doctor of Engineering, Master of Science, Master of Letters, and Master of Philosophy, as may be prescribed by Ordinance;
- (d) to consider and decide upon all applications of candidates for special allowances under the special regulations for the degree of Doctor of Philosophy;
- (e) to consider and decide upon applications from candidates for special allowances under the regulations for the Diplomas in Economics, in International Law, and in Legal Studies, and Certificates of Postgraduate Study;
- (f) to receive the reports, recommendations or resolutions of the Degree Committees on the work of candidates for the degrees of D.D., LL.D., Sc.D., Litt.D., Mus.D., Ph.D., Eng.D., Ed.D., M.Sc., M.Litt., M.Res., M.Phil., M.St., and Vet.M.D. who have been recommended by the Degree Committee concerned, and to publish the names of those candidates on whom, in the opinion of the Board or of the Degree Committee concerned, the degrees should be conferred;
- (g) to receive the reports, recommendations, and resolutions of the Degree Committees on the work of candidates for the qualifications listed in (e) above who have been recommended or approved by the Degree Committee concerned, and to publish the names of those candidates to whom, in the opinion of the Board, or of the Degree Committee concerned, the qualifications should be awarded;
- (h) to award studentships or scholarships from funds under the Board's control and to make nominations for national postgraduate awards to the appropriate awarding body;
- (i) to supervise the Board of Graduate Studies General Fund;
- (j) to circulate to other universities information as to conditions of research and to correspond with candidates and other persons concerned;
- (k) to make an Annual Report to the Council and such other reports to the University as they think fit;
- (l) to undertake such other functions as may from time to time be assigned to them by the University.

Finance.

3. The balance of the annual income of the Board of Graduate Studies General Fund shall be invested, and held at the disposal of the Board of Graduate Studies for the furtherance of postgraduate study and research in the University.

Secretary.

4. The duties of the Secretary shall be:

- (a) to receive all applications for admission, allowances, and examination;
- (b) to conduct the correspondence of the Board;
- (c) to give information and advice to students;
- (d) to undertake any other duties assigned to the Secretary by the Board.

¹ The degree in angular brackets will be inserted with effect from 1 October 2017.

UNIVERSITY AND ASSISTANTS JOINT BOARD

- 1.** The University and Assistants Joint Board shall consist of members in the following classes: Constitution.
- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
 - (b) (i) eight members of the Senate, four of whom at least shall be either Heads of institutions or other persons concerned with the administration of assistant staff therein, appointed as follows:
 - (1) four persons, of whom one at least shall be a member of the Council, appointed by the Council;
 - (2) four persons appointed by the General Board;
 - (ii) the Registrar, the Director of the Finance Division, and the Academic Secretary, and the Head of the Human Resources Division of the University Offices (or their deputies) who shall be members *ex officio*;
 - (c) such number of University assistants representing bargaining units as the Council shall determine after discussion with those organizations to which the Council have granted negotiating rights. The Council shall from time to time announce in a Notice published in the *Reporter*:
 - (i) a definition of each bargaining unit;
 - (ii) the number of members of the Board in class (c) representing each organization to which negotiating rights have been granted for that bargaining unit.

Members of the Board in class (b)(i) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment; provided that, if at any time among the members in sub-class (1) there has ceased for any reason to be at least one member who is also a member of the Council, the Council shall have power to replace, if necessary, one of the members in that sub-class so as to satisfy that requirement for the remainder of the tenure of the person so replaced. Members of the Board in class (c) shall serve for such length of time as may be decided by the organization that they represent.

2. The Council shall appoint a University officer to be Joint Secretary of the Board. The members of the Board in class (c) shall appoint one of their own number to be Joint Secretary of the Board. Joint Secretaries.

3. The method of appointment of members in class (c) shall be decided by the organizations that they represent. The organizations concerned shall inform both Joint Secretaries of the names of the representatives whom they have appointed before those representatives take their place on the Board.

4. The duties of the Board shall be:

- (a) to keep under review the terms and conditions of employment of the assistant staff of the University;
- (b) to consider any matter that is referred to them by the Council or by the General Board, or any matter relating to the terms and conditions of employment of the assistant staff which they are requested to consider by the members of the Joint Board in class (b) or class (c);
- (c) to form Special Joint Negotiating Committees to consider all matters which affect more than one bargaining unit; representation on such Special Joint Negotiating Committees shall be subject to agreement between members of the Board in classes (b) and (c) provided that the Head of the Human Resources Division of the University Offices shall be one member from class (b) and there shall be at least one member in class (c) from each organization representing the bargaining units affected;
- (d) to form for each bargaining unit a Standing Joint Negotiating Committee consisting of:
 - (i) (1) the Head of the Human Resources Division of the University Offices;
 - (2) three members appointed from among the members of the Board in class (b) by the members of the Board in class (b)(i);
 - (ii) the members of the Board in class (c) representing that bargaining unit.

5. The duties of each Standing Joint Negotiating Committee shall be:

- (a) subject to the provisions of Regulation 4(c), to keep under review the terms and conditions of employment of the assistant staff of the bargaining unit concerned, including in particular matters relating to salaries and wages; allowances; hours of work, holidays, and compensation for overtime; payments during absence through sickness; training; recruitment; welfare; recognition of long service; and pensions (other than matters relating to the operation or management of the Pension Scheme);
- (b) to consider any matter that is referred to them by the Joint Board or any matter relating to the terms and conditions of employment of the assistant staff which they are requested to consider by members of the Committee in either class (b) or class (c) of the Board. When the members

Duties of
Standing Joint
Negotiating
Committees.

of a Committee in both classes (b) and (c) of the Board agree to recommend amendment of any regulation, supplementary regulation, schedule, or instruction concerning the conditions of employment of University assistants within the bargaining unit concerned, the Committee shall report thereon to the Board.

6. No business shall be transacted by any Joint Negotiating Committee, whether Special or Standing, unless there is present a majority of the members of the Committee in each of classes (b) and (c) of the Board.

7. Each Joint Negotiating Committee shall mutually agree on the choice of a person to act as Chair. The Chair need not be a member of the Joint Board. Unless the Chair is a member of the Committee, he or she shall not have a vote.

8. The Chair shall adjourn or intermit any meeting of a Joint Negotiating Committee if members of the Committee in either class (b) or (c) of the Board so request.

9. A Joint Negotiating Committee shall allow officials from an organization represented on that Joint Negotiating Committee, who need not be University assistants, to attend and take part in the meetings of the Committee if this is requested by those members of the Committee in class (c) of the Board who represent that organization.

Procedure.

10. The rules of procedure of each Joint Negotiating Committee shall be subject to agreements on procedure that may be negotiated from time to time between the Council and the General Board, acting on behalf of the University as employer, and the Trade Unions or other organizations represented on that Committee, provided that

- (a) no details of voting shall be recorded at any meeting of a Joint Negotiating Committee, and reports of a Joint Negotiating Committee shall not be signed by members;
- (b) no resolution of a Joint Negotiating Committee shall be valid unless agreed by a majority of the members of the Committee in each of classes (b) and (c) of the Board.

11. Resolutions of a Joint Negotiating Committee shall be transmitted to the Joint Board for submission to the Council before publication. No amendment proposed by the Council or the Joint Board shall be made unless it is agreed by a majority of the members of the appropriate Joint Negotiating Committee in each of classes (b) and (c) of the Board.

12. If there is a failure to agree within a Joint Negotiating Committee the substance of the failure shall be reported to the Board for discussion. If there is still failure to agree after discussion within the Board, the matter shall be referred to the Council, in which case, if the Council are unable to put forward a proposal acceptable to a majority of the members of the Joint Negotiating Committee concerned in each of classes (b) and (c) of the Board, the Council shall then request the members of the Joint Negotiating Committee to reach agreement on the machinery to be used for settlement.

WEST AND NORTH WEST CAMBRIDGE ESTATES BOARD

Grace 4 of 13 July 2016; amended by Notice (Reporter, 2015–16, p. 753)

Constitution.

1. The West and North West Cambridge Estates Board shall consist of the following, the majority of whom shall be external members:

- (a) a person appointed by the Council as Chair who shall be a person with experience and expertise in matters relevant to the affairs of the Board;
- (b) up to nine and no fewer than five members appointed by the Council who shall be persons with experience and expertise in matters relevant to the affairs of the Board (two of whom shall be members of the Regent House, one of whom shall not be a senior officer in the University¹ and shall have no previous association with the management of the West and North West Cambridge Estates and one of whom shall be a Pro-Vice-Chancellor).

Subject to Regulation 12 below and the General Regulations for Boards, Syndicates, etc., members shall be appointed for four years from 1 January following their appointment.

2. The Registry shall appoint the Secretary of the Board.

Quorum.

3. No business shall be transacted at any meeting of the Board unless at least four members are present, of whom one must be a member of the Regent House meeting the criteria specified in parentheses in Regulation 1(b) above.

¹ For the purpose of these terms of reference, the senior officers who shall not be eligible for appointment shall be the University officers listed in Statute A VII 4, and in the Ordinance made under it.

4. Within the strategic and financial framework and any other limitations set by the Council or the University, as amended from time to time, the Board shall be responsible for: Responsibilities.

- (i) the management, development, and stewardship of the North West Cambridge Estate (being the University's land and property holdings in the area between Madingley Road, Huntingdon Road, and the M11 motorway); and
- (ii) the development and stewardship of the West Cambridge Estate (being the University's land and property holdings in the area bounded by Madingley Road, Clerk Maxwell Road, the Coton Footpath, and the M11).

The Board shall have authority to establish such sub-committees reporting to the Board as it sees fit.

5. Subject to the restrictions set out in Regulations 4, 6, and 7, the Board shall be authorized to exercise in the name of the University in relation to the affairs of the Board all the powers of the University, except in so far as the Statutes and Ordinances expressly or by necessary implication provide otherwise.

6. The approval of the Finance Committee shall be required for any proposal to borrow money or to establish or acquire an interest in any company registered under the Companies Acts or otherwise.

7. For the avoidance of doubt, no proposal relating to the erection, demolition, or substantial alteration of any building for academic or (non-commercial) research purposes shall be implemented unless it has been specifically approved by Grace of the Regent House.

8. The Board shall make an Annual Report to the Council, which shall include a budget and audited accounts and which shall be published to the University either as a whole or in summary. The Board shall make such other reports and take such other steps as the Council may require from time to time. Annual Report.

9. Members of the Board shall register and declare all personal and business interests which may, or may be perceived to, influence their judgement in connection with the affairs of the Board and, where appropriate, shall withdraw from related business and discussions. The Council may from time to time determine procedures for the financial regulation and conduct of the affairs of the Board after consultation with the Chair of the Board. Declaration of personal and business interests.

10. There shall be the post of a Project Director for the North West Cambridge project. The duties of the Project Director shall be determined jointly by the Chair of the Board and the Director of Estates Strategy. Appointments and reappointments to the post of Project Director shall be made by the Board. Project Director.

11. The Council shall have the power in exceptional circumstances to discharge the Board and to assume full responsibility itself for the management, development, and stewardship of the West and North West Cambridge Estates for the time being.

12. The Council shall have the power at any time to revise the period of a person's appointment as a member of the Board.

ACCOMMODATION SYNDICATE

1. There shall be an Accommodation Syndicate, which shall consist of: Constitution.

- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
- (b) three persons appointed by the Council, one of whom shall be a research worker employed by the University in an unestablished capacity;
- (c) one person appointed by the Senior Tutors' Committee;
- (d) one person appointed by the Committee of Graduate Tutors;
- (e) one person appointed by the Bursars' Committee;
- (f) one member of the assistant staff appointed by the University and Assistants Joint Board;
- (g) two members of the University *in statu pupillari* appointed by the Graduate Union;
- (h) one member of the University *in statu pupillari* appointed by Cambridge University Students' Union;
- (i) not more than two persons co-opted by the Syndicate, provided that it shall not be obligatory for the Syndicate to co-opt any person or persons.

Members in classes (b), (c), (d), (e), and (f) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment. Members in classes (g) and (h) shall be appointed in the Easter Term to serve for the academical year next following their appointment. Any member in class (i) shall serve until the end of the calendar year in which he or she is co-opted.

- Duties. **2.** The duties of the Syndicate shall be:
- (a) to keep under review the accommodation (other than accommodation provided by Colleges) available for members of the University *in statu pupillari*, persons employed by the University,¹ and academic visitors;
 - (b) to maintain a register of such accommodation and to provide an advisory service relating to it;
 - (c) to ensure as far as possible an adequate supply of such accommodation;
 - (d) to supervise the work of the Accommodation Office.
- Secretary of the Syndicate. **3.** There shall be a University office of Secretary of the Accommodation Syndicate, appointments and reappointments to which shall be made by an Appointments Committee consisting of the members of the Syndicate in classes (a), (b), (c), (d), and (e).
- Duties. **4.** The duties of the Secretary shall be:
- (a) to attend the meetings of the Syndicate;
 - (b) to be responsible to the Syndicate for the work of the Accommodation Office;
 - (c) to report periodically to the Syndicate on the availability of accommodation;
 - (d) generally to assist the Syndicate in all matters connected with the work of the Syndicate.
- Quorum. **5.** No business shall be transacted at any meeting of the Syndicate unless the Chair and four other members at least are present.
- Reserved business. **6.** The provisions of Special Ordinance A (vii) 5 concerning reserved business shall apply to the Syndicate and to the Appointments Committee prescribed in Regulation 3 as if they were bodies constituted by Statute. These provisions shall apply also to any member of the Syndicate in class (i) who is not *in statu pupillari* as if he or she were a person *in statu pupillari*.
- Reports. **7.** The Syndicate shall make such reports to the Council as the Council may require.

CAREERS SERVICE SYNDICATE

- Constitution. **1.** There shall be a Careers Service Syndicate which shall be responsible for the administration of the University Careers Service. The Syndicate shall consist of:
- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
 - (b) four members of the Regent House appointed by the Council;
 - (c) twelve members of the Regent House nominated by the Colleges, Approved Foundations, and Approved Societies, in sequential rotation;
 - (d) two members of the University *in statu pupillari* appointed by the Council;
 - (e) not more than twelve persons co-opted by the Syndicate.
- Members in class (b) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment. Members in class (c) shall be appointed in the Michaelmas Term to serve for three years from 1 January following their appointment, four being appointed each year. The order of rotation of Colleges for the nomination of members in class (c) shall be as follows:
- Christ's College, Churchill College, Clare Hall, Clare College, Corpus Christi College, Lucy Cavendish College, Downing College, Emmanuel College, Darwin College, Fitzwilliam College, Gonville and Caius College, Girton College, Jesus College, King's College, Hughes Hall, Magdalene College, Pembroke College, Murray Edwards College, Peterhouse, Queens' College, St Edmund's College, Robinson College, St Catharine's College, Newnham College, St John's College, Selwyn College, Wolfson College, Sidney Sussex College, Trinity College, Trinity Hall, Homerton College.
- Members in class (d) shall be appointed in the Easter Term to serve for the academical year following that in which they are appointed. Members in class (e) shall be appointed in the Lent Term to serve for four years from 1 October following their appointment.
- Meetings. **2.** All meetings of the Syndicate shall be summoned by the Vice-Chancellor (or a duly appointed deputy); there shall be at least one meeting in each academical year.
- Quorum. **3.** The Chair and four other members shall constitute a quorum of the Syndicate.
- Duties. **4.** The duties of the Syndicate shall include the following:
- (a) to determine the policy for the University Careers Service;
 - (b) to provide information and advice about careers for all members of the University;

¹ Including research workers employed by the University in an unestablished capacity, postdoctoral research workers, and University assistants.

- (c) to establish and organize means of communication between members of the University who are seeking employment and employers, and in particular to keep registers of those seeking employment;
- (d) to administer the funds of the Syndicate and to approve the annual estimates, and to prepare and keep accounts, which shall be audited annually and published with the University Accounts;
- (e) to perform such other functions as may from time to time be assigned to the Syndicate by the University;
- (f) to make an Annual Report to the Council, and such other reports to the University as they think fit;
- (g) to promote the exchange of ideas between members of the University and representatives of other organizations on matters affecting the employment of graduate members of the University, in particular by holding seminars and other informal meetings from time to time.

5. The Syndicate shall appoint from their members an Executive Committee and shall delegate thereto such of their functions as they may deem expedient. The Executive Committee shall consist of the Chair of the Syndicate *ex officio* and four members of the Syndicate chosen from among those in classes (b) and (c).

Executive
Committee.

6. There shall be the University office of Secretary of the Syndicate, the holder of which shall be designated Director of the Careers Service, and such number of University offices of Careers Adviser as may be determined from time to time by the Council on the recommendation of the Syndicate. Appointments and reappointments to the office of Secretary and to an office of Careers Adviser shall be made by an Appointments Committee consisting of:

Secretary of
the Syndicate
and Director of
the Careers
Service.

- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
- (b) the Chair of the Syndicate;
- (c) three members of the Syndicate appointed by the Syndicate;
- (d) two persons appointed by the Council;
- (e) (except for the appointment of the Secretary of the Syndicate) the Secretary of the Syndicate.

Appointments
Committee.

Members in classes (c) and (d) shall be appointed in the Michaelmas Term of each calendar year of which the number is even, to serve for the two calendar years next ensuing. A member in class (c) who ceases to be a member of the Syndicate shall thereupon cease to be a member of the Appointments Committee.

7. For the appointment or reappointment of the Secretary of the Syndicate, the Registrary, or his or her deputy, shall act as Secretary of the Appointments Committee. For any other appointment, the Secretary of the Syndicate concerned shall act as Secretary.

8. The duties of the Secretary or Careers Advisers shall be determined by the Syndicate.

9. The Syndicate shall designate one of the Careers Advisers as Deputy Director.

Deputy
Director.

10. There shall be such number of University offices of Assistant to the Careers Advisers in Grade I and of such offices in Grades II and III as shall be determined from time to time by the Council on the recommendation of the Syndicate. Appointment and reappointment to the office of Assistant to the Careers Advisers shall be made by the Secretary of the Syndicate under procedures to be determined from time to time by the Council after consultation with the Syndicate.

11. The duties of an Assistant to the Careers Advisers shall be determined by the Syndicate and the scale of stipends of each grade of the office shall be determined by the Council, after consultation with the Syndicate.

12. The Secretary and any other University officer on the staff of the University Careers Service shall be resident in the University during term and for four weeks in the Long Vacation.

Residence of
officers.

13. The following shall be paid to the funds of the Syndicate:

Income.

- (a) an annual grant, to be continued until the University shall decide otherwise;
- (b) annual and other grants from Colleges, Approved Foundations, and Approved Societies in Cambridge;
- (c) contributions from public bodies and individuals in aid of the purposes of the Syndicate;
- (d) payments made in respect of publications issued by the Syndicate.

14. The provisions of Special Ordinance A (vii) 5 concerning reserved business shall apply to the Syndicate and to the Executive Committee as if they were bodies constituted by Statute.

Reserved
business.

LOCAL EXAMINATIONS SYNDICATE

1. The Local Examinations Syndicate shall consist of:

Constitution.

- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;

- (b) a University officer appointed by the Council;
- (c) six members of the Regent House appointed by the Council;
- (d) six members appointed by the Council on the nomination of the Syndicate who shall include persons with experience and expertise in education, training, and business matters relevant to the work of the Syndicate;

Members in classes (c) and (d) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment.

Chief
Executive of
the Syndicate.
Quorum.

2. There shall be the post of Chief Executive of the Syndicate. The Chief Executive shall act as Secretary of the Syndicate. The duties of the Chief Executive shall be determined by the Syndicate.

3. No business shall be transacted at any meeting of the Syndicate unless five members are present, of whom at least three are members in classes (a), (b), and (c).

Advisory
Councils.

4. There shall be such number of Advisory Councils as the Council may from time to time approve on the advice of the Syndicate. The function of an Advisory Council shall be to advise and assist the Syndicate in their work. The membership of each Advisory Council shall consist of:

- (a) a Chair who shall be the Chair of the Syndicate or a deputy appointed by the Chair;
- (b) three members of the Regent House appointed by the Syndicate from among the members of the Syndicate in class (c);
- (c) not more than four other members of the Regent House appointed by the Syndicate;
- (d) not more than twenty persons appointed by the Syndicate, who shall include persons with experience relevant to the work of the Advisory Council concerned.

Members in classes (b), (c), and (d) shall be appointed in the Michaelmas Term to serve for two years from 1 January following their appointment.

5. If a member of an Advisory Council in class (b) ceases to be a member of the Syndicate he or she shall thereupon cease to be a member of the Advisory Council concerned.

6. The Secretary of the Syndicate or a deputy appointed by the Secretary shall act as Secretary of each Advisory Council established under Regulation 4.

Appointments
Committee.

7. Appointments and reappointments to the post of Chief Executive of the Syndicate shall be made by a Committee specially constituted on the occasion of each appointment or reappointment. Such a Committee shall consist of:

- (a) the Vice-Chancellor or a duly appointed deputy;
- (b) the Chair of the Syndicate;
- (c) three persons appointed by the Council;
- (d) three persons appointed by the Syndicate;

The Registry shall act as Secretary of the Committee.

8. The primary work of the Syndicate shall be the conduct and administration of examinations in schools and other institutions and for persons who are not members of the University, including the fixing of fees, the issue of syllabuses, and the appointment and payment of Examiners.

9. Subject to the approval of the Council, the Syndicate shall be authorized to establish one or more companies registered under the Companies Acts with limited liability, either wholly-owned by the University or, if charitable, of which the University is the sole member, and to transfer part of its work to such company or companies. The Syndicate shall act on behalf of the University in relation to the affairs of such company or companies, except that those members of the board or governing body of each company whose appointment is the responsibility of the University shall be appointed by the Council on the nomination of the Syndicate.

Powers.

10. Without prejudice to the generality of Regulation 8, the Local Examinations Syndicate shall be authorized to exercise in the name of the University in relation to the affairs of the Syndicate the following powers (being powers which for the avoidance of doubt it is desirable to mention expressly) namely:

- (a) to co-operate with the Department for Education, associations of teachers, and other bodies in Great Britain in the provision of examinations, and to issue certificates to successful candidates;
- (b) to co-operate with educational authorities and other bodies overseas in the provision of examinations and to issue special certificates;
- (c) to make arrangements for the inspection of schools on application by the school authorities;
- (d) to conduct special scholarship and other examinations, primarily intended for persons who are not members of the University, such as examinations for Certificates of Proficiency in English and other modern languages, and to co-operate with other bodies for such purposes;

- (e) to administer under Ordinance or Grace or when requested by the Council such scholarship and prize funds as may be or have been established from benefactions to the University and to award any such scholarship or prize;
- (f) to make donations from time to time, subject to the approval of the Council, to the Cambridge Commonwealth, European and International Trust, and other trusts established by the University to raise funds for the support of students from overseas studying in the University;
- (g) to bring, defend, and conduct on behalf of the University any legal proceedings in connection with the affairs of the Syndicate, provided that before instituting such proceedings they shall notify the Vice-Chancellor of their intention so to do; and they shall also notify the Vice-Chancellor, as soon as circumstances permit, of any legal proceedings threatened or brought against the University in connection with the affairs of the Syndicate;
- (h) in the name of the University to engage persons for employment in the service of the Syndicate, to determine their salaries and pensions, and to prescribe the conditions of their service, provided that the scheme for the structure of salaries, for pension arrangements, and for conditions of service of staff shall be subject to the general approval of the Council;
- (i) to do anything, subject to the provisions of Ordinances, which is calculated to facilitate, or is conducive to or incidental to, the discharge of any of their functions prescribed by these regulations.

11. The Syndicate shall make an Annual Report to the Council to which shall be appended the audited Annual Accounts of the Syndicate. Annual Report.

12. In any year in which the audited accounts show a sufficient balance the Syndicate shall pay over to the University Chest such a proportion of the balance as shall be agreed upon between the Syndicate and the Council.

PRESS SYNDICATE

1. The Press Syndicate shall consist of: Constitution.
- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
 - (b) a University officer appointed by the Council;
 - (c) sixteen members of the Senate appointed by the Council in the Michaelmas Term to serve for four years from 1 January following their appointment.

The Press Syndicate shall appoint a Secretary of the Press Syndicate who shall be the Chief Executive of the University Press.

2. No business shall be transacted at any meeting of the Press Syndicate unless five members at least are present. Quorum.

3. Without prejudice to the generality of the powers conferred by Statute on the Press Syndicate for the management of the affairs of the University Press, the Press Syndicate shall be authorized in the name of the University to exercise in relation to the affairs of the University Press the following powers (being powers which for the avoidance of doubt it is desirable to mention expressly) namely: Powers.

- (a) to engage such persons for employment in the service of the University Press as they in their sole discretion shall from time to time decide, and to determine their salaries and conditions of their service, including notice of termination of employment and retiring age;
- (b) to bring, defend, and conduct on behalf of the University any legal proceedings in connection with the affairs of the University Press, provided that before instituting such proceedings they shall notify the Vice-Chancellor of their intention so to do; and they shall also notify the Vice-Chancellor, as soon as circumstances permit, of any legal proceedings threatened or brought against the University in connection with the affairs of the University Press;
- (c) to acquire for the purposes of the University Press any property real or personal and whether in the United Kingdom or elsewhere or any estate or interest therein; and to dispose in any manner of any such property, being property of the University Press; but subject always to the provisions of the general regulations for University property (sites and buildings) insofar as they shall be expressly stated to apply to the University Press, and, as regards land in the United Kingdom, to any restrictions for the time being imposed by law on the acquisition or disposal of land by the University;¹

¹ The Press Syndicate have undertaken not to dispose, without the approval of the University, of the Pitt Building or of any property acquired from the University and specially designated by agreement between the Press Syndicate and the Council at the time of acquisition. The Syndicate have also undertaken to offer the Council the first option to acquire, at prevailing market price, any property in Cambridge which is to be disposed of by the Syndicate, such option if not taken up to lapse fourteen days after the offer.

- (d) to establish and maintain branches of the University Press in any part of the world and if they think fit to cause companies or other bodies approved by them to be incorporated for the holding or management of any such branches;
- (e) to establish reserve funds when in their opinion such funds are necessary to make provision for the future continuance of the University Press or for its prospective liabilities;
- (f) to cause the Press Seal to be affixed to any document in accordance with the provisions of Regulation 7 of these regulations;
- (g) to delegate any of their powers to a committee of the Press Syndicate or, except in the case of their power under sub-paragraph (f) of this regulation, to any officer of the University Press.
- Property of the University Press. **4.** All property of the University Press the title of which is capable of registration shall be registered in the name of the Chancellor, Masters, and Scholars of the University of Cambridge, or of nominees approved by the Finance Committee of the Council.
- Financial year. **5.** The financial year of the University Press shall end on 30 April.
- 6.** The Press Syndicate shall prepare, and shall publish an abstract of, the annual accounts of the University Press.
- Press Seal. **7.** The Press Syndicate shall provide for the safe custody of the Press Seal, which shall be used only by the authority of the Press Syndicate or of a committee of the Press Syndicate authorized by the Press Syndicate in that behalf, and every instrument to which the Press Seal shall be affixed shall be signed by a member of the Press Syndicate and countersigned by the Secretary of the Press Syndicate or by some other employee of the University Press who has been designated by the Press Syndicate for that purpose.

SELECT PREACHERS SYNDICATE

- Constitution. **1.** There shall be a Select Preachers Syndicate consisting of the Vice-Chancellor, the Regius, the Lady Margaret's, and the Norris-Hulse Professors of Divinity, the Vicar of Great St Mary's Church, the two Proctors, and four members of the Senate appointed by the Council in the Michaelmas Term to serve for four years from 1 January following their appointment. The Syndicate shall make such reports to the Council as the Council may require.
- Powers and duties. **2.** The Syndicate shall exercise the power of the University under Statute A X 6 to appoint the days during Full Term on which sermons shall be preached in the University Church. The Syndicate shall in every year not later than the end of the Lent Term publish the days that they have appointed for sermons (including the Hulsean Sermon) to be preached in the University Church during the following year. They shall at the same time submit to the Vice-Chancellor the names of the persons whom they recommend for appointment as Lady Margaret's Preacher and as preacher of the Ramsden Sermon, together with a list of persons (other than the Hulsean Preacher) to be invited to accept appointment as Select Preachers for the remaining days which they have appointed. The allocation of days to the several preachers shall be made by the Vice-Chancellor. If any preacher be prevented from preaching on the day assigned, the Syndicate shall submit to the Vice-Chancellor an alternative name.
- Other sermons. **3.** In addition to the Select Preachers who have been appointed in any year under Regulation 2, the Vice-Chancellor may on the recommendation of the Select Preachers Syndicate appoint a person or persons to preach in the University Church on another day or other days in that year.
- Select Preacher's fee. **4.** For every sermon the Select Preacher shall be paid a fee at a rate to be determined from time to time by the Council, on the recommendation of the Select Preachers Syndicate. A non-resident Select Preacher shall be entitled to receive, in addition to the fee, the return railway fare between Cambridge and his or her normal place of residence or other place approved by the Finance Committee of the Council, together with a subsistence allowance in accordance with rates to be determined from time to time by the Finance Committee.
- 5.** The Select Preachers Syndicate, in drawing up the list of preachers before the University, may use such liberty in the choice of preachers as is exercised by Diocesan Bishops in accordance with resolutions of the Convocations of the Church of England.

SENATE-HOUSE SYNDICATE

1. The Senate-House Syndicate shall consist of the Vice-Chancellor as Chair, the Registrar, the Esquire Bedells, the Proctors, the two Pro-Proctors who are nominated by the Colleges, and eight members of the Senate appointed by the Council in the Michaelmas Term to serve for four years from 1 January following their appointment. Constitution.

2. The Syndicate shall be responsible for the management and regulation of public ceremonials taking place in the Senate-House. They shall be empowered to make arrangements for admission to the Senate-House, for its proper preparation on occasions of public ceremonial, for issuing tickets when they think proper, for providing and assigning seats, and for assisting the University officers in the maintenance of order. The Syndicate shall have full control of the Senate-House Yard on occasions of public ceremonial in the Senate-House. Duties and powers.

3. The Syndicate shall make such reports to the Council as the Council may require.

SOCIETIES SYNDICATE

Amended by Grace 4 of 9 March 2016

1. The Societies Syndicate shall consist of: Constitution.

- (a) the Vice-Chancellor (or a deputy), who shall be the Chair;
- (b) the Junior Proctor (or a deputy);
- (c) three members of the Regent House appointed by the Council, one of whom shall be a Bursar and one a Senior Tutor;
- (d) three members of the University *in statu pupillari* appointed by the Technical Committee of the Syndicate from among the members of that Committee, provided that, when the Committee has among its members one or more graduate students, one member should be a graduate student;
- (e) two members of the University *in statu pupillari* appointed by the College delegates who serve on the Cambridge University Students' Union Council;
- (f) the Cambridge University Students' Union Services Officer and the Graduate Union President, *ex officio*.

2. Members in class (c) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment. Members in classes (d), (e), and (f) shall be appointed for one year from 1 October.

3. It shall be the duty of the Syndics: Duties.

- (a) to meet at least once in each academical year;
- (b) to manage any funds that may be made available to them, and to keep the accounts thereof;
- (c) to consider applications for financial assistance from societies, and to make grants to those societies which in their opinion are most deserving of such assistance; provided that if, in the opinion of the Registrar, an application has serious legal or financial implications for the University, no grant shall be made in respect of that application without the concurrence of the Council;
- (d) to give particular consideration to applications from societies judged by Faculty Boards to have special educational merits;
- (e) to report annually to the Council in the Michaelmas Term on the financial assistance provided to societies during the previous academical year.

4. The Syndics shall have power: Powers.

- (a) to require every society which applies for financial assistance:
 - (i) to demonstrate that membership of the society is open in principle and in practice to all resident members of the University, irrespective of political, religious, or social considerations;
 - (ii) to submit to the Syndics, in a form approved by them, a copy of its accounts, correctly audited, and countersigned by its Senior Treasurer;
 - (iii) to state the use which it intends to make of a grant or loan, and to report within an agreed period of time on the use made of each grant or loan;
 - (iv) to present evidence that it is not able to improve its immediate financial condition by raising membership fees, by improving management, by eliminating wasteful expenditure, or by recruiting more effectively;

- (b) to delegate to the Technical Committee constituted in accordance with Regulation 5 any part of their duties and powers that they may think fit.

Technical Committee

- Constitution. **5.** There shall be a Technical Committee of the Societies Syndicate which shall consist of:
- (a) the Junior Proctor (or a deputy), who shall be Chair;
 - (b) twelve members of the University *in statu pupillari*, one appointed by each of twelve societies nominated annually by the Syndics;
 - (c) the members of the Societies Syndicate appointed in class (f);
 - (d) the Cambridge University Students' Union Services Officer and the Graduate Union President, *ex officio*.

Members in classes (b) and (d) shall be appointed in the Easter Term to serve for one year from 1 October following their appointment.

- Duties. **6.** It shall be the duty of the Technical Committee:
- (a) to meet at least once in each term;
 - (b) to consider applications for financial assistance from societies, and to make grants to societies not exceeding an amount to be determined by the Syndics; provided that if, in the opinion of the Registrar, an application has serious legal or financial implications for the University, no grant shall be made in respect of that application without the concurrence of the Council;
 - (c) to submit annually to the Syndics an audited copy of any accounts which the Syndics may require the Committee to keep.

UNIVERSITY THEATRE SYNDICATE

- Constitution. **1.** There shall be a University Theatre Syndicate which shall consist of:
- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
 - (b) two Trustees of the Amateur Dramatic Club, appointed by the Council;
 - (c) one member of the Senate, appointed by the Council;
 - (d) one member of the Finance Committee of the Council, appointed by the Council on the nomination of the Committee;
 - (e) one person appointed by the Societies Syndicate;
 - (f) one person appointed by the Faculty Board of English;
 - (g) the President and the Senior Treasurer, for the time being, of the Amateur Dramatic Club;
 - (h) one member of the Amateur Dramatic Club, appointed by the Committee of the Club, who shall be a technician working in the ADC Theatre;
 - (i) one member of the Technical Committee of the Societies Syndicate appointed by that Syndicate;
 - (j) one person appointed by the Cambridge Arts Theatre Trust;
 - (k) the Chair of the Executive Committee, *ex officio*;
 - (l) not more than two persons, who may include persons *in statu pupillari*, co-opted by the Syndicate; one of these persons shall be chosen specifically to represent the interests of music and opera.

Members in classes (b), (c), (d), (e), (f), and (j) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment. Members in classes (h) and (i) shall be appointed to serve for the remainder of the academical year in which they are appointed. Co-opted members shall serve for the remainder of the academical year in which they are co-opted. The Secretary shall be appointed by the Registry.

- Duties. **2.** It shall be the main purpose of the University Theatre Syndicate to endeavour to ensure that the ADC Theatre is available for use and enjoyment as a University theatre, primarily for the production by University and College societies of plays, operas, and concerts, and the showing of films. Subject to any directions made by the Council or the Finance Committee, it shall be the duty of the Syndicate, in consultation with the Societies Syndicate, to determine the general policy of the ADC Theatre, particularly its administration and finance. The Syndicate shall keep under review the other theatrical facilities available in Cambridge, and shall take account of them in determining that policy each year. The Syndicate shall report annually to the Council in the Michaelmas Term on the affairs of the ADC Theatre, and shall in particular report the productions that have taken place there and indicate those produced by University and College societies.

3. There shall be an Executive Committee for the ADC Theatre which shall consist of:

Executive
Committee.

- (a) a member of the Regent House as Chair, appointed by the Council on the nomination of the Finance Committee;
- (b) a University officer appointed by the Council;
- (c) the members of the University Theatre Syndicate in classes (c), (g), and (h).

The Chair shall be appointed in the Michaelmas Term to serve for four years from 1 January following his or her appointment. The Secretary shall be appointed by the Registry.

4. Subject to any directions made by the Council or the Finance Committee, it shall be the duty of the Executive Committee:

Duties.

- (a) to meet at least three times each term;
- (b) to administer the ADC Theatre, and to make and publish rules and procedures for its use;
- (c) to determine for each user the period for which the facilities of the Theatre shall be available, and to fix the contract terms applicable to each user;
- (d) to establish and keep under review the financial procedures for the Theatre, to prepare and approve annual estimates of receipts and expenditure, to administer the Theatre's funds, and to receive at each meeting a report of its receipts and attendance;
- (e) to authorize the appointment of staff, other than the Manager, and to supervise their work;
- (f) to report termly to the Registry the productions that have taken place in the Theatre, with their financial results, and to report annually to the Finance Committee on the overall financial performance of the Theatre.

5. Appointments and reappointments to the University office of Manager of the ADC Theatre shall be made by the Council on the recommendation of the University Theatre Syndicate. The stipend of the holder of the office shall be determined by the Council on the advice of the Finance Committee. The duties of the office shall be determined by the University Theatre Syndicate.

Manager.

WEST AND NORTH WEST CAMBRIDGE ESTATES SYNDICATE

Rescinded by Grace 4 of 13 July 2016

UNDERGRADUATE ADMISSIONS COMMITTEE

1. There shall be an Undergraduate Admissions Committee which shall consist of:

Constitution.

- (a) the Pro-Vice-Chancellor with special responsibility for educational matters;
- (b) the Secretary or an Associate Secretary of the Senior Tutors' Committee;
- (c) the intercollegiate Director of Admissions;
- (d) three persons appointed by the Senior Tutors' Committee;
- (e) one person appointed by the Admissions Forum;
- (f) one person appointed by the Bursars' Committee;
- (g) four members of the Regent House, being three representatives of the Councils of the Schools, appointed by the Council on the nomination of the General Board and one further member appointed by the Council on its own nomination;
- (h) the Access Officer of Cambridge University Students' Union;
- (i) not more than three persons co-opted by the Committee, provided that it shall not be obligatory for the Committee to co-opt any person or persons.

2. The members of the Committee other than those in classes (a), (b), (c), (h), and (i) shall be appointed in the Michaelmas Term to serve for three years from the date of their appointment. Members in class (i) shall serve until the end of the calendar year in which they are co-opted.

Tenure.

3. Members in classes (a) and (b) shall jointly chair the Committee.

4. It shall be the duty of the Committee:

Duties.

- (a) to keep under review undergraduate admissions policy and practice, including matters related to widening access and participation and the funds associated with such activities, and to student numbers, and to make recommendations accordingly to the appropriate University or intercollegiate bodies;
- (b) to promote fairness and consistency in the Colleges' admissions policies.

5. The Committee shall establish a Management Group, not necessarily consisting wholly of members of the Committee, for the Cambridge Admissions Office.

Management
Group.

Restrictions. **6.** The Committee shall have no authority in the consideration of, or decision on, the applications of individual candidates for admission, and they shall so discharge their duties as in no way to diminish the freedom or the responsibility of the Colleges in the admission of members of the University *in statu pupillari*.

Reserved business. **7.** The provision of Special Ordinance A (vii) 5 concerning reserved business shall apply to the Committee as if it were a body constituted by Statute.

JOINT COMMITTEE ON DEVELOPMENT

Constitution. **1.** The Joint Committee on Development shall be a joint Committee of the Council and the Colleges and shall consist of:

- (a) the Vice-Chancellor and the Chair of the Colleges Committee (*ex officio*) who shall be co-Chairs;
- (b) a member of the Council appointed by the Council;
- (c) three members of the Regent House appointed by the Council, on the nomination of the General Board, who shall normally be persons having experience of fund-raising at the University level, one of whom shall be a Head of School;
- (d) a Head of House appointed by the Colleges' Standing Committee;
- (e) four persons appointed by the Colleges' Standing Committee having regard to their experience of fund-raising for the Colleges;
- (f) the Executive Director of Development and Alumni Relations;
- (g) the Executive Director of Cambridge in America.

Members in classes (b) to (e) shall be appointed in the Michaelmas Term to serve for three years from 1 January next following their appointment. The Pro-Vice-Chancellor (Planning and Resources), the Registry, the Academic Secretary, the Director of the Finance Division, and the Chief Operating Officer of Development and Alumni Relations of the University Offices shall have the right to attend meetings of the Committee.

Secretary. **2.** The Registry shall designate a University officer to act as Secretary to the Joint Committee.

Duties. **3.** The duties of the Joint Committee shall be:

- (a) to monitor the performance of, and recommend revisions to, the overall strategy for fund-raising on behalf of the University and the Colleges;
- (b) to keep under review and facilitate the relationships and links between the University and the Colleges and their members;
- (c) to receive and approve nominations to the Guild of Benefactors;
- (d) to facilitate and support effective collaboration between the University and the Colleges;
- (e) to establish, implement, and ensure the effectiveness of codes of practice and policies in support of its remit;
- (f) to receive and review the budget and work plan for collaborative activity in fund-raising undertaken through the office of Cambridge in America in the USA, and any such similar bodies that may be established in future on a jointly funded basis elsewhere in the world, and to recommend them to the Planning and Resources Committee for approval.

HEALTH AND SAFETY EXECUTIVE COMMITTEE

Constitution. **1.** The Health and Safety Executive Committee shall be a committee jointly of the Council and the General Board and shall consist of:

- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
- (b) three members of the Regent House appointed by the Council on the recommendation of the General Board of whom one shall be from an institution within the Schools of Arts and Humanities or the Humanities and Social Sciences and one from an institution within the Schools of the Biological Sciences, Clinical Medicine, Physical Sciences, or Technology;
- (c) the Chair of the Consultative Committee for Safety;
- (d) not more than two persons co-opted by the Committee, provided that it shall not be obligatory for the Committee to co-opt any person or persons.

2. Members in class (b) shall be appointed in the Michaelmas Term to serve for four years from 1 January next following their appointment. Co-opted members shall serve until 31 December of the year in which they are co-opted or of the following year, as the Committee shall determine at the time

of their co-optation. The Director of Health, Safety, and Regulated Facilities Division, the Director of Human Resources, and the Director of Estate Management shall have the right to attend meetings of the Committee. The Secretary of the Committee shall be appointed by the Registry.

3. The Committee shall:

- (a) ensure the necessary management actions are taken to give effect to University health and safety policy;
- (b) review the effectiveness of the University health and safety policy at intervals agreed by the Committee, but not exceeding two years;
- (c) review University strategy on health and safety at intervals not exceeding two years;
- (d) ensure that information about decisions on health and safety is communicated from the Committee to staff of the University;
- (e) receive annual reports on health and safety;
- (f) receive regular summary reports from the Consultative Committee for Safety and the Occupational Health Committee, and receive information from other sources where appropriate to health and safety;
- (g) oversee and, where appropriate, approve the development of University health and safety policy.

4. The Committee shall make an Annual Report to the Council and the General Board.

5. The Committee shall meet at least once in each term.

Secretary.

Duties of the Committee.

Annual Report.

INFORMATION SERVICES COMMITTEE

1. The Information Services Committee shall be a Committee of the Council and the General Board, and shall consist of:

- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
- (b) three persons appointed by the Council after consultation with the General Board;
- (c) one person appointed by the Council who is not a member of the Regent House;
- (d) three persons appointed from among the Heads of the Schools by the General Board;
- (e) two persons appointed by the Colleges' Committee;
- (f) one person appointed by the Library Syndicate;
- (g) the Registry;
- (h) two members of the University in *statu pupillari*, co-opted by the Committee, one of whom shall be a graduate student;
- (i) one person co-opted by the Committee, although it shall not be obligatory for the Committee to exercise this power.

2. The Director of Information Services shall be the executive officer of the Committee.

3. The appointment of members in classes (b), (c), (d), (e) and (f) shall be made in the Michaelmas Term for periods of four years from 1 January following. Two members in class (b), the member in class (c), one member in class (d) and one member in class (e) shall be appointed to serve in a year when the calendar year is odd; one member in class (b), two members in class (d), one member in class (e) and the member in class (f) shall be appointed to serve in a year when the calendar year is even. Co-opted members in classes (h) and (i) shall serve until 31 December of the year following that in which they are co-opted, provided that if a member in class (h) ceases to be in *statu pupillari* he or she shall thereupon cease to be a member in that class.

4. The Registry shall appoint the Secretary of the Committee, in consultation with the Chair.

5. It shall be the duty of the Committee:

- (a) to establish and keep under review, subject to the approval of the Council and the General Board and, where appropriate, the Colleges, a strategy for information services, and staffing requirements, across the University and Colleges in support of research, teaching and administration;
- (b) to promote the effective and efficient implementation of the information strategy where appropriate throughout the University and the Colleges, to advise on developments in information technology and its implementation, including the sharing of experience and solutions;
- (c) to establish mechanisms to ascertain information requirements of users across the University and the Colleges, and ensure that these requirements inform the strategy under (a) above;
- (d) to ensure, through the Director of Information Services, that any such information policies, facilities, and services provided by the University Information Services are operating effectively

Secretary.

Duties.

- and are fit for purpose, and to approve general principles for the allocation of resources and priorities in the use of information technology facilities;
- (e) to review and propose the budget for the University Information Services, on advice from the Director of Information Services;
 - (f) to be responsible for ensuring that appropriate project and budgetary management and control mechanisms are in place for such major information systems and technology projects as the Council or the General Board may from time to time determine, and to be accountable for the funds allocated for such projects;
 - (g) to ensure that all centrally provided systems and services provide value for money;
 - (h) to set, consulting the Councils of the Schools, Colleges and other institutions as necessary, minimum standards of service to be provided;
 - (i) to be responsible for the regulation and security of the use of information technology facilities within the University, and of such computing facilities in College institutions as may be designated for this purpose from time to time by the appropriate College authorities concerned, and for this purpose to make, or amend, and publish rules, subject to approval by the competent authority, and to impose on a person infringing one or more of those rules either or both of the following penalties:
 - (i) the suspension of authorization to use computing resources for such a period as the Information Services Committee shall determine;
 - (ii) a fine not exceeding £175.
 - (j) to make an annual report to the Council and the General Board and to the Senior Tutors' and Bursars' Committees, that report to include a review of the strategy for information services.
6. The Committee shall establish such sub-committees, or other bodies reporting to it, as it considers necessary effectively to discharge its duties.

RULES MADE BY THE INFORMATION SERVICES COMMITTEE

In these rules the following definitions shall apply. The term IT facilities shall mean the facilities of the University Information Services, and all other information technology facilities provided by the University, and any in College institutions designated by the appropriate College authority concerned as facilities to which these rules shall apply. The term Authorized Officer shall mean the Director of Information Services in the case of services under the supervision of the Information Services Committee, or in other cases the relevant University or College officer (in the case of University institutions, the Chair of the Council of the School, the Chair of the Faculty Board, or the Head of the Department; in the case of Colleges, a person appointed by the College for the purpose).

IT facilities are provided for use only in accordance with the aims of the University and the Colleges as promulgated from time to time, unless stated otherwise by the appropriate Authorized Officer.

1. No person shall use IT facilities, or allow them to be used by others, without due authorization given by the Information Services Committee or by the appropriate Authorized Officer, who may impose conditions of use to ensure efficient operation.

2. By means of published documentation an Authorized Officer may designate an IT facility as authorized for use by specified classes of persons and for specified purposes. In the case of facilities not so designated, resources are allocated individually; every such allocation of IT resources shall be used only for the designated purpose and only by the person to whom the allocation was made. Use shall not be made of IT resources allocated to another person or group of persons unless such use has been specifically authorized by the Information Services Committee or by the appropriate Authorized Officer.

3. No person shall by any wilful, deliberate, reckless, or unlawful act or omission interfere with the work of another user or jeopardize the integrity of data networks, computing equipment, systems programs, or other stored information.

4. All persons authorized to use IT facilities shall be expected to treat as privileged any information which may become available to them through the use of such facilities and which is not obviously intended for unrestricted dissemination; such information shall not be copied, modified, disseminated, or used, either in whole or in part, without the permission of the appropriate person or body.

5. In the case of any information which is designated in a Notice issued by or on behalf of the Information Services Committee as proprietary or otherwise confidential, every person using IT facilities shall be required:

- (a) to observe any instructions that may be issued specifying ways in which the information may be used;
- (b) not to copy, modify, disseminate, or make use of it in any way not specified in those instructions, without first obtaining permission from the appropriate Authorized Officer.

6. No person shall use IT facilities to process personal data except in accordance with the provisions of relevant legislation, including the Data Protection Act 1998. Any person wishing to use IT facilities for such a purpose shall be required to inform the Authorized Officer in advance and to comply with any restrictions that may be imposed concerning the manner in which the data may be processed.

7. No person shall use IT facilities for private financial gain or for commercial purposes, including consultancy or any other work outside the scope of official duties or functions for the time being, without specific authorization to do so.

8. Any person who misuses IT facilities or who uses IT facilities for private financial gain or for commercial purposes, with or without specific authorization to do so, may be charged with the cost of such use or misuse at a rate determined from time to time by the appropriate Authorized Officer. If any person who has been so charged with the cost of IT resources fails to make reimbursement, any authorization to use IT facilities shall be suspended automatically until reimbursement is made in full, and the matter shall be reported by the Committee to the appropriate University or College financial authority.

9. No person shall use IT facilities for unlawful activities.

10. Any person believed to be in breach of one or more of these rules shall be reported by the Authorized Officer to the Committee who may at their discretion, after considering the Officer's report and any other relevant matters, impose a penalty or penalties in accordance with Regulation 5(i) for the Committee. The Committee may also recommend to the appropriate University or College authority that proceedings be initiated under either or both of the University and College disciplinary procedures and any appropriate legislation.

UNIVERSITY SOFTWARE POLICY

Under UK Copyright Law, the illegal reproduction of software can be subject to civil damages without financial limit and to criminal penalties including fines and imprisonment. Both the person who made the illegal copy and the relevant University authorities would be liable to prosecution for each illegal copy found. The Council and the General Board have accordingly approved the following Software Policy in regard to computer software licensed by the University of Cambridge and its Colleges with which all members of the University are expected to comply:

1. The University of Cambridge and its Colleges use under licence computer software (both programs and data) from a variety of outside companies. The University does not own this software or its related documentation and, unless authorized by the licence, does not have the right to copy it in any way.

2. Whenever and however such software is used (including software mounted on Local Area Networks and multiple machines) University and College staff and students must comply with the licence agreement.

3. The condition in 2 above shall apply not only to software on computers owned by the University and its Colleges but also to software on personal machines owned by individual University and College staff and students insofar as the software is being used for University or College purposes, including student coursework.

Procedures for managing software licences

4. *Responsibility.* Heads of institutions are responsible for ensuring that all software used within the institution and stored on computers for which the institution is responsible has been properly obtained and is being used within the terms of the software licence. The following paragraphs recommend the steps which need to be taken to ensure that any reasonable legal challenge can be met.

5. *Appointment of a responsible officer.* The Head of the institution should appoint a member of staff (the Software Licence Manager) to be formally responsible to the Head of the institution for software licence management and compliance.

6. *Software licence inventory.* The Software Licence Manager should maintain an inventory of software licences held by the institution. The following information should be recorded for each item of licensed software:

- the name, platform, and version number of the software,
- the number of copies purchased,
- the date purchased and purchase order reference,
- the location of the software licence (if a paper licence was issued),
- the location (or IP address) of the system or systems on which the software is stored,
- any restrictions on the licensed use of the software.

7. *Software licence storage.* As far as is practical, software licences should be stored in one place in the institution.

8. *Software procurement.* Institutional purchasing procedures should ensure that the software licence inventory is updated accordingly whenever licensed software is purchased. In a small Faculty or Department or other institution this might be accomplished by requiring all software purchases to be made by the Software Licence Manager. In a large Faculty, Department, or other institution, more flexible procedures may be necessary.

9. *Disciplinary procedures.* Use of licensed software without a licence or use of software outside the terms of the licence is illegal and must be treated as a disciplinary offence. The Head of the institution is responsible firstly for ensuring that corrective action is taken as soon as an offence comes to light and then for ensuring that appropriate disciplinary action is taken.

10. All users who obtain software from Information Services are required to sign a statement which says that they are fully aware of the University Software Policy and agree to uphold it.

Software obtained privately by individuals

11. Users of software for University or College purposes, including student coursework, which has been obtained privately from other sources must also comply with the terms of the agreement under which that software has been obtained. It is the responsibility of such users to ensure that the necessary authorizations for the software are readily available.

12. All users of University computers must comply with the conditions under which they are permitted access to the computers. Where the access conditions prohibit installation of privately obtained software, this condition must be strictly adhered to.

MEDICAL EDUCATION COMMITTEE

- Constitution.** 1. The Medical Education Committee shall consist of:
- (a) the Regius Professor of Physic as Chair;
 - (b) the Director of Education (Biological Sciences) in the Faculty of Biology;
 - (c) the Director of Medical Education in the Faculty of Clinical Medicine;
 - (d) the Chair of the Council of the School of the Biological Sciences;
 - (e) the Chair of the Faculty Board of Biology;
 - (f) two persons appointed by the Senior Tutors' Committee;
 - (g) one person appointed by the Faculty Board of Biology from among the members of that Board in class (f);
 - (h) one person appointed by the Faculty Board of Clinical Medicine;
 - (i) one person appointed by the Faculty Board of Clinical Medicine from among the members of that Board in class (f);
 - (j) one person appointed by the Faculty Board of Clinical Medicine who shall be a Pre-Registration House Officer.
- Appointments.** 2. Members in class (f) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment. Members in classes (g) and (i) shall be appointed in the Michaelmas Term and the Lent Term respectively, and shall serve until they cease to be members of the Faculty Board by which they are appointed. The member in class (j) shall be appointed in the Lent Term, and shall serve for one year from the date of his or her appointment.
- Secretary.** 3. The Secretary of the Committee shall be appointed by the Secretary General of the Faculties.
- Duties.** 4. It shall be the duty of the Committee to keep under review the provision of medical education in the University, with a view to ensuring consistency of standards in different subjects, the integration of core elements of the medical curriculum, and the introduction of appropriate innovations in the curriculum. The Committee shall advise the Faculty Boards of Biology and Clinical Medicine on the following matters:
- (a) matters relating to the education of medical students, including admissions policies, student statistics, and examination results;
 - (b) matters relating to resources needed for the provision of medical education;
 - (c) proposals for changes in the medical curriculum and in the relevant examinations.
- Quorum.** 5. The Committee shall meet at least once each term. No business shall be transacted at any meeting of the Committee unless at least five members are present.
- Reports.** 6. The Committee shall make such reports to the General Board as the Board may require.
- Reserved business.** 7. The provisions of Special Ordinance A (vii) 5 concerning reserved business shall apply to the Medical Education Committee as if it were a body constituted by Statute.

MILITARY EDUCATION COMMITTEE

- Constitution.** 1. There shall be a Military Education Committee which shall consist of:
- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
 - (b) four members of the Senate appointed by the Council;
 - (c) two members of the Senate appointed by the Senior Tutors' Committee;
 - (d) one person appointed by the Ministry of Defence (Navy), one by the Ministry of Defence (Army), and one by the Ministry of Defence (Air Force);
 - (e) the Commanding Officer for the time being or, in the Commanding Officer's absence, the Adjutant, of the Officers Training Corps;
 - (f) the Commanding Officer for the time being or, in the Commanding Officer's absence, the Adjutant, of the Air Squadron;
 - (g) the Commanding Officer for the time being or, in the Commanding Officer's absence, the Coxswain, of the Royal Naval Unit;

- (h) the Secretary of the Careers Service Syndicate or a deputy, who shall be a member of the staff of the Careers Service Syndicate, appointed by the Secretary;
 - (i) two persons appointed by the University of East Anglia, one by Anglia Ruskin University, and one by the University of Essex;
 - (j) not more than two persons co-opted by the Committee, provided that it shall not be obligatory for the Committee to co-opt any person or persons.
2. Members in classes (b) and (c) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment. Co-opted members shall serve until the end of the calendar year following that in which they are co-opted.
3. The Secretary of the Committee shall be appointed by the Registry. Secretary.
4. It shall be the duty of the Committee: Duties.
- (a) to encourage co-operation and to act as a link between the University and the staffs of the Officers Training Corps, the Air Squadron, and the Royal Naval Unit;
 - (b) to correspond from time to time with the Ministry of Defence (Navy, Army, and Air Force), and the authorities at other universities on Service matters.
5. The Committee shall make such reports to the Council as the Council may require.
6. The University shall incur no financial responsibility for the maintenance of the Officers Training Corps, the Air Squadron, or the Royal Naval Unit. No cost to University.

COMMITTEE OF MANAGEMENT FOR THE NATURAL SCIENCES TRIPOS

1. There shall be a Committee of Management for the Natural Sciences Tripos, which shall be responsible, in consultation with the Faculty Boards and other authorities concerned, for co-ordinating the administration of the Natural Sciences Tripos.
2. The Committee of Management shall consist of: Constitution.
- (a) two persons appointed by the General Board, one on the nomination of the Council of the School of the Biological Sciences, and one on the nomination of the Council of the School of the Physical Sciences;
 - (b) eleven persons appointed by the General Board, four on the nomination of the Council of the School of the Physical Sciences in consultation with the Faculty Boards of Earth Sciences and Geography, Mathematics, and Physics and Chemistry, four on the nomination of the Faculty Board of Biology, one on the nomination of the Board of History and Philosophy of Science, one on the nomination of the Faculty Board of Computer Science and Technology, and one on the nomination of the Chemical Engineering and Biotechnology Syndicate;
 - (c) the Chairs of Examiners for the Natural Sciences Tripos for the current academical year;
 - (d) two members of the University *in statu pupillari* appointed by the Committee of Management from among those students who are candidates for any Part of the Natural Sciences Tripos;
 - (e) not more than three 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 classes (a) and (b) shall be appointed in the Michaelmas Term to serve for three years from 1 January following their appointment. Members in class (d) shall be appointed in the Michaelmas Term to serve for one year from 1 January following their appointment. Members in class (e) shall serve until 31 December of the year in which they are co-opted or of the year next following, as the Committee shall determine at the time of their co-optation. Appointments.
4. The Committee shall elect a Chair, who shall be a member of the Committee in class (a) or (b). Chair.
The Secretary of the Committee shall be a University officer designated by the General Board.
5. The Committee shall meet at least once in each term. Meetings.
6. Eight members of the Committee shall form a quorum. Quorum.
7. The duties of the Committee of Management for the Natural Sciences Tripos shall be: Duties.
- (a) to keep under review all student-related administration for the several Parts of the Tripos;
 - (b) to supervise policies and guidance relating to examinations for the Tripos, and to provide relevant information to the Examiners for the several Parts of the Tripos;
 - (c) to obtain reports from the Examiners for the several Parts of the Tripos, and to ensure that Chairs of Faculty Boards and Heads of Departments are informed, as may be appropriate, about matters arising from such reports;

- (d) to keep under review the regulations for the several Parts of the Tripos and, in consultation with the Faculty Boards and other authorities concerned, what amendments of the regulations for the Tripos are desirable, and to report to the General Board or the University, as appropriate, concerning proposals for such amendments;
- (e) to make, after consulting the Faculty Boards and other authorities concerned, supplementary regulations for the Tripos;
- (f) subject to any powers which the General Board may wish to exercise under Regulation 6 of the General Regulations for the General Board, to determine, after consulting the authorities concerned, the timetable of teaching for the Natural Sciences Tripos;
- (g) to exercise with respect to any Preliminary Examination pertaining to the Natural Sciences Tripos, except so far as regards the nomination of Examiners, the powers and duties assigned to Faculty Boards by the regulations for Preliminary Examinations;
- (h) to disseminate information about the Tripos within the University and to promote awareness and understanding of the Tripos in schools and other institutions outside the University;
- (i) to consider matters referred to the Committee by the General Board, the Councils of the Schools, and the Faculty Boards and other authorities concerned;
- (j) to make an Annual Report to the General Board, the Councils of the Schools and the Faculty Boards, and other authorities concerned with the Natural Sciences Tripos.

Reserved
business.

8. The provisions of Special Ordinance A (vii) 5 concerning reserved business shall apply to the Committee of Management as if it were a body constituted by Statute.

CAMBRIDGE COMMITTEE FOR RUSSIAN AND EAST EUROPEAN STUDIES

Constitution.

- 1.** The Cambridge Committee for Russian and East European Studies shall consist of:
- (a) the Head of the Department of Slavonic Studies;
 - (b) two persons appointed by the General Board, one on the nomination of the Head of the Department of Slavonic Studies;
 - (c) eight members of the Regent House, one appointed by each of the Faculty Boards of Asian and Middle Eastern Studies, Earth Sciences and Geography, Economics, History, and Modern and Medieval Languages, two appointed by the Faculty Board of Human, Social, and Political Science, and one by the Library Syndicate;
 - (d) not more than three persons co-opted by the Committee, provided that it shall not be obligatory for the Committee to co-opt any person or persons.

Members in classes (b) and (c) shall be appointed in the Michaelmas Term to serve for three years from 1 January next following their appointment. Co-opted members shall serve until the end of the calendar year in which they are co-opted.

Chair and
Secretary.
Duties.

- 2.** The Committee shall elect annually one of their number as Chair and one as Secretary.
- 3.** The Committee shall have the following duties:
- (a) in collaboration with the Faculty Boards concerned, to promote teaching and research in Russian and East European Studies;
 - (b) to co-operate with outside bodies in the encouragement of research in these subjects;
 - (c) to administer funds allocated to them for the purposes specified in (a) and (b) above;
 - (d) to perform such other duties as may be assigned to them from time to time by the General Board.

Reports.

- 4.** The Committee shall make such reports to the General Board as the Board may require.

CONSULTATIVE COMMITTEE FOR SAFETY

Constitution.

- 1.** The Consultative Committee for Safety shall consist of:
- (a) the Vice-Chancellor (or duly appointed deputy), as Chair;
 - (b) one person appointed by the Council in respect of the non-School institutions;
 - (c) six members of the Senate appointed by the General Board of whom one each shall be nominated by the Council of the School of Arts and Humanities, the Council of the School of the Humanities and Social Sciences, the Council of the School of the Physical Sciences, the Council of the School of the Biological Sciences, the Council of the School of Technology, the Faculty Board of Clinical Medicine;

- (d) one person appointed from each of the unions formally recognized by the University, as nominated by the relevant association, provided that each member in this class shall have power to appoint a deputy to take her or his place at a particular meeting;
- (e) one member of the Cambridge University and College Union appointed from that body;
- (f) four persons appointed by the Consultative Committee's Sub-committees of whom one shall be nominated by each Sub-committee;
- (g) two persons *in statu pupillari*, of whom one at least shall be nominated by the Graduate Union and one by Cambridge University Students' Union, appointed by the Council;
- (h) two persons appointed on the nomination of the Forum of Professional Safety Advisers from among their number;
- (i) the Director of Estate Management or a duly appointed deputy, *ex officio*;
- (j) the Director of the Human Resources Division, *ex officio*;
- (k) not more than three members co-opted by the Committee, provided that it shall not be obligatory for the Committee to co-opt any person or persons.

Members in classes (b), (c), (d), and (e) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment. Members in classes (f), (g), and (h) shall be appointed to serve for one year from 1 October. Members in class (k) shall serve until 31 December of the year in which they are co-opted, or of the following year, as the Committee shall determine at the time of their co-optation. A person appointed in class (d) or class (e) shall cease to be a member if the Chair is notified in writing that the appointment has been terminated by the trade union which appointed her or him. The Secretary of the Committee, who shall normally be the Director of Health, Safety, and Regulated Facilities Division, shall be appointed by the Registry.

Secretary.

The following persons shall attend: the Occupational Health Manager, the University Security Adviser, the University Fire Safety Manager, staff of the Health, Safety, and Regulated Facilities Division as required.

2. The Committee shall be responsible for advising the Health and Safety Executive Committee on all matters concerning safety in the University.

Duties of the Committee.

3. The Committee shall establish the following standing Sub-committees: one for Ionizing and Non-Ionizing Radiations, one for Biological Safety, one for Chemical Safety, and one for Physical Safety. The Committee shall determine the duties and powers of each standing sub-committee and may amend those duties and powers from time to time. The Chair and Secretary of the Consultative Committee for Safety shall have the right to attend any meeting of a sub-committee.

Sub-committees.

4. The University officer designated as University Radiation Officer shall have access to the records maintained in Departments of the kinds and amounts of radioactive substances used, the methods used for their disposal, and the lists of persons working on radioactive substances, ionizing and non-ionizing radiations, or laser beams.

University Radiation Officer and Departmental records.

STAFF CHILDCARE COMMITTEE

1. The Staff Childcare Committee shall consist of:

Constitution.

- (a) one person appointed by the Council, who shall be Chair;
- (b) one person appointed by the General Board;
- (c) one person appointed by the Local Examinations Syndicate;
- (d) one person with experience of assistant staff matters appointed by the Council;
- (e) one person appointed by the Council on the nomination of the Finance Committee;
- (f) one person, who shall act as Secretary, appointed by the Registry;
- (g) not more than two persons co-opted by the Committee, provided that it shall not be obligatory for the Committee to co-opt any person or persons.

2. Members in classes (a)–(e) shall be appointed in the Michaelmas Term to serve for three years from 1 January following their appointment. Co-opted members shall serve until 31 December of the year in which they are co-opted or of the following year, as the Committee shall determine at the time of their co-optation.

3. The duties of the Committee shall be:

Duties.

- (a) to advise the Council on all matters relating to childcare for University staff;
- (b) to oversee the management of the University childcare facilities for University staff;
- (c) to administer funds allocated to them for these purposes.

UNIVERSITY COMBINATION ROOM

- Committee. **1.** The University Combination Room shall be managed by a Committee of the Council which shall consist of
- (a) four persons appointed by the Council;
 - (b) four members of the Regent House elected by the Regent House.
- Members shall be appointed or elected, as the case may be, in the Michaelmas Term to serve for four years from 1 January following their appointment.
- Election. **2.** The election of members in class (b) shall be conducted by ballot, and shall be held at the same time as the biennial election of members of the Council. The arrangements for the election shall be those prescribed in Regulations 1 and 2 of the regulations for the election of members of the Council. If insufficient nominations are received to fill the number of vacancies the Council shall appoint as many members as may be necessary.
- Casual vacancies. **3.** If a casual vacancy occurs in class (b), the Committee shall have power to co-opt a member to fill it for the unexpired portion of the tenure. The name of any person so co-opted shall be published by Notice.

UNIVERSITY SPORTS COMMITTEE

- Constitution. **1.** There shall be a University Sports Committee, which shall be a joint committee of the Council and the General Board, and shall consist of:
- (a) the Pro-Vice-Chancellor (Education) as Chair;
 - (b) three persons appointed by the Council at least one of whom shall be a member of the Council, one shall be a member of University staff nominated by the Human Resources Committee, and one shall be a Senior Treasurer of a University sports club;
 - (c) two persons appointed by the General Board at least one of whom shall be a member of the General Board;
 - (d) a person appointed by the College Bursars' Committee;
 - (e) a person appointed by the College Senior Tutors' Committee;
 - (f) a student member nominated by the Education Committee and appointed by the General Board;
 - (g) a student member appointed by the Clubs Sub-committee;
 - (h) no more than three members co-opted by the Committee at least one of whom shall be a person with expertise in sports medicine and/or public health or wellbeing.
- For the purpose of this regulation, a student member shall mean a person *in statu pupillari*, a Graduate Student, or an elected officer of the Cambridge University Students' Union or the Graduate Union.
- Appointments. **2.** Members in classes (b), (c), (d), and (e) shall be appointed in the Michaelmas Term to serve for four years from 1 January next following their appointment. Co-opted members shall serve until 31 December of the year in which they are co-opted or of the following year as the Committee shall determine at the time of their co-optation. Members in classes (f) and (g) shall be appointed in the Michaelmas Term to serve for the remainder of the current academical year.
- Secretary. **3.** The Director of Sport shall attend meetings of the Committee and shall act as its Secretary.
- Duties. **4.** It shall be the duty of the Committee to:
- (a) set a strategy for University sport;
 - (b) secure and allocate resources to deliver that strategy;
 - (c) oversee the delivery of that strategy by the University Sports Service;
 - (d) make provision for the registration of and allocation of funds to sports clubs;
 - (e) manage risks relating to sport in the University, in consultation with other bodies as appropriate;
 - (f) make an Annual Report to the Council and the General Board and such other reports as the Council or General Board may require.
- 5.** The Committee shall meet at least once each term.
- Reserved business. **6.** The provisions of Special Ordinance A (vii) 5 concerning reserved business shall apply to the Committee.
- Sub-committees. **7.** The University Sports Committee shall have authority to establish such sub-committees reporting to the Committee as it sees fit, including a Clubs Sub-committee to approve the registration of sports clubs. There shall be a right of appeal to the Committee against a decision of the Clubs Sub-committee concerning the registration of a sports club.

VETERINARY EDUCATION COMMITTEE

1. The Veterinary Education Committee shall consist of:

Constitution.

- (a) the Head of the Department of Veterinary Medicine, or a person appointed by the Head of the Department, who shall be Chair;
- (b) the Director of Education (Biological Sciences) in the Faculty of Biology;
- (c) the Secretary of the Faculty Board of Veterinary Medicine, who shall be Secretary of the Committee;
- (d) four persons appointed by the Faculty Board of Biology;
- (e) four persons appointed by the Faculty Board of Veterinary Medicine;
- (f) one person appointed by the Senior Tutors' Committee;
- (g) the members of the Faculty Board of Veterinary Medicine in class (f).

The Secretary of the School of the Biological Sciences and the Secretary of the Faculty Board of Biology shall have the right to attend meetings of the Committee.

2. Members in classes (d), (e), and (f) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment.

Appointments.

3. It shall be the duty of the Committee to keep under review the provision of veterinary education in the University, with a view to ensuring that the preclinical and clinical parts of the course leading to the Vet.M.B. Degree form a coherent whole, that the balance of elements in the curriculum is appropriate, and that standards in different subjects are consistent. The Committee shall advise the Faculty Boards of Biology and Veterinary Medicine on the following matters:

Duties.

- (a) matters relating to the education of veterinary students, including admissions policies, student statistics, and examination results;
- (b) matters relating to resources needed for the provision of veterinary education;
- (c) proposals for changes in the veterinary curriculum and in the relevant examinations.

The Committee shall advise the Faculty Board of Clinical Medicine on any matters relating to veterinary education which are relevant to that Faculty Board.

4. The Committee shall meet at least twice in each academical year. No business shall be transacted at any meeting of the Committee unless at least five members are present.

Quorum.

5. The Committee shall make such reports to the General Board as the Board may require.

Reports.

6. The provisions of Special Ordinance A (vii) 5 concerning reserved business shall apply to the Veterinary Education Committee as if it were a body constituted by Statute.

Reserved business.

CONSERVATORS OF THE RIVER CAM

Under the River Cam Conservancy Act 1922 three of the thirteen Conservators are appointed by the Council in the Michaelmas Term of every third year to hold office for three years from 1 January following their appointment.¹

ASSOCIATION OF COMMONWEALTH UNIVERSITIES

The representative of the University in its capacity of Ordinary Member of the Association of Commonwealth Universities shall be the Vice-Chancellor, *ex officio*.

MARINE BIOLOGICAL ASSOCIATION

Endowments, 1904, p. 579

1. In accordance with By-law 17 of the Marine Biological Association the University of Cambridge shall become a Governor of the said Association, and shall acquire the perpetual right of nominating annually one member of the Council of the Association to serve for one year, from the annual meeting in one year to that in the following year.

Member of the Council.

2. The representative of the University of Cambridge on the Council of the Marine Biological Association shall be appointed by the Council of the University on the nomination of the Faculty Board of Biology in the Lent Term to serve for one year from the date of the annual meeting of the Association next following; but it shall be open to the University at any time to modify this arrangement.

Appointment of member of Council.

¹ The next year of appointment is 2017.

Nomination to
table.

3. The University's right of nomination to a table at the Laboratory of the Marine Biological Association at Plymouth shall be exercised by the Faculty Board of Biology, who may nominate either a member of the University or, if no suitable member of the University has applied, some other suitable person.

CAMBRIDGE UNIVERSITY HOSPITALS AND PAPWORTH HOSPITAL NHS FOUNDATION
TRUSTS, WEST SUFFOLK NHS TRUST, AND CAMBRIDGESHIRE AND PETERBOROUGH
MENTAL HEALTH PARTNERSHIP NHS TRUST

These Trusts are established under the terms of the National Health Service and Community Care Act 1990, which has now been superseded by the Health and Social Care (Community Health and Standards) Act 2003, and came into existence on or after 1 April 1993. The Trusts have a significant teaching commitment within the meaning of paragraph 3(1)(d) of Schedule 2 to the Act as a result of which one of the non-executive Directors of each Trust is appointed from the University.

NATIONAL HEALTH SERVICE ADVISORY APPOINTMENTS COMMITTEES

Where there is provision in regulations made by the Department of Health in the exercise of powers under the National Health Service Act 1977, as amended by the Health Services Act 1980, for the nomination by the University of members of Advisory Appointments Committees for appointments in the National Health Service, such nominations shall be made by the Regius Professor of Physic or a deputy appointed by the Professor.

ROYAL COLLEGE OF VETERINARY SURGEONS

Two members of the Council of the Royal College of Veterinary Surgeons who may in accordance with the provisions of the Veterinary Surgeons Act 1948 be appointed by the University shall be appointed by the Council of the University. One of the two members shall be appointed on the nomination of the Faculty Board of Veterinary Medicine.

SUPERANNUATION SCHEMES

GENERAL REGULATION

There shall be two Superannuation Schemes: the Universities Superannuation Scheme as provided in the special regulations for the Scheme and as detailed in the rules of the Scheme,¹ and the Federated Superannuation System for Universities Superannuation Scheme as provided in the special regulations for the Scheme.²

SPECIAL REGULATIONS

UNIVERSITIES SUPERANNUATION SCHEME

Who are
eligible.

1. Subject to the provisions of Rule 5 of the Scheme, the following shall be eligible for membership of the Universities Superannuation Scheme (USS):

- (a) all University officers (other than the holders of particular offices exempt by Statute or officers or classes of officers specified in Regulation 2) who have been
 - (i) elected or appointed to office on or after 1 April 1975, unless as members previously of the Staff of an Institution in the Federated Superannuation System for Universities they have not elected to transfer to the USS,
 - (ii) elected or appointed to office before 1 April 1975 and have elected to transfer to the USS;
- (b) other persons or classes of persons taking part in University teaching, research, or administration who on or after 1 April 1975 have been approved for the purpose by the former Financial Board

¹ The rules of USS were last published in *Ordinances*, 1985, p. 72. Up-to-date copies of the rules may be obtained from the Head of the Pensions Section or from the Pensions web page at <http://www.pensions.admin.cam.ac.uk>.

² The regulations for FSSU were last published in *Ordinances*, 1979, p. 108. The scheme for supplementation of superannuation benefits under FSSU was last published in *Ordinances*, 1985, p. 124.

or by the Finance Committee of the Council, subject in the case of persons or classes of persons attached to an institution under the supervision of the General Board to a recommendation from that Board, or who having been so approved before 1 April 1975 have elected to transfer to the USS.

2. The following shall not normally be eligible for membership of the Universities Superannuation Scheme:

- (a) the holder of any particular University office exempt by Statute;
- (b) any person engaged by the Press Syndicate in the service of the University Press;
- (c) any University officer who on appointment to his or her office is, and elects to remain, a member of the National Health Service Superannuation Scheme;
- (d) any person who on first appointment to a University office was aged 60 years or over;
- (e) the holder of any particular office the stipend of which, in view of the nature and extent of the duties and in view of the length of tenure of the office, has been determined by Ordinance or by Grace on the recommendation of the competent authority to be non-pensionable.

3. Contributions to be paid by members of the Scheme shall be deducted from their stipends.

4. The Scheme may be so altered from time to time, without the authority of a Grace, as to keep it in harmony with the Scheme as amended from time to time by Universities Superannuation Scheme Limited.

Amendment of Scheme.

LATHAM PENSION FUND

1. The sum bequeathed to the University by the late Reverend Henry Latham, Master of Trinity Hall, shall form a fund to be called the Latham Pension Fund, hereinafter referred to as the Fund.

2. The capital of the Fund shall be invested in the names of the Chancellor, Masters, and Scholars of the University of Cambridge in such manner as the Finance Committee of the Council may from time to time direct.

3. Occasional or annual grants may from time to time be made from the Fund by the Council to members of the University who have been engaged in University or College work and have become incapacitated by age or infirmity, or to wives and children of members of the University who have been so engaged and have died without making sufficient provision for their families. Applications for such grants should be sent to the Vice-Chancellor.

4. The accounts of the Fund shall be published annually in the University Accounts.

5. If in any year the whole income of the Fund is not expended the excess of income over expenditure may at the discretion of the Finance Committee of the Council either be carried on to the next year or be invested as an increase of the capital of the Fund.

6. Any sums of money bequeathed or given for the augmentation of the Fund shall be added to the capital of the Fund.

7. These regulations shall be subject to alteration by Ordinance provided that the regulations shall always be in accordance with the provisions of Mr Latham's will.¹

UNIVERSITY MARSHAL

1. The University Marshal shall be appointed by the Council in accordance with the regulations for employment by the University.

Appointment.

2. It shall be the duty of the University Marshal to attend on the Vice-Chancellor on ceremonial occasions and to carry out the Vice-Chancellor's orders.

Duties.

EQUAL OPPORTUNITIES POLICY

The University of Cambridge is committed in its pursuit of academic excellence to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. This commitment is underpinned by the University's core values, expressed in its mission statement:

Policy statement.

- freedom of thought and expression,
- freedom from discrimination.

¹ *Endowments*, 1904, p. 570.

The University is therefore committed to a policy and practice which require that, for students, admission to the University and progression within undergraduate and graduate studies will be determined only by personal merit and by performance. For staff, entry into employment with the University and progression within employment will be determined only by personal merit and by the application of criteria which are related to the duties and conditions of each particular post and the needs of the institution concerned.

Subject to statutory provisions, no student, member of staff, applicant for admission as a student, or applicant for appointment as a member of staff will be treated less favourably than another because of her or his belonging to a protected group. This commitment applies to a former student, alumnus or alumna, or former employee where the alleged unlawful conduct arises out of and is closely connected to the former student's or former staff member's previous relationship with the University.

Protected groups are defined in the Equality Act 2010 as Sex, Gender Reassignment, Marriage or Civil Partnership, Pregnancy or Maternity, Race (including Ethnic or National Origin, Nationality or Colour), Disability, Sexual Orientation, Age, or Religion or Belief. The University respects all religious and philosophical beliefs, as well as the lack of religion or belief, and the right of all members of its community to discuss and debate these issues freely.

If any person admitted as a student or appointed as a member of staff considers that he or she is suffering from unlawful discrimination, harassment, or victimization in her or his admission, appointment, or progression through the University because of belonging to any of the above protected groups, he or she may make a complaint, which will be dealt with through the agreed procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.

The University will take active steps to promote good practice. In particular it will:

- (a) work towards the elimination of unlawful discrimination, harassment, and victimization based on a protected characteristic, whether actual, perceptible, or associative;
- (b) advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a protected characteristic and persons who do not share it;
- (d) subject its policies to continuous assessment in order to examine how they affect protected groups and to identify whether its policies help to achieve equality of opportunity for all these groups, or whether they have an adverse impact;
- (e) monitor the recruitment and progress of all students and staff, collecting and collating equalities information and data as required by law or for the furtherance of University equalities objectives;
- (f) promote an inclusive culture, good practice in teaching, learning, and assessment, and good management practice, through the development of codes of best practice, policies, and training;
- (g) take positive action wherever possible to support this policy and its aims, and
- (h) publish this policy widely amongst staff and students, together with policy assessments, equality analysis and results of monitoring.

The Equal Opportunities Policy will be enacted through by the University's Equality Objectives, associated implementation plans, and the Combined Equality Scheme.¹ The Combined Equality Scheme explains how the University will fulfil its statutory obligations in relation to equalities legislation.

It considers:

- Governance and Policy Development, including relevant committees, compliance, equal pay, assessing the impact of policies and practices and reporting;
- Developing and Implementing Best Practice;
- Inclusive Practice for Students and Staff – including the University's Diversity Networks, Dignity at Work, and Dignity at Study procedures;
- Promotion of Equality and Diversity, including relevant diversity events, training, and guidance, and
- Data and Information Provision, including appropriate monitoring and compliance reporting.

Progress against actions and objectives will be reported in the Equality and Diversity Annual Reviews and Data Reports.²

¹ <http://www.equality.admin.cam.ac.uk/equality-and-diversity-cambridge/combined-equality-scheme>.

² <http://www.equality.admin.cam.ac.uk/equality-and-diversity-cambridge/equality-information-and-reports>.

The University will meet all statutory obligations under relevant legislation and, where appropriate, anticipate future legal requirements. This will be informed by:

Statutory obligations.

- The Equality Act (2010) and associated secondary legislation
- Criminal Justice and Immigration Act (2008)
- The Racial and Religious Hatred Act (2006)
- The Civil Partnership Act (2004)
- The Gender Recognition Act (2004)
- Criminal Justice Act (2003)
- The Human Rights Act (1998)
- The Protection from Harassment Act (1997)
- Special Education Needs and Disability Act (2001).

In addition, this will be informed by the Codes of Practice or Guidance issued by the Equality and Human Rights Commission and other relevant bodies. These Codes are not legally binding (though they are admissible as evidence in Employment Tribunals) and the University supports them fully.

This policy will be amended as appropriate to meet the demands of future legislation.

EMPLOYMENT BY THE UNIVERSITY

FLEXIBLE WORKING POLICY

(Covering flexible working arrangements for periods of more than three months)

Introduction

1. This policy on flexible working arrangements for University staff has been developed bearing in mind the University's commitment to equality of opportunity (in particular that of appointment on the basis of merit) and with the intention of helping members of staff to balance their commitments and interests outside work with their contractual duties and responsibilities. It is recognized that being able to offer flexibility in working arrangements may assist members of staff to return to work after a period of absence or to continue in work or to adjust to retirement.

2. This policy complies with national legislation, including the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and the Flexible Working Regulations 2002. Staff working flexibly will be valued and respected in the same way as full-time staff. In addition, their contractual benefits will be the same, on a *pro-rata* basis if working less than full-time, as full-time staff engaged on the same type of contract and performing the same or similar work, unless objectively justifiable.

3. Flexible arrangements offered to members of staff under this policy cover a wide range of different arrangements including part-time or term-time working, job share, compressed or annual hours, staggered hours or flexitime. At all times, the arrangements that are agreed will attempt to balance the needs of the member of staff with the work to be carried out and should be in the interests of the institution¹ concerned. Some of these arrangements will be of a permanent nature and, where appropriate, will fulfil the University's obligations under the Flexible Working Regulations. Others will be of a temporary nature, to accommodate a member of staff's need for an adjustment of their working arrangements to balance commitments outside work. However, flexible working arrangements will not be agreed where a member of staff wishes to 'try out' employment offers outside the University. In addition, applications to work flexibly will not normally be considered where the member of staff would be undertaking other remunerative employment outside the University.

4. This policy also applies to staff wishing to apply to work flexibly for a limited period in certain circumstances such as:

- career break (for officers and comparable appointments) and family leave (for assistant staff);
- graduated return from maternity or sick leave.

(Study and research leave are covered by separate arrangements outside the scope of this policy.)

5. Details of these schemes are given in the *Staff Guide for Academic and Academic-Related Staff* and the *Assistant Staff Handbook*, which can be found, together with more detailed procedural information on these schemes, on the Human Resources Division website (www.hr.admin.cam.ac.uk/).

¹ 'Institution' means all academic and academic-related departments, including administrative units, libraries, museums, and any other individual sections or units of the University.

In all cases, the temporary arrangements must be to the institution's as well as the individual's benefit and the timescales must be clearly defined.

6. Statutory rights to temporary leave, such as maternity, parental, emergency, paternity, and adoption are covered by separate arrangements outside the scope of this policy. Details of relevant policies, notes of guidance, and forms are available on the Human Resources Division website (www.hr.admin.cam.ac.uk/policies-procedures).

7. In addition to giving serious consideration to any request to work flexibly, Heads of institutions¹ and all those responsible for appointing staff are encouraged to consider routinely how certain duties in their department could be covered on a part-time basis, or divided up in different ways when reviewing a job vacancy or assessing the workload of the department or of an individual job.

Eligibility

1. This policy applies to all staff, regardless of length of service, who request flexibility in their working arrangements for a period of time of longer than three months.

2. Requests to work flexibly for periods of less than three months, for example for compassionate reasons or as a graduated return from sick leave, should be reviewed with the member of staff and agreed locally by the Head of institution or comparable authority, in accordance with guidance given by the Human Resources Division.

NOTICES BY THE COUNCIL AND THE GENERAL BOARD

UNIVERSITY FLEXIBLE WORKING POLICY

In the light of the new right from 6 April 2007 under the Work and Families Act 2006 for adult carers to make requests to work flexibly under the Flexible Working (Amendment) Regulations 2006, the Council and the General Board give notice of the existing, more favourable University flexible working policy applicable to all employees (<http://www.admin.cam.ac.uk/offices/hr/policy/flexible/policy/>).

Further details on other family-related leave provisions, including paternity, adoption, parental, and emergency leave, are available on the University's website (<http://www.hr.admin.cam.ac.uk/policies-procedures>).

STAFF REVIEW AND DEVELOPMENT SCHEME: ARRANGEMENTS FOR APPRAISAL

The Council and the General Board have approved the framework Staff Review and Development Scheme covering all staff which is set out below. Guidance on aspects of the Scheme is issued by the Human Resources Division, who will periodically review the effectiveness of these arrangements, in consultation with the Heads of institutions.

1. The purpose of the Scheme shall be to enhance work effectiveness and facilitate career development. The framework gives institutions the flexibility to adapt their own local schemes.

2. The underlying objectives of the process shall be as set out below. The Scheme involves discussing ways in which the member of staff's work can be developed and ways in which any difficulties or obstacles to progress can be removed. It will ensure that staff are clear about their responsibilities and have a formal regular opportunity (at least every two years) to discuss any help they may need in meeting them.

3. Institutions shall specify in their schemes the preparatory documentation to be supplied by a member of staff being reviewed, how both parties should prepare for the meeting, and how the action plan is recorded afterwards. Their scheme should cover the key stages in the Staff Review and Development process of planning, discussion, and recording, as set out below, and be submitted through the Human Resources Division for approval on behalf of the competent authority.

4. Accountability and responsibility for the operation of the Scheme will rest with each institution. The Head of each institution shall be responsible for co-ordinating the procedure before and after each cycle of reviews.

5. The competent authority shall make such changes in the procedure as they consider necessary in the interest of efficient operation.

Purposes of Staff Review and Development (SRD)

The University SRD Scheme is designed to incorporate and extend the objectives set out in the CVCP/AUT agreement of 1987 and the subsequent agreements between the CVCP and MSF and Unison. It is intended to:

- provide an opportunity for reviewing in a positive and constructive way the work of an individual member of staff and how this has been carried out;
- ensure that the individual's contribution to the institution is recognized and to agree specific objectives for the forthcoming review period;

¹ 'Head of institution' means the Head of a Department, Chair of a Board of a Faculty not organized into Departments, Director or the authorized deputy or designated nominee, as appropriate within that institution.

- provide a means of balancing the ambitions and personal needs of the individual with the overall objectives of the institution and university as a whole;
- provide opportunities for the discussion of training needs for the current role and any development for future career opportunities;
- allow for the identification and discussion of difficulties or obstacles which hamper effectiveness.

At the University of Cambridge we aim through the process to:

- provide an opportunity for positive and constructive two-way review of work progress;
- allow agreement of an action plan;
- provide for discussion of training needs for the member of staff's current role and career development;
- allow for identification and discussion of difficulties or obstacles to effectiveness;
- provide a way of balancing personal needs and ambitions with the University's overall objectives.

Stages in the Staff Review and Development process

| <i>Stage</i> | <i>Content</i> | <i>Process</i> |
|--|--|--|
| STAGE ONE: PREPARATION | | |
| <i>(a) Planning</i> Preparing for the discussion | A confidential review of the previous period and planning for the next period of review. | The member of staff concerned completes a preparatory review of progress. The reviewer plans for the discussion by completing a similar review of the member of staff's progress. Also, the reviewer specifies what documents the member of staff needs to bring to the review meeting and gathers together information on the University's and institution's objectives. |
| <i>(b) Agenda</i> Setting the agenda for the meeting | Both the reviewer and member of staff list what they would like to discuss at the meeting. | The member of staff identifies issues that he or she would like to discuss with the reviewer and lists them. This list may be passed to the reviewer to add additional items that he/she would like to raise, photocopy, and return it to the member of staff. |
| STAGE TWO: DISCUSSION | | |
| A review meeting takes place | Reviewer and member of staff discuss the member of staff's progress over the review period, training and development needs, and agree on action plan for the future. | <ol style="list-style-type: none"> (1) The formal framework for the meeting is in accordance with the institution's scheme. (2) A constructive, two-way open discussion takes place. (3) Actions resulting from the review are agreed, to be recorded after the meeting. |
| STAGE THREE: RECORDING | | |
| <i>(a) Outcomes</i> Recording the decisions and outcomes from the meeting | The discussion and/or the decisions are recorded, including action plans and training needs. These remain confidential to the member of staff concerned and reviewer (and the Head of institution if specified in the institution's scheme). | <ol style="list-style-type: none"> (1) The documents may be completed by either party so long as they are seen and signed by both. They may be signed by the Head of institution (or his/her nominated representative if the Head is not the reviewer) if this is specified in the institution's scheme. (2) Both the member of staff and the reviewer are given copies of the completed documents. (3) Staff Development Unit may be given a copy of the individual statement of agreed training and development outcomes, if this has been agreed with the member of staff. |
| There are additional processes which may take place at institutional level: | | |
| <i>(b) Summary</i> Listing and analysing the overall institutional needs | Reviewers draw together the issues identified in individual reviews. | Each reviewer produces a summary of the generic issues identified in the review he or she has completed, and passes them to the Head of institution or his/her nominated representative, with suggestions for overcoming them. (This summary must be anonymous and must not refer explicitly or implicitly to any members of staff.) |

| <i>Stage</i> | <i>Content</i> | <i>Process</i> |
|---|--|--|
| (c) <i>Institutional response</i> Producing an institutional summary | The Head of institution confirms that the process is completed and identifies any training needs requiring central action. | Head or designated person co-ordinates all reviewer summaries to produce an overall institutional summary. This may be discussed at a meeting of all reviewers and fed back to staff generally to let them know in summary what issues have emerged and what steps are being taken to address them. Staff Development Unit may be informed of some generic training needs so that it can assist in meeting them and also so that the Unit can plan future University training activity appropriately. |

ASSISTANT STAFF

Definitions.

1. In the regulations for employment by the University unless the context shall require otherwise:
 - (a) the term *competent authority* shall mean
 - (i) the General Board, for persons or classes of persons employed in institutions under the supervision of the General Board,
 - (ii) the Council, for all other persons or classes of persons;
 - (b) the term *institution* shall mean any Faculty, Department, or other institution in which the employment of persons or classes of persons to whom the following regulations apply has been authorized by the competent authority.

Status of University assistant.

2. Every person employed by the University, unless he or she is a University officer or belongs to one of the classes of persons specified in the Schedule to these general regulations, shall have the status of University assistant. The Council, after consultation with the University and Assistants Joint Board, shall have power to amend the Schedule of classes of persons excluded from the status of University assistant.

3. The Council, after consultation with the University and Assistants Joint Board, shall from time to time publish Rules¹ governing the terms and conditions of employment of University assistants.

4. The terms and conditions of employment of University assistants published under Regulation 3 shall be administered by the Council in consultation with the General Board. The terms and conditions of employment of a person excluded from the status of University assistant² shall be determined by the authority under whose supervision the institution in which he or she is employed is placed.

Establishments.

5. The competent authority shall, after consultation with the Head of the institution concerned, prescribe for each institution in which University assistants are employed a maximum number of assistants who may be employed in each of the several categories specified in the Schedule published in accordance with Regulation 3; and they shall be empowered to specify conditions relating to the continuance, amendment, or administration of any such establishment so prescribed.

Appointments.

6. Any proposal relating to the appointment, within the limits of the establishment prescribed under Regulation 5, of a person as a University assistant, shall be made by the Head of the institution concerned. Every appointment, together with the terms and conditions proposed for that appointment by the Head of the institution concerned, shall be in accordance with the provisions of the Rules and Schedules published under Regulation 3 and shall require the approval of the competent authority. Every person to be appointed as a University assistant shall be informed in writing of the terms and conditions of appointment as so approved. No such appointment shall be valid until the appointment has been approved by the competent authority and until the terms and conditions of the appointment have been accepted in writing by the person to whom the appointment is offered.

Training schemes.

7. The Council in consultation with the General Board shall have power to arrange or approve schemes or courses of training for University assistants and to determine, in consultation with Heads of institutions, conditions governing the release of assistants from duty in order to undertake training.

¹ Rules governing the terms and conditions of employment of University assistants published under Regulation 3 are not published in the *Reporter*, but the Council will publish a Notice in the *Reporter* on each occasion when the Rules have been substantially changed. Copies of the Rules and amendments will be distributed to all concerned by the Human Resources Division, from where additional copies may be obtained on request.

² See Regulation 2 and the Schedule appended to these general regulations.

The competent authorities shall also have power to meet, in whole or in part, expenses incurred by assistants in connection with their training.

8. If an assistant is required to occupy an official residence, his or her occupancy shall be in accordance with the provisions of the regulation for official residences and shall be subject to terms and conditions determined thereunder in consultation with the competent authority. Official residences.

SCHEDULE OF CLASSES OF PERSONS EXCLUDED FROM THE STATUS OF UNIVERSITY ASSISTANT

- (a) University officers,
- (b) Departmental Demonstrators,
- (c) persons receiving non-pensionable payments for occasional or temporary duties in connection with teaching, demonstrating, or examinations,
- (d) persons engaged in a temporary pensionable or non-pensionable capacity to take part in research work upon terms and conditions not applicable to University assistants,
- (e) persons engaged by the Press Syndicate,
- (f) persons engaged in Estate Management in a non-pensionable capacity while undertaking professional training,
- (g) persons other than University officers, engaged in work at the University Farm, either as agricultural workers or as clerical, secretarial, or technical workers,
- (h) persons engaged as estate workers on the Madingley Estate,
- (i) persons engaged by the Local Examinations Syndicate, other than University officers,
- (j) the staff of the ADC Theatre,
- (k) the staff of the University Centre,
- (l) persons engaged in a temporary pensionable or non-pensionable capacity to undertake administrative or technical work upon terms and conditions not applicable to University assistants, who have been placed in this category after consultation with the Assistant Staff Committee,
- (m) any person engaged as Occupational Nurse to assist the Consultant Occupational Physician.

CONTRIBUTORY PENSION SCHEME

1. There is and shall be a fund established under the authority of the Oxford and Cambridge Act 1923 under the name of the Contributory Pension Scheme for the purpose of providing, under the rules of the Scheme,¹ pensions, grants, and allowances to such assistants and other persons employed by the University of Cambridge, or by an associated Employer, as are members of the Scheme. Preamble.

2. The Trustee of the Scheme shall be C U Pension Trustee Limited (Company No. 6600561) the registered office of which is at The Old Schools, Trinity Lane, Cambridge, CB2 1TS or another person or persons appointed by the University under Rule 8 {appointment and removal of trustee} and shall hold the Fund on trust to apply it in accordance with the provisions of the Scheme. Trustee.

3. Subject to the provisions of Rule 43 {eligibility and admission} of the Scheme, the following shall be eligible for membership of the Contributory Pension Scheme: Who is to join.

- (a) all University assistants;
- (b) such other employees of the University as are ineligible to join the Universities Superannuation Scheme;
- (c) permanent employees of any Employer.

4. Contributions to be paid by members of the Scheme shall be deducted from their salaries.

5. Subject to the restrictions contained in Rule 5 {amendment} and in Schedule 2 to the Rules {contracting-out}, the Scheme may be altered from time to time without the authority of a Grace in order to ensure its continued approval by the Pension Schemes Office and by the National Insurance Contributions Office of the Inland Revenue or any bodies which succeed either of them. Such alterations shall be published in the *Reporter*. Alterations of Scheme.

¹ Revised rules for the Contributory Pension Scheme were approved by Grace 1 of 24 October 2012 (amended by Grace 1 of 30 July 2014, Grace 1 of 13 May 2015, and Grace 1 of 27 July 2016). Up-to-date copies of the rules may be obtained from the Head of the Pensions Section or from the Pensions web page at <http://www.pensions.admin.cam.ac.uk>.

FEES

GENERAL

- Degrees. **1.** The fee for each degree, other than degrees for which the fees are included in a University Composition Fee, is specified in the regulations for the particular degree.
- 2.** The fee for admission to any degree by incorporation shall be £5.
- Examinations. **3.** The fee for any examination not included in a University Composition Fee shall be as specified in the regulations for the particular examination.
- An unmatriculated student who takes any University examination before coming into residence shall pay a fee of £3 in respect of each such examination.
- Fines. **4.** A fine of £5 shall be incurred by a candidate whose entry for any University Studentship, Scholarship, Exhibition, Prize, or Medal is received late, but who is nevertheless admitted to the examination or competition.
- Payment of fees and fines. **5.** The Registry shall inform the several Colleges of any fees and fines that may be due in respect of their members under these regulations. Candidates for any examination who are not entered by a College shall themselves send any fee that may be due to the Registry when sending in their names; they shall not be admitted to the examination unless the fee and any fine or fines that they may have incurred have been paid.
- Remission of fees and fines. **6.** The proper fee, if any, and any fine or fines that may have been incurred must be paid in respect of every candidate whose name has been entered for an examination and whose withdrawal has not been received at the Registry by the latest day prescribed for the receipt of entries. Nevertheless, the Council may in case of hardship remit the whole or part of any fee or fine incurred in connection with candidature for an examination or competition or degree. Applications for such remission must be sent to the Registry without delay. An application made on grounds of illness should be accompanied, if possible, by a certificate signed by a medical practitioner.
- Payment. **7.** Except where it is otherwise provided in any particular regulations all fees and fines payable under Ordinance shall be paid to the Treasurer.

UNIVERSITY COMPOSITION FEES

- Liability to pay a University Composition Fee. **1.** Except as provided otherwise in the general regulations for admission as a Graduate Student, a matriculated student who is pursuing a course leading to a qualification specified in the following regulations or a Graduate Student not registered as a candidate for any qualification shall pay a University Composition Fee, at the rate specified in Regulation 10, as follows:
- (a) Students taking the following courses shall pay a fee for each year of the course:
- The course leading to the M.B.A. Examination.
- The course leading to an examination for the M.St. Degree.
- (b) Students undertaking research leading to the M.D. Degree shall pay a fee for the course.
- (c) Any other student shall pay a fee at one third of the annual fee:
- (i) for each term which the student has kept by residence;
- (ii) for each term in which the student has been in residence, or has been engaged in a course of study in the University, for twenty-one days or more;
- (iii) for each term allowed by the Council as a term of residence.
- (d) Notwithstanding sub-paragraph (c) above,
- (i) in the case of a student in receipt of university fee loan support from the Student Loans Company, University Composition Fee liability shall arise on certification of attendance at each liability date for the proportion of the annual amount relating to that liability date, as determined by the Student Loans Company; and
- (ii) in the case of a student who is a qualifying person under the Student Fees (Qualifying Courses and Persons) (England) Regulations, but not in receipt of university fee loan support from the Student Loans Company, University Composition Fee liability shall arise on attendance at each liability date for the relevant proportion of the annual amount.
- 2.** In addition to the requirements of Regulation 1, a matriculated student pursuing a course leading to one of the following examinations or qualifications shall pay the University Composition Fee at the appropriate rate prescribed for any term or terms in which, as part of the arrangements for the course, he or she has not been in residence:

Asian and Middle Eastern Studies Tripos
 Chemical Engineering Tripos
 Education Tripos
 Engineering Tripos
 Manufacturing Engineering Tripos
 Mathematical Tripos
 Modern and Medieval Languages Tripos
 Natural Sciences Tripos
 Postgraduate Certificate in Education
 Final M.B. Examination for the M.B., B.Chir. Degrees (if a student pursues his or her clinical studies in the University)
 Bachelor of Theology for Ministry
 Doctor of Education
 Doctor of Engineering

For students commencing the following courses, or commencing a course of research or study as a Graduate Student with a view to registration for one of the following courses, on or after 1 October 2010:

Doctor of Philosophy
 Master of Science
 Master of Letters
 Master of Philosophy
 Certificate of Postgraduate Study

3. Payment of a University Composition Fee under these regulations shall entitle a matriculated student without additional fee What the fee covers.

(a) to attend any course within the University which is listed in the table of fees attached to these regulations save for the following courses which, except with the special permission of the General Board, are open only to candidates for the examinations to which they lead, that is to say

- (i) courses of class work or practical instruction,
- (ii) any other course notified as being specially restricted,

provided that, if a student wishes to attend a course of instruction in any subject listed in the table of fees without subsequently taking an examination in that subject, he or she shall be permitted to do so only if accommodation is available after provision has been made for all those students for whom the course is primarily intended;

(b) to be admitted or readmitted to any University examination, unless the regulations for the particular examination provide otherwise;

(c) to be admitted to any primary degree or to receive any diploma or certificate which is listed in the table of fees for which he or she has become qualified;

(d) to be admitted to the M.A. Degree on becoming qualified therefor.

4. In addition to paying a University Composition Fee a student shall be liable to pay Additional payments.

(a) any fines that he or she may incur under Ordinance;

(b) any deposit or charge required by a Faculty Board or the Head of a Department to cover the cost of breakages, loss of equipment on loan, or abnormal supplies of material.

5. A member of the University who is not liable to pay a University Composition Fee under Regulation 1 or 2 of these regulations and for whom no provision is made in any other regulation, but who has been given permission by the General Board to attend a course of instruction, shall pay a fee of such amount for each term or year as shall be determined by the General Board from time to time; provided that a graduate of the University who is not reading for a University examination may attend without payment any lectures announced in the *Reporter* by a Faculty Board with the approval of the General Board as being available to such a person. Other students.

6. A candidate who has at no time paid one of the University Composition Fees prescribed in these regulations or in any other regulations for University Composition Fees shall pay a fee of £5 for admission to each degree.

7. The Council shall have power Powers of the Council.

(a) to determine the appropriate fee for a student other than a Graduate Student in cases of doubt;

(b) to reduce or remit fees in cases of hardship, provided that no student shall be entitled to a remission of part of a University Composition Fee for any term on the ground that he or she has not made use of any of the facilities provided by the University.

Powers of the Board of Graduate Studies.

8. The Board of Graduate Studies shall have power

(a) to determine the appropriate fee for a Graduate Student in cases of doubt;

(b) to reduce or remit fees in accordance with the general regulations for admission as a Graduate Student.

Definitions.

9. Overseas students shall be as defined in the Appendix to these regulations, and all students thereby excluded from that category shall be home students.

10. Subject to the provisions of Regulations 11 and 12, University Composition Fees shall be payable at the rates shown in the tables to these regulations, according to students' status as home or overseas students¹ and according to their subject of study and prior qualifications. A student who is dissatisfied with her or his categorization for the purposes of University Composition Fees shall proceed under the Student Complaints Procedure² and, for the purpose of that Procedure, the matter complained of shall be taken to have occurred at the time of commencement of the course of study.

11. The Board of Graduate Studies shall have power to vary the category of a particular Graduate Student in consideration of the facilities required by the student in pursuing her or his course of study.

12. The University Composition Fees charged to Home and EU undergraduate students shall be subject to approval by Grace of the Regent House. These fees shall be subject to the following conditions:

- (i) the recommendation for the fees to be charged shall be accompanied by an analysis of the costs of an undergraduate education agreed by the General Board and the Council following consultation with the Colleges;
- (ii) the fees to be charged shall not exceed any limit prescribed by law;
- (iii) for such students who are undertaking a required period abroad the rate shall be half the full amount or such other amount that may be determined by the Secretary of State for this category;
- (iv) for such students beginning courses on or after 1 August 2009 which lead to a qualification (other than courses in Medical and Veterinary Sciences leading to the B.A. Degree or courses in Architecture or for the Postgraduate Certificate in Education) which is equivalent to, or at a lower level than, a qualification they possessed when they began their course (ELQ students) the rate shall be the fee determined by the University for ELQ students.³

¹ Table 5B shows the rates of fees for students admitted before 1 September 2013 and to whom the Island rate of fees applies. The Island rate has been abolished for students admitted on and after 1 September 2013.

² See p. 205.

³ Students who have proceeded to the B.A. Degree but have been given leave to read for another Tripos 'not for honours' are deemed to be ELQ students for the purpose of their fee liability (see Table 5A).

TABLE OF FEES, 2016–17

Amended by Graces 1 of 29 April, 2 of 3 June, and 1 of 29 July 2015 and Notice (Reporter, 2015–16, p. 211)

TABLE 1¹

| Qualification | Annual Fee (£) | | | |
|--|---|--|---|--------|
| | Home and EU | | Overseas | |
| | 2016–17 | | 2016–17 | |
| | Old Regime | New Regime | A | B |
| H/EU students who commenced before 2012–13 (except those to whom the old system fee applies) | H/EU students who commenced in 2012–13 or later years | Overseas students who commenced in 2011–12 | Overseas students who commenced in 2012–13 or later years | |
| B.A. Degree: ² | | | | |
| <i>Courses leading to Tripos, Preliminary, or Ordinary Examinations in</i> | | | | |
| Group 1 | | | | |
| Anglo-Saxon, Norse, and Celtic | 3,465 | 9,000 | 15,069 | 15,816 |
| Archaeology and Anthropology (final intake October 2012) | 3,465 | 9,000 | 15,069 | 15,816 |
| Asian and Middle Eastern Studies | 3,465 | 9,000 | 15,069 | 15,816 |
| Classics | 3,465 | 9,000 | 15,069 | 15,816 |
| Economics | 3,465 | 9,000 | 15,069 | 15,816 |
| Education | 3,465 | 9,000 | 15,069 | 15,816 |
| English | 3,465 | 9,000 | 15,069 | 15,816 |
| History | 3,465 | 9,000 | 15,069 | 15,816 |
| History of Art | 3,465 | 9,000 | 15,069 | 15,816 |
| Human, Social, and Political Sciences | 3,465 | 9,000 | 15,069 | 15,816 |
| Land Economy | 3,465 | 9,000 | 15,069 | 15,816 |
| Law | 3,465 | 9,000 | 15,069 | 15,816 |
| Linguistics | 3,465 | 9,000 | 15,069 | 15,816 |
| Modern and Medieval Languages | 3,465 | 9,000 | 15,069 | 15,816 |
| Philosophy | 3,465 | 9,000 | 15,069 | 15,816 |
| Politics, Psychology, and Sociology (final intake October 2012) | 3,465 | 9,000 | 15,069 | 15,816 |
| Theological and Religious Studies | 3,465 | 9,000 | 15,069 | 15,816 |
| Group 2 | | | | |
| Mathematics | 3,465 | 9,000 | 15,069 | 17,640 |
| Group 3 | | | | |
| Architecture | 3,465 | 9,000 | 19,722 | 20,697 |
| Geography | 3,465 | 9,000 | 19,722 | 20,697 |
| Music | 3,465 | 9,000 | 19,722 | 20,697 |
| Group 4 | | | | |
| Chemical Engineering | 3,465 | 9,000 | 22,932 | 24,069 |
| Computer Science | 3,465 | 9,000 | 22,932 | 24,069 |
| Engineering | 3,465 | 9,000 | 22,932 | 24,069 |
| Management Studies | 3,465 | 9,000 | 22,932 | 24,069 |
| Manufacturing Engineering | 3,465 | 9,000 | 22,932 | 24,069 |
| Natural Sciences | 3,465 | 9,000 | 22,932 | 24,069 |
| Psychological and Behavioural Sciences | 3,465 | 9,000 | 22,932 | 24,069 |

¹ See Tables 5A and 5B for fee rates for certain students taking equivalent or lower qualifications (ELQ) and for continuing Island students. The Island rate has been abolished for students admitted on and after 1 September 2013.

² Students who have proceeded to the B.A. Degree but have been given leave to read for another Tripos 'not for honours' are deemed to be ELQ students for the purpose of their fee liability (see Table 5A).

| <i>Qualification</i> | <i>Annual Fee (£)</i> | | | |
|--|--|---|--|---|
| | Home and EU | | Overseas | |
| | 2016–17 | | 2016–17 | |
| | Old Regime | New Regime | A | B |
| | H/EU students who commenced before 2012–13 (except those to whom the old system fee applies) | H/EU students who commenced in 2012–13 or later years | Overseas students who commenced in 2011–12 | Overseas students who commenced in 2012–13 or later years |
| Group 5 | | | | |
| Medical and Veterinary Sciences (including for this purpose the Second M.B. and Second Vet.M.B. Examinations) ¹ | 3,465 | 9,000 | 36,465 | 38,283 |
| <i>Year Abroad</i> ² | 1,725 | 1,350 | n/a | 50% full fee |
| B.Th. Degree | 3,465 | 9,000 | 15,069 | 15,816 |
| Medical and Veterinary Degrees: M.B., B.Chir. Degrees, Vet.M.B. Degree ³ | 3,465 | 9,000 | 36,465 | 38,283 |
| M.Eng. Degree and M.Sci. Degree | 3,465 | 9,000 | 22,932 | 24,069 |
| M.Math. Degree | 3,465 | 9,000 | 15,069 | 17,640 |
| M.A.St. Degree: | | | | |
| <i>Courses leading to examinations in</i> | | | | |
| Astrophysics | 3,465 | 9,486 | 22,932 | 24,069 |
| Materials Science | 3,465 | 9,486 | 22,932 | 24,069 |
| Mathematics | 3,465 | 9,486 | 15,069 | 17,640 |
| Physics | 3,465 | 9,486 | 22,932 | 24,069 |

TABLE 2⁴

| <i>Qualification</i> | <i>Annual Fee (£)</i> | |
|--|-----------------------|-----------------|
| | Home/EU | Overseas |
| | 2016–17 | 2016–17 |
| LL.M. Degree | 15,000 | 24,549 |
| M.C.L. Degree | 27,999 | 27,999 |
| M.Ed. Degree: (two-year part-time course) ⁵ | | |
| Students who commenced before 2014–15 | 4,131 | 9,855 |
| Students who commenced in or after 2014–15 | 5,250 | 10,557 |
| Ed.D. Degree: (five-year part-time course) ⁵ | | |
| Home/EU students who commenced before 2014–15 | 4,305 | – |
| Home/EU students who commenced in or after 2014–15 | 5,250 | – |
| Overseas students who commenced in or after 2014–15 | – | 10,557 |

¹ Parts IA and IB. The fee payable by a student who is reading for another Tripos in order to satisfy the requirements for the B.A. Degree is the fee set out for that Tripos.

² The Year Abroad fee applies to students undertaking a full year course of study abroad or working away (see Regulation 6 for the Law Tripos, Regulation 23 for the Asian and Middle Eastern Studies Tripos, Regulation 28 for the Modern and Medieval Languages Tripos, Regulation 23 for the Engineering Tripos). The special fee arrangements applying to students on a year abroad under the Erasmus Scheme changed in 2014–15 for students admitted in and after 2012, and the fee liability is as above.

³ Payable only if a student pursues her or his clinical studies in the University.

⁴ Island students who commenced in or after 2013–14 pay the Overseas rate of fee.

⁵ The fees are the annual fee.

| <i>Qualification</i> | <i>Annual Fee (£)</i> | |
|---|-----------------------|-----------------|
| | Home/EU | Overseas |
| | 2016–17 | 2016–17 |
| Postgraduate Certificate | | |
| Education (P.G.C.E.) | | |
| Home/EU students who commenced before 2012–13 | 3,465 | – |
| Home/EU students who commenced in or after 2012–13 | 9,000 | – |
| Overseas students who commenced in or after 2012–13 | – | 23,808 |
| M.Mus. Degree | 9,828 | 21,753 |
| M.Phil. Degree:¹ | | |
| <i>Courses leading to examinations in</i> | | |
| Advanced Chemical Engineering | 11,175 | 28,308 |
| Advanced Computer Science | 11,175 | 28,308 |
| African Studies | 13,200 | 20,535 |
| American History | 10,500 | 20,535 |
| American Literature | 9,468 | 20,535 |
| Anglo-Saxon, Norse, and Celtic | 9,468 | 20,535 |
| Applied Biological Anthropology | 13,200 | 23,808 |
| Archaeological Research | 10,500 | 20,535 |
| Archaeology | 10,500 | 20,535 |
| Architecture | 9,468 | 20,535 |
| Architecture and Urban Design | | |
| Old Regime Home/EU students Year 1 | 3,465 | – |
| Old Regime Home/EU students Year 2 | 1,725 | – |
| Home/EU students for whom the Old Regime rate does not apply Year 1 | 9,000 | – |
| Home/EU students for whom the Old Regime rate does not apply Year 2 | 4,500 | – |
| Overseas students Year 1 | – | 24,963 |
| Overseas students Year 2 | – | 12,483 |
| Architecture and Urban Studies | 9,468 | 24,963 |
| Asian and Middle Eastern Studies | 9,468 | 20,535 |
| Asian and Middle Eastern Studies (Research) | 9,468 | 20,535 |
| Assyriology | 10,500 | 20,535 |
| Astronomy | 7,176 | 23,808 |
| Basic and Translational Neuroscience | 10,158 | 23,808 |
| Biological Anthropological Science | 13,200 | 23,808 |
| Biological Science | 7,176 | 23,808 |
| Bioscience Enterprise | 11,175 | 24,309 |
| Chemical Engineering and Biotechnology | 7,176 | 24,309 |
| Chemistry | 7,176 | 23,808 |
| Classics | 9,468 | 20,535 |
| Clinical Science (Experimental Medicine) | 7,176 | 29,181 |
| Clinical Science (Rare Diseases) | 7,176 | 29,181 |
| Computational Biology | 9,468 | 23,808 |
| Conservation Leadership | 9,468 | 23,808 |
| Criminological Research | 10,500 | 20,535 |
| Criminology | 10,500 | 20,535 |
| Development Studies | 15,000 | 24,549 |
| Developmental Biology | 7,176 | 23,808 |
| Early Modern History | 10,500 | 20,535 |
| Earth Sciences | 7,176 | 23,808 |
| Economic and Social History | 10,500 | 20,535 |
| Economic Research | 18,000 | 24,000 |
| Economics | 18,000 | 24,000 |
| Education | 10,500 | 21,114 |
| Egyptology | 10,500 | 20,535 |
| Energy Technologies | 9,468 | 25,674 |
| Engineering | 7,176 | 24,309 |
| Engineering for Sustainable Development | 9,468 | 24,309 |

¹ The fees in this table for one-year full-time courses are the fees for the course for part-time students studying for the same qualification. The fee payable in each of two part-time years is half the full-time fee chargeable in the year of entry.

| <i>Qualification</i> | <i>Annual Fee (£)</i> | |
|--|-----------------------|-----------------|
| | Home/EU | Overseas |
| | 2016–17 | 2016–17 |
| English Studies | 9,468 | 20,535 |
| Environmental Policy | 13,200 | 20,535 |
| Epidemiology | 9,468 | 23,808 |
| European, Latin American, and Comparative Literatures and Cultures | 9,468 | 20,535 |
| Film and Screen Studies | 9,468 | 20,535 |
| Finance | 12,177 | 24,309 |
| Finance and Economics | 18,000 | 24,000 |
| Financial Research | 7,176 | 24,309 |
| Genomic Medicine | 12,000 | 29,181 |
| Geographical Research | 7,176 | 18,891 |
| Geography (Arts) | 7,176 | 18,891 |
| Geography (Science) | 7,176 | 23,808 |
| History of Art and Architecture | 9,468 | 20,535 |
| History and Philosophy of Science and Medicine | 13,200 | 22,461 |
| Human Evolutionary Studies | 10,500 | 23,808 |
| Industrial Systems, Manufacture, and Management | 9,591 | 26,751 |
| Innovation, Strategy, and Organization | 9,468 | 24,309 |
| International Relations and Politics | 15,000 | 24,000 |
| Land Economy | 13,200 | 20,535 |
| Land Economy Research | 10,500 | 20,535 |
| Latin-American Studies | 10,500 | 20,535 |
| Machine Learning, Speech, and Language Technology | 11,433 | 26,751 |
| Management | 24,309 | 24,309 |
| Materials Science and Metallurgy | 7,176 | 23,808 |
| Mathematics | 7,176 | 18,891 |
| Medical Science | 7,176 | 23,808 |
| Medieval and Renaissance Literature | 9,468 | 20,535 |
| Medieval History | 10,500 | 20,535 |
| Micro- and Nanotechnology Enterprise | 9,468 | 23,808 |
| Modern British History | 10,500 | 20,535 |
| Modern European History | 10,500 | 20,535 |
| Modern South Asian Studies | 13,200 | 20,535 |
| Multi-disciplinary Gender Studies | 10,500 | 20,535 |
| Music Studies | 9,468 | 20,535 |
| Nuclear Energy | 9,468 | 26,982 |
| Philosophy | 9,468 | 20,535 |
| Physics | 7,176 | 23,808 |
| Planning, Growth, and Regeneration | 13,200 | 20,535 |
| Polar Studies | 7,176 | 18,891 |
| Political Thought and Intellectual History | 10,500 | 20,535 |
| Primary Care Research | 7,176 | 23,808 |
| Public Health | 9,468 | 23,808 |
| Public Policy | 27,999 | 27,999 |
| Real Estate Finance | 18,000 | 24,000 |
| Scientific Computing | 9,468 | 23,808 |
| Social and Developmental Psychology | 8,388 | 20,535 |
| Social Anthropology | 15,000 | 24,000 |
| Sociology | 13,200 | 21,900 |
| Strategy, Marketing, and Operations | 9,468 | 24,309 |
| Technology Policy | 24,309 | 24,309 |
| Theology and Religious Studies | 9,468 | 20,535 |
| Theoretical and Applied Linguistics | 9,468 | 20,535 |
| Veterinary Science | 7,176 | 23,808 |
| World History | 10,500 | 20,535 |
| M.Res. Degree: | | |
| <i>Courses leading to examinations in</i> | | |
| Biological Science | 7,176 | 23,808 |
| Future Infrastructure and Built Environment | 7,176 | 24,309 |
| Gas Turbine Aerodynamics | 7,176 | 24,309 |
| Graphene Technology | 7,176 | 24,309 |
| Integrated Photonic and Electronic Systems | 7,176 | 24,309 |

| Qualification | Annual Fee (£) | |
|---|----------------|----------|
| | Home/EU | Overseas |
| | 2016–17 | 2016–17 |
| Management Studies | 7,176 | 24,309 |
| Medical Science | 7,176 | 23,808 |
| Physical Sciences | 7,176 | 23,808 |
| Sensor Technologies and Applications | 7,176 | 24,309 |
| Social Anthropology | 15,000 | 24,000 |
| Ultra Precision Engineering | 7,176 | 23,808 |
| Diplomas: | | |
| <i>Courses leading to examinations in</i> | | |
| Conservation of Easel Paintings | 9,468 | 23,808 |
| Economics (Advanced Diploma) | 13,200 | 20,535 |
| International Law | 10,500 | 20,535 |
| Legal Studies | 10,500 | 20,535 |
| Theology and Religious Studies (Advanced Diploma) | 9,468 | 18,891 |

Table 3^{1, 2}

| Qualification | Home/EU | | | Overseas | | | |
|---|---|---|--|--|--|--|---|
| | 2016–17 | | | 2016–17 | | | |
| | A | B | C | A | B | C | D |
| | Home/EU students who commenced before 2015–16 | Home/EU students who commenced in 2015–16 | Home/EU students who commence in 2016–17 | Overseas students who commenced before 2014–15 | Overseas students who commenced in 2014–15 | Overseas students who commenced in 2015–16 | Overseas students who commence in 2016–17 |
| Eng.D. Degree | 7,176 | 7,362 | 7,626 | 22,632 | 22,941 | 23,889 | 25,104 |
| Ph.D., M.Sc., and M.Litt. Degrees, and Certificates of Postgraduate Study (C.P.G.S.):^{3, 4} | | | | | | | |
| Group 1 Arts | 7,176 | 7,362 | 7,626 | 17,991 | 18,300 | 19,017 | 19,989 |
| Group 2 Science | 7,176 | 7,362 | 7,626 | 22,632 | 22,941 | 23,889 | 25,104 |
| Group 3 Clinical | 7,176 | 7,362 | 7,626 | 39,339 | 39,648 | 41,430 | 43,521 |

Group 1 Arts: Anglo-Saxon, Norse, and Celtic; Archaeology; Architecture; Asian and Middle Eastern Studies; Classics; Criminology; Development Studies; Divinity; Economics; Education; English; Geography; History; History of Art; History and Philosophy of Science; Land Economy; Law; Mathematics; Modern and Medieval Languages; Music; Philosophy; Politics and International Studies; Sociology; Social Anthropology; Theoretical and Applied Linguistics.

Group 2 Science: Architecture; Astronomy; Biochemistry; Biological Anthropology; Biological Science; Chemistry; Chemical Engineering; Computer Science; Earth Sciences; Engineering; Geography; Management Studies; Materials Science; Pathology; Physics; Physiology, Development, and Neuroscience; Plant Sciences; Psychiatry; Psychology; Public Health and Primary Care; Zoology.

Group 3 Clinical: Clinical Medicine; Veterinary Medicine.

¹ For students commencing in 2015–16 and later years the fee will be fixed for the duration of their course (i.e. fees in each year of their course will be the same as the fee in their year of entry).

² Island students commencing in 2013–14 and later years pay the Overseas rate of fee.

³ For part-time students who commenced before 2015 the fee payable is 60% of the full-time rate applicable to the year they commenced; for part-time students who commence in and after 2015 the fee payable is 60% of the full-time fee charged in their year of entry.

⁴ Please note that Architecture and Geography appear in both Groups 1 and 2.

Table 4A

| <i>Qualification</i> | <i>Fee for the course (£) (for all students)</i> | |
|--|--|--|
| | 2016–17 | |
| M.B.A. Degree (<i>one-year course</i>) | 49,000 | |
| Executive M.B.A. (<i>two-year part-time course</i>) 2016 intake | 63,960 | |
| M.Fin. Degree (<i>one-year full-time course</i>) | 40,625 | |
| M.D. Degree (<i>fee for the course for 2016–17 entrants</i>)* [annual fee] | 7,625 [1,525]* | |

* The annual fee is payable over five years. Any outstanding balance is payable before submission of the dissertation.

Table 4B

| <i>Qualification</i> | <i>Annual Fee (£)</i> | |
|--|-----------------------|-----------------|
| | Home/EU | Overseas |
| | 2016–17 | 2016–17 |
| M.St. Degree: <i>two-year part-time courses in</i> Advanced Subject Teaching | | |
| Course commenced in September 2015 | 6,530 | 12,200 |
| Course commencing in September 2016 | 6,702 | 13,401 |
| Applied Criminology and Police Management | | |
| Course commenced in March 2015 | 5,230 | 5,230 |
| Course commencing in March 2016 | 5,232 | 5,232 |
| Applied Criminology, Penology, and Management | | |
| Course commenced in March 2015 | 5,230 | 5,230 |
| Course commencing in March 2016 | 5,232 | 5,232 |
| Building History | | |
| Course commenced in October 2015 | 7,250 | 10,250 |
| Course commencing in October 2016 | 7,251 | 10,251 |
| Clinical Medicine [starts MT 2016] | | |
| No course commencing in October 2015 | – | – |
| Course commencing in October 2016 | 5,751 | 9,114 |
| Construction Engineering | | |
| Course commenced in September 2015 | 10,845 | 10,845 |
| Course commencing in September 2016 | 11,010 | 11,010 |
| Creative Writing | | |
| Course commenced in October 2015 | 6,530 | 12,200 |
| Course commencing in October 2016 | 6,702 | 13,401 |
| Genomic Medicine (two-year programme) | | |
| Course commencing in October 2015 | 6,000 | 13,896 |
| Course commencing in October 2016 | 6,000 | 14,591 |
| Genomic Medicine (one-year programme) [starts MT 2016] | | |
| Option A* after Diploma | | |
| No course commencing in October 2015 | – | – |
| Course commencing in October 2016 | 8,400 | 19,455 |
| Housing [starts MT 2016] | | |
| No course commencing in October 2015 | – | – |
| Course commencing in October 2016 | 9,000 | 9,000 |
| History | | |
| Course commenced in September 2015 | 6,530 | 12,200 |
| Course commencing in September 2016 | 6,702 | 13,401 |

| <i>Qualification</i> | <i>Annual Fee (£)</i> | |
|--|-----------------------|------------------|
| | Home/EU | Overseas |
| | 2016–17 | 2016–17 |
| Interdisciplinary Design for the Built Environment Course commenced in September 2015 | 7,080 | 7,080 |
| International Relations Course commenced in September 2015 <i>No course commencing in September 2016</i> | 6,530 – | 10,700 – |
| Real Estate [starts MT 2016] <i>No course commencing in September 2015</i> Course commencing in September 2016 | – 10,002 | – 10,002 |
| Social Innovation [starts MT 2016] <i>No course commencing in September 2015</i> Course commencing in September 2016 | – 15,000 | – 15,000 |
| Sustainability Leadership Course commenced in September 2015 Course commencing in September 2016 | 10,230 11,391 | 10,230 11,391 |

Table 5A: Home/EU ELQ students

The following rates shall apply to Home/EU students commencing a course in 2009–10 or later years leading to a qualification which is equivalent to, or at a lower level than, a qualification they possessed when they began their course (ELQ students).¹

ELQ students on courses in Medical and Veterinary Sciences leading to the B.A. Degree, as defined in the Regulations, to the M.B. or B.Chir. Degrees, the Vet.M.B. Degree, on courses in Architecture, or the Postgraduate Certificate in Education are exempt from the ELQ policy and pay the Regulated fees set out below.

| <i>Qualification</i> | <i>Annual Fee (£)</i> | |
|--|---|---|
| | Continuing Home/EU ELQ students | New Regime Home/EU ELQ students |
| | Continuing students who commenced before 1 September 2012 | Students who commenced on or after 1 September 2012 |
| | 2016–17 | 2016–17 |
| B.A. Degree: Groups 1–5 (except Architecture and Medical and Veterinary Sciences) Architecture Medical and Veterinary Sciences | 8,082 3,465 3,465 | 9,486 9,000 9,000 |
| B.Th. Degree | 8,082 | 9,486 |
| Medical and Veterinary Degrees: M.B., B.Chir., Vet.M.B. | 3,465 | 9,000 |
| M.Eng. Degree, M.Sci. Degree, and M.Math. Degree | 8,082 | 9,486 |
| M.A.St. Degree | 3,465 | 9,486 |
| Certificates (excluding P.G.C.E.) | 8,082 | 9,486 |
| Postgraduate Certificate in Education (P.G.C.E.) | n/a | 9,486 |
| Year abroad² | 4,041 | 4,743 |
| Year abroad (ELQ exempt)² | 1,725 | 1,350 |

¹ Students who have proceeded to the B.A. Degree but have been given leave to read for another Tripos 'not for honours' are deemed to be ELQ students for the purpose of their fee liability.

² The Year abroad fee applies to students undertaking a full year course of study abroad or working away (see Regulation 6 for the Law Tripos, Regulation 23 for the Asian and Middle Eastern Studies Tripos, Regulation 28 for the Modern and Medieval Languages Tripos, Regulation 23 for the Engineering Tripos). The special fee arrangements applying to students on a year abroad under the Erasmus Scheme changed in 2014–15 for students admitted in and after 2012, and the fee liability is as above.

Table 5B: Continuing Island Students (Channel Islands and Isle of Man)

The following rates shall apply to undergraduate student members of the University for whom the Continuing Island student rate of fees applies.

The separate Island rates of fee have been discontinued for students who commenced a course in 2013–14 or later. See Table 1 for Overseas rates.

| <i>Qualification</i> | <i>Annual Fee (£)</i> | |
|--|---|--|
| | Continuing Island Students | |
| | Island students who commenced before 1 September 2012 | Island students who commenced on or after 1 September 2012 and before 1 September 2013 |
| | 2016–17 | 2016–17 |
| B.A. Degree: | | |
| Group 1 | 7,146 | 9,000 |
| Group 2 and 3 | 9,000 | 9,000 |
| Group 4 and 5 | 10,500 | 10,500 |
| B.Th. Degree | 7,146 | 9,000 |
| Medical and Veterinary Degrees: M.B., B.Chir., Vet.M.B. | 24,000 | 24,000 |
| M.Eng. Degree and M.Sci. Degree | 10,500 | 10,500 |
| Certificates (excluding P.G.C.E.) | 10,500 | 10,500 |
| Year abroad¹ | 3,573 | 4,500 |

APPENDIX

Definition of an overseas student for the purposes of University Composition Fees

An overseas student is a person to whom the University may lawfully charge higher fees than persons not so categorized by virtue of the provisions of the Education (Fees and Awards) (England) Regulations, as they may be amended from time to time.²

CERTIFICATES OF DEGREES AND EXAMINATIONS AND MATRICULATION

1. The Registry shall issue a certificate free of charge to every person proceeding to a University award, but a fee shall be charged for issuing a copy of a certificate.

2. The Registry may issue on request a degree certificate of an alternative design, bearing the arms of the University printed in colour; a fee shall be charged for such a certificate.

3. The Registry may issue a statement of verification attesting matriculation, or the passing of any examination, or the class obtained by a candidate in a Tripos Examination or the degrees or University awards held by the candidate. A fee may be charged for each such statement.

4. In addition to statements of verification supplied under Regulation 4 of the regulations for the disclosure of examination marks, the Registry may issue more detailed transcripts³ than the statements of verification specified in Regulation 3 above to the candidate to whom the information relates. A

¹ The Year abroad fee applies to students undertaking a full year course of study abroad or working away (see Regulation 6 for the Law Tripos, Regulation 23 for the Asian and Middle Eastern Studies Tripos, Regulation 28 for the Modern and Medieval Languages Tripos, Regulation 23 for the Engineering Tripos). The special fee arrangements applying to students on a year abroad under the Erasmus Scheme changed in 2014–15 for students admitted in and after 2012, and the fee liability is as above.

² The current regulations are the Education (Fees and Awards) (England) Regulations 2007 (Statutory Instruments 2007, No. 779) as amended by the Education (Student Fees, Awards and Support) (Amendment) (No. 2) Regulations 2007 (Statutory Instruments 2007, No. 2263), the Education (Student Fees, Awards and Support) (Amendment) Regulation 2011 (Statutory Instruments 2011, No. 87), the Education (Fees and Awards) (England) Regulations 2007 (Amendment) Regulations 2011 (Statutory Instruments 2011, No. 1987), and the Education (Student Fees, Awards and Support) (Amendment) Regulations 2012 (Statutory Instruments 2012, No. 1653). The category of persons who are not overseas students is defined in Schedule 1 to the principal Regulations (as amended).

³ A transcript is a formal, verifiable, and comprehensive record of an individual student's learning. It will normally include information about the nature, level, content, and status of the studies undertaken by the individual named on the original qualification document, in addition to recording the outcomes.

person who has proceeded to a degree or who has completed a course leading to a University award shall receive such a transcript relating to the examination or examinations for that degree or award free of charge; a fee shall be charged for issuing a copy of the transcript or for issuing a transcript to a person who has not proceeded to a degree or completed a course leading to an award.

5. The fees charged under Regulations 1–4 shall be determined from time to time by the General Board. A Schedule of the fees charged shall be published in the *Reporter* from time to time.

PAYMENTS

PAYMENTS TO COLLEGES FOR THE USE OF LECTURE-ROOMS

The Finance Committee of the Council shall be authorized to approve payments to Colleges for the use of lecture-rooms or other accommodation placed at the disposal of the University for use for University teaching.

PAYMENTS AND VALUE ADDED TAX

All sums, specified in or determined under Ordinances by way of a payment by the University, which might be liable to Value Added Tax shall be inclusive of Value Added Tax and no further payment by reason of that tax shall be made.

ADMISSION TO LECTURES AND LABORATORIES BY SPECIAL LEAVE

1. If a member of the University or an applicant for admission under Regulation 2 desires to pursue research in the interests of a commercial or industrial undertaking or association, or is not at liberty to publish the results of the research, facilities may be granted by the Head of the Department concerned, with the concurrence of the Council. The fees to be charged in such a case shall be subject to the approval of the General Board.

Facilities for research.

2. Except as provided in Regulation 1, teachers from other universities, university colleges, or comparable institutions, of subjects pertaining to a Faculty or Department, or persons pursuing research upon such subjects, who are neither members of the University nor employed by the University may be admitted by the Chair of a Faculty not organized in Departments, or by the Head of a Department, to courses of instructions in that Faculty or Department, or to work in the laboratory of that Department, for a period not exceeding one year from the date of their first admission under this regulation to courses or laboratory work in any Faculty or Department in the University. This period may be extended by the Council.¹ Persons so admitted shall be charged such fees, if any, as the Faculty Board or the Head of the Department may determine in each case.

Teachers from other institutions.

3. In special circumstances persons not coming under Regulation 1 or 2 may, if they could not reasonably be expected to become members of the University, be admitted to courses of instruction organized by a Faculty or Department, or to work in a laboratory. It shall be for the Council to grant or to refuse admission to such persons. Application should be made to the Registry, specifying the special circumstances.

Special circumstances.

4. Secretaries of the Boards of Faculties not organized in Departments, Heads of Departments, or the authorities responsible for admitting candidates to courses for Diplomas or Certificates, shall send to the Registry, by the division of each term and before 20 July, the names of all persons receiving instruction in their Faculties or Departments, or working in a laboratory under Regulations 1–3, and the Registry shall enter the names in an official Register, from which the Council shall have power at any time, without assigning reasons, to remove any name.

Register.

5. A person admitted under Regulation 3 to a course of instruction which consists of or includes work in a laboratory shall pay a fee the same in amount as the undergraduate rate of University Composition Fee (for home students or for overseas students as may be appropriate) for each term or vacation for which he or she is so admitted. A person admitted under Regulation 3 to any other course of instruction shall pay a fee which is one-third of that amount.

Fees.

¹ The Council give notice that only in very exceptional circumstances will they extend this period by more than a year.

6. A lecture or course of lectures announced as free to all members of the University, even if it is not announced as free to other persons also, may be attended without fee by persons who have leave under these regulations, and by other persons also to whom the lecturer gives leave to attend.

7. The Council may for special reason reduce or waive any fee payable under Regulation 5.¹

Prohibition.

8. A member of the University who has been forbidden by the authorities of his or her College to reside in the University as a member of that College shall not during the continuance of such prohibition attend University lectures or laboratories without the leave of the Council unless he or she has been admitted to another College.

ADMISSION TO LECTURES AND LABORATORIES BY SPECIAL LEAVE: NOTICE

The Council have announced (*Reporter*, 1930–31, p. 394) that with reference to Regulation 3:

- (1) Applicants should mention all the Faculties or Departments in which they wish to attend instruction.
- (2) Leave will not ordinarily be given for more than two terms.
- (3) Leave to attend instruction in the Long Vacation may be given to persons not yet admitted, but already approved for admission, to a College of the University, if it is certified that during the period of instruction they will reside either at their homes, or in accordance with the regulations for the residence of persons *in statu pupillari* and under the discipline of their College.

The Council have announced (*Reporter*, 1951–52, p. 894) that under Regulations 4 and 7 they will give leave to a University assistant to attend courses of instruction, and will remit all the fees incurred, if

- (a) the assistant's application is supported by the Head of his or her Department, or, if the Faculty concerned is not organized in Departments, by the Chair of the Faculty Board, and
- (b) if the course of instruction that the assistant wishes to attend is one in which accommodation is in any way limited, the application also has the support of the Head of the Department, or, if the Faculty concerned is not organized in Departments, the Chair of the Faculty Board, under the auspices of which the instruction is to be given.

Applications for such leave should be addressed to the Registry.

RESEARCH IN UNIVERSITY LABORATORIES IN THE INTEREST OF OUTSIDE BODIES: NOTICE

In accordance with Grace 4 of 18 March 1950, the Council announced (*Reporter*, 1949–50, p. 1191) that from 1 October 1950 they would not grant facilities in University laboratories for pursuing research financed from outside the University unless the arrangements had been approved in advance by the Council; and that they would not, in general, give such approval unless those arrangements provided that all financial transactions, including any payments that might be proposed by the outside body to a University teaching officer in connection with such research, were made through the University Treasurer in consultation with the Head of the Department concerned. In view of the arrangements for stipends under the Statutes approved by His Majesty in Council on 30 June 1949, the Council gave further notice that any such payments would be subject to the approval of the General Board.

The General Board has agreed that it will be willing to consider a proposal for a non-pensionable payment to a University officer for work in connection with a contract between the University and an authority outside the University, if such a payment is recommended by the Head of the Department concerned and is provided for in the contract.

POWER TO AFFIX THE SEALS OF THE UNIVERSITY

1. The Great Common Seal of the University shall not be affixed to any document unless authority has been given by Grace of the Regent House.

2. The Common Seal may be affixed to any document within the following classes of documents either in pursuance of an order of the Council or, if the Council have delegated authority to the Finance Committee in relation to any of the following classes, in pursuance of an order of the Finance Committee:

- (a) documents authorizing or enabling the University Bankers to receive dividends and interest payable on all stocks, shares, and securities standing in the corporate name of the University;
- (b) documents necessary for effecting the sale of real and personal property and of stocks, shares, and securities standing in the corporate name of the University;
- (c) documents necessary for effecting the transfer of real and personal property and of stocks, shares, and securities which may be purchased in the corporate name of the University;

¹ The Council give notice that no fee will be charged under Regulation 5 to full-time Student Gardeners, whether paid or unpaid, who are recommended for this exemption by the Regius Professor of Botany.

- (d) documents necessary for effecting the transfer of real and personal property and of stocks, shares, and securities which may be transferred to the University in pursuance of any gift or bequest which may have been accepted by the University;
 - (e) documents necessary for obtaining registration in the corporate name of the University of real and personal property and for obtaining inscription or registration in the corporate name of the University of bearer bonds or other stocks, shares, and securities belonging to the University;
 - (f) assignments of assurance policies made under the regulations for the Superannuation Scheme;
 - (g) forms of appointment of proxy or proxies to vote at meetings of stockholders or shareholders;
 - (h) documents of consent to loans from the Church Commissioners for purposes relating to ecclesiastical benefices of which the University is patron;
 - (i) leases, licences, and other documents relating to property;
 - (j) documents necessary for transactions relating to Loan Fund II;
 - (k) documents giving the consent of the University to alterations in or transactions affecting parsonage-houses, church-yards, or glebe-lands of benefices of which the University acts as patron;
 - (l) documents relating to any contract which has been duly approved by the appropriate University body responsible under Statute or Ordinance;
 - (m) deeds of presentation and deeds of nomination to vacant benefices.
- 3.** The Vice-Chancellor (or a Pro-Vice-Chancellor designated by the Vice-Chancellor, under Statute A II 13) and the Registry, or deputies appointed by them under Statute A II 13(c) to be present at the sealing, shall attest under their hands the affixing of the Common Seal. The Registry shall keep a record of all documents to which the Common Seal has been affixed.