

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 (ii) 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. Publication in the *Reporter* shall include publication on the *Reporter* website (<https://www.reporter.admin.cam.ac.uk/>). 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 CHANCELLOR¹

Amended by Grace 1 of the Senate of 17 January 2024

1. The Council² determines the timetable of the election to fill a vacancy in the office of Chancellor, Election timetable. including the days and hours for voting and the nomination period. Following receipt of notice of a vacancy, the Council will publish the timetable for an election in the *Reporter* as soon as practicable, and will include information on the arrangements for registration of voters voting electronically and, after consulting with the returning officer, the accepted methods for submitting nominations.³
2. Elections will normally take place in Full Term and the Council will give at least forty days' notice of voting opening. The deadline for the receipt of nominations will be at least seventeen days after the Council has published the timetable for an election and at least fourteen days before voting opens.
3. For a nomination to be valid it must be: Procedure for nominations.
- (a) made in writing and signed by at least fifty members of the Senate; and
 - (b) accompanied by a statement dated and signed by the person nominated consenting to the nomination; and
 - (c) received by the Registry by the deadline for nominations.
- All valid nominations will be published in the *Reporter* as soon as possible.
4. (a) If at the close of the nomination period there is only one candidate, or if only one candidate remains after any other nominated candidates have withdrawn, the Council will reopen nominations by publishing a new election timetable in accordance with Regulation 2.
- (b) If at the close of the nomination period no candidate has been nominated, the Council will nominate a candidate. This candidate is automatically elected as Chancellor.

¹ As noted in Statute A I 9, this Ordinance for the election of the Chancellor also applies to the election of the High Steward.

² In the election of a Chancellor, the Council comprises all members excluding the Chancellor.

³ The Council has confirmed, after consulting with the Registry, that the accepted methods for submitting nominations shall be on paper with handwritten signatures delivered to the Old Schools and by electronic means linked to an email account registered with the University for this purpose.

(c) If at the close of the nomination period there is more than one candidate, an election will take place.

The provisions of Special Ordinance A (viii) 5 concerning reserved business apply to nominations by the Council under Regulation 4(b). The Council will consult with its student members before making a nomination.

Procedure for election.

5. Voting in person will take place on two days, which need not be consecutive. One of the days for in-person voting will be a Saturday. Voting electronically will take place on ten consecutive days, to overlap with at least one of the days appointed for voting in person.

6. The Registrar, or a duly appointed deputy, will be the returning officer. The accepted methods for submitting nominations, the form of the voting paper and the method of casting votes will be determined by the returning officer. The Proctors, or those appointed as their deputies for the occasion, will be in attendance on the two days of voting in person.

7. In case of an equality of votes, the Vice-Chancellor will choose between the candidates. The Single Transferable Vote regulations shall apply to voting under these regulations.

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

Result of election.

9. The result of the election will be published in the *Reporter* as soon as possible.

ROLL OF THE REGENT HOUSE

1. On the first weekday in October the Registrar 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 publish the date by which any member of the University may raise an objection in writing 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 they are 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 SPECIAL ORDINANCE A (i) (f)

The categories of membership of the Regent House under Special Ordinance A (i) (f) shall be:

- (i) in any College: persons holding the office of Tutor, Assistant Tutor, Steward, Bursar, Assistant Bursar, College Lecturer or Chaplain. The Head of any College shall certify in writing to the Registrar by 1 October each year the names of such persons;
- (ii) Affiliated Lecturers, Affiliated Assistant Professors, Affiliated Associate Professors, and Affiliated Professors;
- (iii) holders of appointments on the staff of University of Cambridge Investment Management Limited at the level of Manager and above;
- (iv) Associate Lecturers;¹
- (v) those University employees included on the Roll promulgated on 5 November 2021 who do not qualify for membership under the revised criteria approved by Grace 1 of 3 November 2021 shall remain on the Roll in subsequent years until their membership expires for reasons other than eligibility under those revised criteria (for example, on ceasing to be University employees);²
- (vi) those University employees who hold posts outside the grade structure in Schedule I to the Ordinance on Stipends whose posts are deemed equivalent to those in Grade 9 or above in that Schedule in accordance with criteria as determined and published from time to time by the Council.³

¹ Sub-paragraph (iv) will be rescinded with effect from 1 October 2025 following the approval of Grace 1 of 6 May 2021.

² The University employees remaining on the Roll under sub-paragraph (v) include those added following the approval of Grace 1 of 20 October 2021.

³ See Notices (*Reporter*, 6666, 2021–22, p. 643; 6673, 2022–23, p. 78, and 6715, 2023–24, p. 66).

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, or by email 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. (a) Discussions shall take place on such dates and at such times as may be appointed by the Chancellor, Vice-Chancellor or the Council.

(b) Discussions shall be held in the Senate-House or elsewhere within the Precincts of the University, or by any means of communication which permits all those participating simultaneously to hear one another, as determined by the Chancellor, Vice-Chancellor or the Council, except that the Chair of the Board of Scrutiny or ten members of the Regent House may submit a request on paper or by email from addresses within the cam.ac.uk domain to the Registry for the Council to hold a meeting for the discussion of a particular Report or other matter in the Senate-House or elsewhere within the Precincts of the University, which request shall not unreasonably be denied.

3. 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*.

4. The following may also attend Discussions and take part:¹

(a) graduates of the University;

(b) members of Faculties;

(c) registered students and sabbatical officers of the University of Cambridge Students' Union;

(d) University and College employees who are not otherwise eligible;

(e) other persons authorised by the Vice-Chancellor to attend a particular Discussion.

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

6. 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.

7. 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 their opinion are likely to be held to be unlawful or 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 authorisation of the Council. Authorisation.
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 (ii) 5, shall be put before the Council for authorisation at a meeting, provided that a Grace shall be deemed to have been duly authorised 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 authorised by the Council in accordance with the procedure prescribed in the regulations for admission to degrees.

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. Submission.
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.

¹ See also Special Ordinance A (ii) 3, p. 67.

Definition of term.

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.

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 (ii) 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 (ii) 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

Ballot.

Correction of errors.

Notice.

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.

Constitution.

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 Registry; 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

Amended by Grace 1 of the Senate of 17 January 2024

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 authorisation of the Council. Every Grace shall be put before the Council for authorisation at a meeting, provided that a Grace may be deemed to have been duly authorised under the alternative procedure specified in Regulation 1 of the regulations for Graces of the Regent House. Authorisation.

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 cast their votes in person or electronically. The Council determines the timetable of the ballot, including the days and hours of voting, and the arrangements for registration of voters voting electronically. Voting will normally take place during Full Term, with voting opening between fourteen and twenty-eight days after publication of the Notice announcing the ballot, unless the Council decides to postpone the ballot to allow an election of the Chancellor or the High Steward to take place first. Voting in person will take place on two days, which need not be consecutive. One of the days for in-person voting will be a Saturday. Voting electronically will take place on ten consecutive days, to overlap with at least one of the days appointed for voting in person.

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.

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.

Correction of errors.

NOTICE BY THE COUNCIL DISCUSSIONS AND FLY-SHEETS

Discussions

1. The Council is 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 considers it inappropriate for a speaker at a Discussion to include in their remarks a list of the names of persons who support the speaker's views. It has 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 wishes 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 their 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 believes 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.

6. The Council considers it good practice for speakers at a Discussion to indicate any interest they have in the matter for discussion, normally after giving their name and any College and/or University institution affiliation at the beginning of their remarks. Where many speakers are likely to share the same interest (for example, where the item for discussion concerns pay or pensions or student-related matters), the Vice-Chancellor or other person presiding at the Discussion may note this interest on behalf of all speakers before inviting them to make their remarks.

Fly-sheets and other statements

Statements issued by members of the Regent House

7. 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 has authorised 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 unlawful or defamatory, the Council has 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

8. Arrangements similar to those described in paragraph 7 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 registered students and sabbatical officers of the University of Cambridge Students' Union

9. The procedure described in paragraph 7 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 registered students and sabbatical officers of the University of Cambridge Students' Union (the Union). The Vice-Chancellor may, however, determine on a particular occasion that such members may not submit fly-sheets. Fly-sheets must be signed by ten such members, of whom at least five must be from among the following: the sabbatical officers of the 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 has 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 such members will be circulated to members of the Regent House only.

Statements issued by University employees who are not members of the Senate, the Regent House or registered students

10. The procedure described in paragraph 7 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 University employees (including the employees within the Press and Assessment Department) who are not members of the Senate or the Regent House. The Vice-Chancellor may, however, determine on a particular occasion that such members may not submit fly-sheets. Fly-sheets must be signed by ten members of University staff. Fly-sheets signed by University staff will be circulated to members of the Regent House only.

Statements issued by more than one group of authorised signatories

11. Joint statements, signed by the required number of signatories in two or more of the above groups, will be accepted (for example, a fly-sheet signed by ten members of the Regent House that is also signed by five registered students and five sabbatical officers of the University of Cambridge Students' Union).

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 their 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

Under the provisions of Special Ordinance A (viii) 5(iii) 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 of the Council in addition to the other matters listed under Special Ordinance A (viii) 5.

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

Amended by Grace 2 of 20 March 2024

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 they consent 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 by the University of Cambridge Students' Union in accordance with an electoral scheme for the conduct of such election which shall be submitted to the Council jointly by the President (Undergraduate) and the President (Postgraduate) of the University of Cambridge Students' Union each year.

9. For the purposes of Special Ordinance A (iii), the term 'student in the University' shall mean any person eligible to vote in elections for the office of President as governed by the articles of association of the University of Cambridge Students' Union as determined from time to time, or who would be so eligible but who has resigned their membership of the Union, and who is not a sabbatical officer-elect or sabbatical officer of that Students' Union nor standing for election to such an office.

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:
- (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 10 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, Registrar, or Director or Deputy Director in the University Offices.
- 5.** (a) 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.
- (b) Save as provided for in sub-paragraph (a), a member of the Nominating Committee whose membership would otherwise terminate during any period in which the Committee is considering nominations to fill any vacancy shall remain a member until that nomination process has concluded.
- 6.** The provisions of Special Ordinance A (viii) 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 (iii) 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 their previous period of service.
- 8.** The Registrar 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 regulator for higher education 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 they consent to nomination and consent 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 scrutinise 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 published under Statute F 1 1(b).

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 Press and Assessment Department) 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 Press and Assessment Department as have been submitted by the Press and Assessment Syndicate or by officers of the Press and Assessment Department to the Council or to the Finance Committee of the Council.

4. (a) At its first meeting in each academic year the Board shall elect a chair and a secretary to hold office until the end of that academic year. No person may be re-elected as chair at the end of their 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:

Chief Financial Officer

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 (iii) 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 their 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 their 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.

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 their vote:

Method of voting.

- (a) must enter on the voting-paper (*see* diagram below), against the figure 1, the name of the candidate to whom they give 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.

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*

Counting of votes.

- (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.
- (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 they 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 their 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 their 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 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.

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.

- (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 them, 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 them, 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 they are 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 their 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.

CAMBRIDGE UNIVERSITY ENDOWMENT TRUSTEE BODY

Constitution.

1. There shall be a Cambridge University Endowment Trustee Body which shall comprise:

- (a) three members appointed by the Council, of whom one shall be a member of the Council and at least two of whom shall have relevant investment experience. The Council shall appoint one of the members in this class as Chair of the Cambridge University Endowment Trustee Body;
- (b) two members with relevant investment experience appointed by the institutions (other than the University) with units in the Cambridge University Endowment Fund using an appointment process agreed by those institutions, or if no such appointment has been made within a reasonable period (as determined by the Cambridge University Endowment Trustee Body), two members with relevant investment experience appointed by the Chair on behalf of those institutions; and
- (c) one person co-opted by the Cambridge University Endowment Trustee Body who is independent of the University and those other institutions participating in the Cambridge University Endowment Fund. The member appointed in this class shall have significant experience in responsible investment¹ unless the Cambridge University Endowment Trustee Body determines that one of its existing members has such experience, in which case the co-opted member shall have relevant investment experience.

¹ The Cambridge University Endowment Trustee Body shall apply the following definition of responsible investment provided by the Cambridge Institute for Sustainability Leadership until further notice: Responsible investment is an approach to investment that explicitly acknowledges the relevance to the investor of environmental, social and governance factors, and of the long-term health and stability of the market as a whole.

2. Regulations 1 and 2 of the general regulations for appointment, attendance, and retirement of members shall not apply to the Cambridge University Endowment Trustee Body.

3. Members of the Cambridge University Endowment Trustee Body shall be appointed to serve for four years from 1 January and shall serve no more than two full periods of office consecutively; casual periods of office shall not count towards this limit. The member of the Council in class (a) shall cease to be a member of the Cambridge University Endowment Trustee Body on ceasing to be a member of the Council. No member of the Finance Committee or any other University committee fulfilling delegated functions in relation to, or advising on, the University's financial investments may be a member of the Cambridge University Endowment Trustee Body or a sub-committee of the Cambridge University Endowment Trustee Body.

4. No business shall be transacted at any meeting of the Cambridge University Endowment Trustee Body unless four members are present, including at least one from class (b), save that in circumstances where two or more members are (or would, if present, be) required to recuse themselves from discussions or decisions, no business shall be transacted unless all the other members are present.

5. The duties of the Cambridge University Endowment Trustee Body shall be:

Duties.

(a) to represent the University in its role as sole trustee of the Cambridge University Endowment Fund representing the interests of unitholders as a whole;

(b) to represent the University in its role as sole member of University of Cambridge Investment Management Limited; and

(c) to report annually to the Regent House on its activities.

6. (a) The Cambridge University Endowment Trustee Body may exercise any and all of the powers of the University as trustee of the Cambridge University Endowment Fund in the proper discharge of its duties, including (without limitation) the power to set the investment objectives, the distribution objective and the investment principles for the Cambridge University Endowment Fund.

Powers.

(b) The Cambridge University Endowment Trustee Body may regulate the conduct and frequency of its meetings and other business as it sees fit, provided that it shall meet at least once each year.

(c) The Cambridge University Endowment Trustee Body may establish sub-committees and may delegate to such sub-committees such functions as it sees fit. Sub-committees of the Cambridge University Endowment Trustee Body shall adhere to such terms of reference as shall be made by the Cambridge University Endowment Trustee Body from time to time.

BOARDS, SYNDICATES, ETC.

GENERAL REGULATIONS

APPOINTMENT, ATTENDANCE, AND RETIREMENT OF MEMBERS

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.

Period of appointment.

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.

Periods of appointment when body first constituted.

3. If a member of any body constituted in the University by or under Statute or Ordinance has declared an intention to resign their 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.

Appointment of successors.

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.

Registered student members.

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

Absence from meetings.

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.

Expenses of non-resident members.

8. A non-resident member of such a Board, Syndicate, or other body shall be entitled to reimbursement of their 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.

'Co-opted' included in 'appointed'.

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'.

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

Board of Electors, to select for approval by Council.

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.

Notice of vacancy in a benefice.

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.

Failure to select.

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, they shall report to the Council to that effect.

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, they 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.

PROPERTY BOARD¹

Purpose.

1. The purpose of the Property Board is to direct the development, management and stewardship of the University's non-operational estate.

Objectives.

2. The objectives of the Board are:

¹ For the terms of reference of the Property Board, see *Reporter*, 6590, 2020–21, p. 32.

- (a) to optimise the positive net present value of the non-operational estate (and so financial returns to the University) through its development, operation and/or disposal;
- (b) to pursue investment and development opportunities that:
 - (i) in all cases deliver the same or greater returns as high-quality projects in the external market with a comparable risk and return profile;
 - (ii) meet property-related strategic priorities that fall outside the University's operational estate, including the University's sustainability targets;
 - (iii) where appropriate, integrate non-operational property activities with core University uses, including research; and
 - (iv) where relevant, have secured approved funding from either internal or external sources such that the expected rate of return on the residual investment is the same or greater than the return an arm's length commercial investor would expect for an investment of comparable risk;
- (c) to work collaboratively with the wider University and foster community and innovation in its development of the non-operational estate; and
- (d) to drive efficiency in the use of non-operational land and built estate.

3. (a) In the pursuit of its objectives, the Board may exercise the authority of the Finance Committee to invest capital and fund operating costs, but only at levels, and according to a process, that the Finance Committee shall specify in writing at least annually.

(b) In exercising its authority under Regulation 3(a), the Board has authority to exercise the powers of the University in the name of the University, except as the Statutes and Ordinances otherwise provide.

4. The membership of the Board comprises nine members appointed by the Council, for up to two consecutive terms of four years: Membership.

- (a) an external chair with relevant expertise;
- (b) six external members with relevant expertise; and
- (c) two members of the Regent House.

At least one member of the Board in any class shall also be a member of the Finance Committee and at least one also a member of the Council (or at least one who is also a member of both the Finance Committee and the Council). For those member(s), if their Finance Committee or Council membership ceases, Board membership will simultaneously cease.

5. No business may be transacted unless a quorum of at least four members is in attendance, including either the chair or a deputy appointed from among the members in class (b), and at least one member in class (c). Quorum.

6. The Board shall report to the Finance Committee through quarterly and annual reports and accounts, and/or by such other means as the Finance Committee determines. The Finance Committee shall report onward to the Council. Reports.

UNIVERSITY AND STAFF JOINT BOARD

- 1.** The University and Staff 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 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, the Academic Secretary, and the Director of the Human Resources Division of the University Offices (or their deputies) who shall be members *ex officio*;
 - (iii) members of the Human Resources Division of the University Offices as nominated by the Director of the Human Resources Division.
 - (c) such number of representatives for each bargaining unit as agreed with those trade unions to which the Council has granted negotiating rights. This number may include respective regional representatives.

Membership.

2. The Council shall from time to time announce in a Notice published in the *Reporter* the membership of the Board and in the case of the trade unions, which bargaining units they represent.

3. 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 organisation that they represent. Members of the Board in class (b)(iii) shall serve for such period as may be decided by the Director of the Human Resources Division.

Joint Secretaries.

4. 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. The Joint Secretaries of the Board shall also serve as Joint Secretaries to any Joint Negotiating Committee.

5. The method of appointment of members in class (c) shall be decided by the trade unions that they represent, provided these are accredited representatives in accordance with the relevant recognition agreement. The trade unions 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.

Duties of the Board.

6. The duties of the Board shall be:

(a) to keep under review such terms and conditions of employment as are set out in Regulation 7(a) of those staff of the University in the bargaining units for whom the trade unions have been recognised;

(b) to consider any matter under sub-paragraph (a) that is either referred to them by the Council or by the General Board, or which they are requested to consider by the members of the Board in class (b) or class (c);

(c) to make decisions, subject to the approval of the Council and/or the Regent House as appropriate, in connection with matters under sub-paragraphs (a) and (b) for submission to the Council,¹ such decisions to be made in accordance with Regulation 7(b);

(d) to form:

(i) Special Joint Negotiating Committees, where appropriate, to consider any specific matters relating to the duties of the Board as set out under sub-paragraphs (a) and (b), which may affect one or more bargaining units; and

(ii) Standing Joint Negotiating Committees for (1) assistant staff, (2) academic-related staff, and (3) academic and research staff combined, to consider any matters relating to the duties of the Board as set out under sub-paragraphs (a) and (b), that solely affect those bargaining units.

7. (a) The terms and conditions of employment of the staff of the University, as referred to in Regulation 6, shall mean collective 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 the Cambridge University Assistants Contributory Pension scheme (other than matters relating to the operation or management of that scheme). For the avoidance of doubt, matters decided in the course of national negotiations will not be the subject of local discussion except in so far as questions of local application, over which the University has discretion, may arise. The University and the trade unions support national bargaining and will not seek to use discussions at meetings of either the Board or any Joint Negotiating Committee to undermine it.

(b) Business shall be transacted by the Board, where there is present a majority of members of the Board in classes (a) and (b) combined and a majority of the members of the Board in respect of each trade union in class (c) representing each bargaining unit affected, unless those groups agree in advance that they are content to proceed in the absence of fewer members. Decisions of the Board under Regulation 6(c) shall not be valid unless agreed by a majority of those present in classes (a) and (b) combined and a majority of those present from each trade union in class (c) representing each bargaining unit affected. If the Board fails to reach agreement, any of those members may request that the dispute resolution procedure is initiated, in accordance with the terms of the relevant recognition agreement.

¹ The submissions would be made through the HR Committee to the Council.

Where the dispute resolution procedure has failed and no agreement has been reached, the Board shall submit the matter for consideration by the Council on the basis of a submission setting out all the areas of dispute from members of the Board in class (a) and (b) and members of the Board in class (c) representing each bargaining unit affected.

(c) Where disputes are raised under a valid recognition agreement and informal resolution has failed, the Board or its Joint Negotiating Committees may be convened to deal with such disputes in accordance with the procedure set out in the relevant recognition agreement.

8. (a) Special and Standing Joint Negotiating Committees shall consist of:

- (i) (1) the Director of the Human Resources Division of the University Offices or a nominated deputy;
- (2) members appointed from among the members of the Board in classes (a) and (b) by the members of the Board in classes (a) and (b);
- (ii) up to four members of the Board in class (c) from each trade union representing the bargaining unit(s) affected, appointed by those trade unions;

provided that the number of members appointed from classes (a) and (b) of the Board shall not exceed the number of members appointed from class (c).

(b) Each Joint Negotiating Committee, whether Special or Standing, shall appoint one of its members to act as its Chair. The Joint Negotiating Committee may also agree to appoint the Chair by rotation.

9. Business may be transacted by a Joint Negotiating Committee, Special or Standing, where there is present a minimum of one member appointed from classes (a) and (b) and one member from each of the trade unions representing the bargaining units affected appointed from class (c), unless all members of that Joint Negotiating Committee agree in advance that they are content to proceed in the absence of fewer members.

10. The Chair shall adjourn or cancel any meeting of a Joint Negotiating Committee, whether Special or Standing, if its members in both classes (b) and (c) of the Board so request.

11. A Joint Negotiating Committee, whether Special or Standing, shall allow trade union representatives who are not members of that Joint Negotiating Committee to attend and take part (but not vote) in its meetings if this is requested by members of that Committee in class (c) of the Board, where those trade union representatives have relevant interests in or can provide expertise on the matters under discussion.

12. The Director of the Human Resources Division may grant persons the right to attend and take part (but not vote) in a Joint Negotiating Committee meeting, whether Special or Standing, where they have relevant interests in or can provide expertise on the matters under discussion.

13. The rules of procedure of each Joint Negotiating Committee, whether Special or Standing, shall be subject to agreements on procedure that may be negotiated from time to time between the members of that Joint Negotiating Committee.

14. (a) Decisions (or amendments of decisions) of a Joint Negotiating Committee, whether Special or Standing, shall not be valid unless agreed by a majority of those present from classes (a) and (b) and a majority of those present from each trade union in class (c) representing the bargaining unit affected. The Chair shall not have a casting vote. Decisions of a Joint Negotiating Committee, whether Special or Standing, are subject to the approval of the Council and/or the Regent House as appropriate.

(b) Those decisions shall be provided to the Board for submission to the Council. No amendment proposed by the Board shall be made unless it is agreed by the Joint Negotiating Committee in accordance with 14(a). For the avoidance of doubt, if the Board does not agree with a decision of a Joint Negotiating Committee, the Board may ask the Joint Negotiating Committee to reconsider it.

(c) If a Joint Negotiating Committee, whether Special or Standing, fails to reach agreement, the substance of the failure shall be reported to the Board for discussion. If there is still failure to reach agreement after discussion by the Board, any member of that Joint Negotiating Committee may request that the dispute resolution procedure is initiated, in accordance with the terms of the relevant recognition agreement. Where the dispute resolution procedure has failed and no agreement has been reached, the Board shall submit the matter for consideration by the Council, on the basis of a submission setting out all areas of dispute from members of the Board in classes (a) and (b) and members of the Board in class (c) representing each bargaining unit affected.

CAREERS SERVICE SYNDICATE

- Constitution.** 1. There shall be a Careers Service Syndicate which 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, in sequential rotation;
 - (d) the members of the Careers Service Committee in classes (f), (g), and (h);
 - (e) not more than twelve persons co-opted by the Syndicate, to include members of employer organizations and the postdoctoral community.
- 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 (e) shall be appointed in the Lent Term to serve for four years from 1 October following their appointment.
- Meetings.** 2. There shall be at least one meeting of the Syndicate in each academic year.
- Duties.** 3. The duties of the Syndicate shall be:
- (a) to provide information and advice about careers for all members of the University;
 - (b) to establish and organize means of communication between members of the University who are seeking employment and employers;
 - (c) to advise the Careers Service Committee on provision of careers advice and guidance, taking into account external and regulatory factors and market conditions in key employment areas;
 - (d) to promote the exchange of ideas between members of the University and representatives of other organizations on matters affecting the employment of postgraduate and postdoctoral members of the University, in particular by holding seminars and other informal meetings from time to time;
 - (e) to report annually to the Careers Service Committee on its activities and to make recommendations relating to provision of careers advice and guidance.
- Income.** 4. The following shall be paid to the funds of the Syndicate:
- (a) contributions from organizations and individuals in aid of the purposes of the Syndicate;
 - (b) payments made in respect of commercial activities run by the Syndicate.
- Secretary.** 5. The Director of the Careers Service shall act as Secretary of the Syndicate.

PRESS AND ASSESSMENT SYNDICATE

- Constitution.** 1. The Press and Assessment Syndicate shall consist of:
- (a) the Vice-Chancellor (or a duly appointed deputy) as Chair;
 - (b) a University officer appointed by the Council;
 - (c) at least twelve members with experience and expertise in matters relevant to the work of the Syndicate, appointed by the Council to serve for four years following their appointment.
- The Press and Assessment Syndicate shall appoint a Secretary of the Press and Assessment Syndicate who shall be the Chief Executive of the Press and Assessment Department. The duties of the Chief Executive shall be determined by the Press and Assessment Syndicate, which shall be authorised to appoint, reappoint and dismiss the Chief Executive.
- Chief Executive.**
- Quorum.** 2. No business shall be transacted at any meeting of the Press and Assessment Syndicate unless five members at least are present.
- Powers.** 3. Without prejudice to the generality of the powers conferred by Statute on the Press and Assessment Syndicate for the management of the affairs of the Press and Assessment Department, the Press and Assessment Syndicate shall be authorised in the name of the University to exercise in relation to the affairs of the Press and Assessment Department the following powers (being powers which for the avoidance of doubt it is desirable to mention expressly) namely:

- (a) to engage such persons for employment in the service of the Press and Assessment Department as it in its 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 Press and Assessment Department, provided that before instituting such proceedings it shall notify the Vice-Chancellor of its intention so to do; and it 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 Press and Assessment Department;
- (c) to acquire for the purposes of the Press and Assessment Department 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 Press and Assessment Department; but subject always to the provisions of regulations made by the Council for University property (sites and buildings) insofar as it shall be expressly stated to apply to the Press and Assessment Department, 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
- (d) to establish and maintain branches of the Press and Assessment Department in any part of the world and if it thinks fit to cause companies or other bodies approved by them to be incorporated for the holding or management of any such branches or for any other purposes of the Press and Assessment Department;
- (e) to establish reserve funds when in their opinion such funds are necessary to make provision for the future continuance of the Press and Assessment Department or for its prospective liabilities;
- (f) to cause the Press and Assessment 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 and Assessment Syndicate or, except in the case of their power under sub-paragraph (f) of this regulation, to any officer of the Press and Assessment Department;
- (h) 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;
- (i) to co-operate with educational authorities and other bodies overseas in the provision of examinations and to issue special certificates;
- (j) to make arrangements for the inspection of schools on application by the school authorities;
- (k) 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;
- (l) 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; and
- (m) 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.
- 4.** All property of the Press and Assessment Department 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. Property of the Press and Assessment Department.
- 5.** The financial year of the Press and Assessment Department shall end on 31 July. Financial year.
- 6.** The Press and Assessment Syndicate shall prepare, and shall publish an abstract of, the annual accounts of the Press and Assessment Department. Annual accounts.
- 7.** The Press and Assessment Syndicate shall provide for the safe custody of the Press and Assessment Seal, which shall be used only by the authority of the Press and Assessment Syndicate or of a committee of the Press and Assessment Syndicate authorised by the Press and Assessment Syndicate in that behalf, and every instrument to which the Press and Assessment Seal shall be affixed shall be signed Press and Assessment Seal.

¹ The Press and Assessment Syndicate has 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 and Assessment Syndicate and the Council at the time of acquisition. The Syndicate has 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.

by a member of the Press and Assessment Syndicate and countersigned by the Secretary of the Press and Assessment Syndicate or by some other employee of the Press and Assessment Department who has been designated by the Press and Assessment 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 their 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

- Constitution.** 1. The Senate-House Syndicate shall consist of the Vice-Chancellor as Chair, the Registry, 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.
- Duties and powers.** 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.
3. The Syndicate shall make such reports to the Council as the Council may require.

SOCIETIES SYNDICATE

- Constitution.** 1. The Societies Syndicate shall consist of:
- (a) the Vice-Chancellor (or a deputy), who shall be the Chair;
 - (b) the Junior Proctor (or a deputy);
 - (c) two members of the Regent House appointed by the Council, one of whom shall be a Bursar and one a Senior Tutor;

- (d) three registered students 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 postgraduate students, one member should be a postgraduate student;
- (e) two registered students appointed by the College delegates who serve on the University of Cambridge Students' Union Council;
- (f) a sabbatical officer of the University of Cambridge Students' Union appointed on the nomination of the Presidents of the University of Cambridge Students' Union.

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 academic 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 academic 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

5. There shall be a Technical Committee of the Societies Syndicate which shall consist of:

Constitution.

- (a) the Junior Proctor (or a deputy), who shall be Chair;
- (b) up to twelve and no fewer than six registered students, one appointed by each of up to twelve societies nominated annually by the Syndics;
- (c) the members of the Societies Syndicate appointed in class (e);
- (d) a sabbatical officer of the University of Cambridge Students' Union appointed on the nomination of the Presidents of the University of Cambridge Students' Union.

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

6. It shall be the duty of the Technical Committee:

Duties.

- (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 registered students, 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 academic year in which they are appointed. Co-opted members shall serve for the remainder of the academic 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.

Executive Committee.

- 3.** There shall be an Executive Committee for the ADC Theatre which shall consist of:
- (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 their appointment. The Secretary shall be appointed by the Registry.

Duties.

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

- (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.

Manager.

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.

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) the Chair of the Admissions Forum;
 - (f) one person appointed by the Bursars' Committee;
 - (g) seven members of the Regent House, being six 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 sabbatical officer of the University of Cambridge Students' Union with responsibility for undergraduate access;
 - (i) a Head of a College appointed by the Colleges' Standing Committee;
 - (j) not more than one person co-opted by the Committee, provided that it shall not be obligatory for the Committee to co-opt any person.
2. The members of the Committee other than those in classes (a), (b), (c), (e), (h), and (j) shall be appointed in the Michaelmas Term to serve for three years from the date of their appointment. Members in class (j) 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.
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*. Restrictions.
7. The provision of Special Ordinance A (viii) 5 concerning reserved business shall apply to the Committee as if it were a body constituted by Statute. Reserved business.

CAREERS SERVICE COMMITTEE

1. There shall be a Careers Service Committee of the Council and the General Board which shall be responsible for the administration of the Careers Service.
2. The Committee shall consist of: Constitution.
- (a) the Pro-Vice-Chancellor (Education) as Chair;
 - (b) two members of the Careers Service Syndicate appointed by the Council;
 - (c) a member appointed by the General Board from among its members;
 - (d) a member appointed by the Senior Tutors' Committee from among its members;
 - (e) a member appointed by the Postgraduate Tutors' Committee from among its members;
 - (f) a member appointed by the Committee on the nomination of the Postdocs of Cambridge Society;
 - (g) a registered student or an elected officer of the University of Cambridge Students' Union, appointed by the Committee on the nomination of the President (Undergraduate) of the University of Cambridge Students' Union;
 - (h) a registered student or an elected officer of the University of Cambridge Students' Union, appointed by the Committee on the nomination of the President (Postgraduate) of the University of Cambridge Students' Union;
 - (i) no more than three persons co-opted by the Committee.
3. Members in class (b) shall serve for a period concurrent with their appointment to the Careers Service Syndicate and shall cease to be members of the Committee on ceasing to be members of the Syndicate. Members in classes (c), (d), and (e) shall be appointed in the Michaelmas Term for four years from 1 January following their appointment. Members in class (f) shall be appointed in the Appointments.

Michaelmas Term for three years from 1 January following their appointment. Members in classes (g) and (h) shall be appointed in the Michaelmas Term for the remainder of that academic year. Members in class (i) shall be appointed for such period as the Committee shall determine.

- Quorum. **4.** The Chair and five other members shall constitute a quorum of the Committee.
- Secretary. **5.** The Director of the Careers Service shall act as Secretary of the Committee.
- Duties. **6.** It shall be the duty of the Committee:
- (a) to oversee delivery of the long-term strategy for the Careers Service, as determined by the General Board;
 - (b) to manage resources available to progress overall strategy;
 - (c) to oversee the operation of the Careers Service;
 - (d) to consult as necessary with other parts of the University engaged in supporting and developing students and postdoctoral researchers, to ensure appropriateness and continuous improvement of service;
- Annual Report. (e) to make an Annual Report to the General Board and the Council, and provide such other reports as may be required from time to time.
- Meetings. **7.** The Committee shall meet at least once each term.
- Appointments Committee. **8.** The Committee, or a subset thereof, shall form the Appointments Committee responsible for appointment of the Director of the Careers Service, and for other such appointments in the Careers Service as the Committee may decide. For the appointment or reappointment of the Director of the Careers Service, the Registrar, or a duly appointed deputy, shall act as Secretary to the Appointments Committee. For any other appointment, the Director of the Careers Service, or a duly appointed deputy, shall act as Secretary to the Appointments Committee.
- Reserved business. **9.** The provisions of Special Ordinance A (viii) 5 concerning reserved business shall apply to the Committee as if it were a body constituted by Statute.

Staff of the Careers Service

- Director and Careers Advisers. **1.** There shall be the University office of 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 Careers Service Committee. The Director shall act as Secretary of the Careers Service Committee. The Director may designate one of the Careers Advisers as Deputy Director of the Careers Service.
- Residence of officers. **2.** The Director and any other University officer on the staff of the Careers Service shall be resident in the University during term and for four weeks in the Long Vacation.

CAMBRIDGE COMMITTEE FOR CENTRAL AND EAST EUROPEAN AND EURASIAN STUDIES

Amended by Grace 2 of 27 September 2023

- Constitution. **1.** The Cambridge Committee for Central and East European and Eurasian Studies shall consist of:
- (a) three persons appointed by the General Board, at least two of whom shall be appointed from among the teaching officers in Slavonic Studies in the Faculty of Modern and Medieval Languages and Linguistics;
 - (b) 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 and Linguistics, two appointed by the Faculty Board of Human, Social, and Political Science, and one by the Library Syndicate;
 - (c) 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 (a) and (b) 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. **2.** The Committee shall elect annually one of their number as Chair and one as Secretary.
- Duties. **3.** The Committee shall have the following duties:
- (a) in collaboration with the Faculty Boards concerned, to promote teaching and research in Central and East European and Eurasian 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.

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

Reports.

JOINT COMMITTEE ON DEVELOPMENT

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

Constitution.

(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 fundraising at the University level;

(d) four persons appointed by the Colleges' Standing Committee, having regard to their experience of fundraising for the Colleges, one of whom shall be the Chair of the Colleges Development Directors Committee;

(e) the Executive Director of Development and Alumni Relations.

Members in classes (b) to (d) shall be appointed in the Michaelmas Term to serve for three years from 1 January next following their appointment. The Chair shall have the right to permit any persons to attend a meeting of the Committee at their discretion.

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

Secretary.

3. The duties of the Joint Committee shall be:

Duties.

(a) to provide a forum for the discussion between the University and the Colleges of strategic matters relating to alumni relations and philanthropic fundraising, including joint fundraising initiatives and campaigns, and policies relating to the management of regulatory, reputational or financial risks of benefactions and other gifts;

(b) to oversee structures to facilitate and support effective collaboration between the University and the Colleges in matters relating to alumni relations and philanthropy;

(c) to develop, discuss and monitor codes of practice and policies in support of its remit.

The Committee may delegate any of its duties to sub-committees appointed by the Committee.

HEALTH AND SAFETY EXECUTIVE COMMITTEE

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

Constitution.

(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 the Health, Safety, and Regulated Facilities Division, the Director of Human Resources, and the Director of Estates shall have the right to attend meetings of the Committee. The Secretary of the Committee shall be appointed by the Registrar.

Secretary.

3. The Committee shall:

Duties of the Committee.

(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;

- Annual Report.
- (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.

INFORMATION SERVICES COMMITTEE

- Constitution.
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) two external members appointed by the Council;
 - (d) three persons appointed by the General Board on the nomination of the Heads of the Schools;
 - (e) two persons appointed by the Colleges' Committee;
 - (f) one person appointed by the Library Syndicate;
 - (g) the Registrar;
 - (h) two registered students, co-opted by the Committee on the nomination of the Presidents of the University of Cambridge Students' Union, one of whom shall be a postgraduate student;
 - (i) two persons 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. 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 a registered student they shall thereupon cease to be a member in that class.
- Secretary.
Duties.
4. The Registrar 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, strategies for information services, and the shape and provision of services, across the University and Colleges in support of research, teaching and administration;
 - (b) to promote the effective and efficient implementation of the strategies for information services 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 the information services requirements of users across the University and the Colleges, and ensure that these requirements inform the strategies under (a) above;
 - (d) to ensure, through the Director of Information Services, that any policies, facilities, and services provided by the University Information Services are operating effectively 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 ensure that reporting and accountability are in place for the funds allocated for such projects;
 - (g) to oversee the management of risks relating to information services as required from time to time by the Council or the General Board, including the determination of local risk ownership for IT resources and the review of cyber security incidents across the University;
 - (h) to ensure that all centrally provided systems and services provide value for money;
 - (i) to set, consulting the Councils of the Schools, Colleges and other institutions as necessary, minimum standards of service to be provided;

- (j) 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.
- (k) to make an annual report to the Council and the General Board and to the Senior Tutors' and Bursars' Committees, to include reporting on the strategies 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

Rescinded by Notice (Reporter, 2023–24, p. 281)

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 Clinical Dean 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).
- 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.
- 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 (viii) 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) the Chief Executive of the East Anglian Reserve Forces and Cadets Association;
 - (k) not more than four persons co-opted by the Committee, provided that it shall not be obligatory for the Committee to co-opt any person or persons.
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, five on the nomination of the Faculty Board of Biology, one on the nomination of the Board of History and Philosophy of Science, 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 academic year;
 - (d) two registered students 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 4 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.

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

Reserved
business.

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 their 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 registered students, of whom one shall be nominated by the President (Postgraduate), and one by the President (Undergraduate), of the University of Cambridge 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 Estates 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 them. 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 such standing sub-committees as it deems necessary with such duties and powers as it shall determine in each case. 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.

UNIVERSITY COMBINATION ROOM

1. The University Combination Room shall be managed by a Committee of the Council which shall consist of the following: Committee.
- (a) a member of the Regent House appointed by the Council as Chair; and
- (b) the Proctors, the Pro-Proctors, and the two additional Pro-Proctors appointed under Regulation 4 of the regulations for the Proctors and Pro-Proctors.
2. The annual accounts for the University Combination Room shall be provided to the Finance Committee. Annual accounts.

UNIVERSITY SPORTS COMMITTEE

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: Constitution.
- (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) two student members, one appointed by the Men's Blues Committee and one by the Women's Blues Committee;
- (i) 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 registered student or an elected officer of the University of Cambridge Students' Union.
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), (g), and (h) shall be appointed in the Michaelmas Term to serve for the remainder of the current academic year. Appointments.
3. The Director of Sport shall attend meetings of the Committee and shall act as its Secretary. Secretary.
4. It shall be the duty of the Committee to: Duties.
- (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 (viii) 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

Constitution.

1. The Veterinary Education Committee shall consist of:

- (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.

Appointments.

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.

Duties.

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:

- (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.

Quorum.

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

Reports.

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

Reserved
business.

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

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*.

¹ The next year of appointment is 2026.

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.

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.

Nomination to table.

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

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 <https://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.

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 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 and Assessment Syndicate in the service of the Press and Assessment Department;
- (c) any University officer who on appointment to their 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.

Amendment of Scheme.

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.

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

¹ *Endowments*, 1904, p. 570.

UNIVERSITY MARSHAL

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

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

EQUAL OPPORTUNITIES POLICY

The University of Cambridge is committed in its pursuit of academic excellence to equality of Policy statement. 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:

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

The University is therefore committed to a policy and practice which require that, for students, admission to the University and progression within undergraduate and postgraduate 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 their 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 they are suffering from unlawful discrimination, harassment, or victimization in their admission, appointment, or progression through the University because of belonging to any of the above protected groups, they 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, perceptive, 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.

Good practice definitions.

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 and Dignity at Work Policy²;
- 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.³

Statutory obligations.

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

- 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.

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

² <https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy-2023-ed>.

³ <https://www.equality.admin.cam.ac.uk>.

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 others will be of a temporary nature, to accommodate a member of staff's need for an adjustment of their working arrangements. Requests for flexible working arrangements will only be rejected on the grounds set out in the legislation in force.

4. This policy also applies to staff wishing to apply to work flexibly for a limited period in certain circumstances.² 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 (<https://www.hr.admin.cam.ac.uk/>). 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 (<https://www.hr.admin.cam.ac.uk/policies-procedures>).

7. In addition to giving serious consideration to any request to work flexibly, Heads of institutions³ 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 (<https://www.hr.admin.cam.ac.uk/policies-procedures/flexible-working>).

Further details on other family-related leave provisions, including paternity, adoption, parental, and emergency leave, are available on the University's website (<https://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.

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

² The Flexible Working Policy applies to the following arrangements: family leave (available to all categories of staff) and career breaks (for officers and comparable appointments). Requests for a graduated return from maternity and sick leave are dealt with under the Maternity Policy and the Sickness Absence Policy respectively.

³ 'Head of institution' means the Head of a Department, Chair of a Board of a Faculty not organised into Departments, Director or the authorised deputy or designated nominee, as appropriate within that institution.

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;
- 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 they would like to discuss with the reviewer and lists them. This list may be passed to the reviewer to add additional items that the reviewer 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.	(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.

<i>Stage</i>	<i>Content</i>	<i>Process</i>
STAGE THREE: RECORDING		
(a) <i>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).	(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 the Head's 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:		
(b) <i>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 they have completed, and passes them to the Head of institution or the Head's nominated representative, with suggestions for overcoming them. (This summary must be anonymous and must not refer explicitly or implicitly to any members of staff.)
(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

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.
2. Every person employed by the University, unless they are a University officer or belong 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 Staff 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 Staff Joint Board, shall from time to time publish Rules¹ governing the terms and conditions of employment of University assistants.

Definitions.

Status of University assistant.

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.

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 assistant¹ shall be determined by the authority under whose supervision the institution in which they are 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. The competent authorities shall also have power to meet, in whole or in part, expenses incurred by assistants in connection with their training.

Official residences. 8. If an assistant is required to occupy an official residence, their 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.

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 and Assessment Syndicate,
- (f) persons engaged in the Estates Division 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) the staff of the ADC Theatre,
- (j) the staff of the University Centre,
- (k) 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,
- (l) any person engaged as Occupational Nurse to assist the Consultant Occupational Physician.

¹ See Regulation 2 and the Schedule appended to these general regulations.

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.

FEES

GENERAL

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. Degrees.

2. The fee for admission to any degree by incorporation shall be £5.

3. The fee for any examination not included in a University Composition Fee shall be as specified in the regulations for the particular examination. Examinations.

An unmatriculated student who takes any University examination before coming into residence shall pay a fee of £3 in respect of each such examination.

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. 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. Payment 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. Remission of fees and fines.

7. Except where it is otherwise provided in any particular regulations all fees and fines payable under Ordinance shall be paid to the Treasurer. Payment.

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, Grace 1 of 27 July 2016, Grace 1 of 18 January 2017, Grace 2 of 22 August 2018, Grace 1 of 3 July 2019, Grace 1 of 25 January 2023, and Grace 5 of 5 June 2024). Up-to-date copies of the rules may be obtained from the Head of the Pensions Section or from the Pensions web page at <https://www.pensions.admin.cam.ac.uk>.

UNIVERSITY COMPOSITION FEES

Amended by Grace 4 of 12 June 2024

Liability to pay
a University
Composition
Fee.

1. Except as provided otherwise in the general regulations for certain postgraduate degrees and other qualifications, a matriculated student who is pursuing a course leading to a qualification specified in the following regulations or a postgraduate 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 and the M.Chir. 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 of Full Term;
 - (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, they have 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 their 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 matriculated postgraduate registered 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. (a) Students undertaking research leading to the Ph.D., Bus.D., Eng.D., Ed.D., M.Litt., M.Sc. Degree or M.Phil. Degree by thesis shall pay the University Composition Fee as determined by Regulation 10 for each term up to and including the term in which they are permitted to submit a thesis, up to a maximum of twelve terms if a candidate for the Bus.D. Degree, nine terms if a candidate for the Ph.D. or Eng.D. or Ed.D. Degree (except in the case of certain doctoral programmes as defined

by the General Board, in which case up to twelve terms of fees may be collected), six terms if a candidate for the M.Litt. or M.Sc. Degree, or three terms if a candidate for the M.Phil. Degree by thesis, except that in the case of a student following a course of study that requires a period of instruction in an approved institution, the General Board may, on the recommendation of the Degree Committee concerned, remit or reduce payments under Regulation 8.

(b) Students taking the courses listed in the Schedule shall pay the same total fee whether registered for a part-time course or for a full-time course leading to the same qualification, and the maximum number of terms specified in the regulations for the award shall be increased accordingly.¹

(c) A person employed in a University institution at least 40% full-time² who has been accepted for admission or who is registered as a candidate for the Ph.D., Ed.D., M.Litt. or M.Sc. Degree, or for an M.Phil. Degree by thesis, or for a Certificate of Postgraduate Study, shall pay a University Composition Fee of one-third the Home Postgraduate Fee for any term in which that person continues in employment by the University.

4. 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 as approved by the General Board and the Council and published from time to time on the University's website³ 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, they 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 they have become qualified;
- (d) to be admitted to the M.A. Degree on becoming qualified therefor.

5. In addition to paying a University Composition Fee a student shall be liable to pay

Additional payments.

- (a) any fines that they 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.

6. 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.

7. 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.

8. The Council and General Board shall have power

Powers of the Council and General Board.

- (a) to determine the appropriate fee for a student in cases of doubt;

¹ For a student who completes the part-time course leading to a Ph.D. Degree in five years or an M.Litt. or M.Sc. Degree in ten terms the fee will be 60% of the full-time fee each term. For a student who completes the course leading to the M.Phil. Degree through Route C, the fee shall be determined at the date of admission and shall be payable in two annual instalments.

² That is, an institution that is under the supervision of the Council or the General Board. A candidate must hold a contract of employment with the University to be eligible for a Staff Bursary at the point of application. Such candidates will become liable to pay the full Composition Fee at the appropriate rate for the remainder of the course of research if they cease to be employed by the University before qualifying for the degree for which they are registered as a candidate. The Staff Bursary is not currently available to employees of the Colleges or the Press and Assessment Department.

³ The fees approved by the Planning and Resources Committee under delegated authority from the General Board and the Council are available at: <https://www.afpa.admin.cam.ac.uk/our-work/tuition-fee-rates/fee-schedules>.

(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 they have not made use of any of the facilities provided by the University.

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 Regulation 11, University Composition Fees shall be payable at the rates shown in the table of fees, according to students' status as home or overseas students and according to their subject of study and prior qualifications. A student who is dissatisfied with their categorization for the purposes of University Composition Fees may request a review of the decision. A request for review shall be made under the Procedure for the Review of Decisions of University Bodies established by the General Board.¹

11. The University Composition Fees charged to Home 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.²

SCHEDULE

Schedule under Regulation 3(b)

Ph.D.	M.Ed.
Eng.D.	M.Phil. by thesis
Ed.D.	M.Phil. by Advanced Study
M.Litt.	M.Res.
M.Sc.	C.P.G.S.

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.³

⟨NON-PAYMENT OF FEES

1. The General Board shall publish and keep under review a policy governing the management of cases of non-payment of the fees listed in the Schedule to these regulations.

2. The General Board⁴ shall have power, for the non-payment of fees, in circumstances as set out in the policy under Regulation 1:

- (a) to suspend a registered student's access to course activities, resources, facilities and premises, and may ask the student's College to take similar action;

¹ See p. 218.

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.

³ The current regulations are the Education (Fees and Awards) (England) Regulations 2007 (Statutory Instruments 2007, No. 779), as amended. The category of persons who are not overseas students is defined in Schedule 1 to these Regulations (as amended).

⁴ The General Board has delegated this responsibility to the Non-payment of Fees Panel (a sub-committee of the Planning and Resources Committee's Fees and Funding Sub-committee), together with its authority to exercise the above powers, where relevant, in relation to students on non-credit-bearing courses that do not lead to the conferment of a University award.

- (b) to withdraw a registered student from a course;
- (c) to withhold admission to a degree or the award of a certificate or diploma;
- (d) to remove a registered student's membership of the University.

3. Where courses are for matriculated students, failure to matriculate shall not remove liability to pay fees for those courses.

SCHEDULE

University Composition Fees
Fees governed by the General Regulations for Certain Postgraduate Degrees and Other Qualifications)¹

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 transcripts² than the statements of verification specified in Regulation 3 above to the candidate to whom the information relates. A 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.

¹ Subject to the approval by His Majesty in Council of the amendments of Statute approved by Grace 2 of 14 February 2024 the Ordinance in angular brackets will be inserted and take effect from the date on which the amendments of Statute take effect.

² 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.

Teachers from
other
institutions.

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.

Special
circumstances.

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.

Register.

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.

Fees.

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 they are 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.

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 5.²

Prohibition.

8. A member of the University who has been forbidden by the authorities of their 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 they have 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 their 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.

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

² 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.

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;
- (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 Registrary, 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 Registrary shall keep a record of all documents to which the Common Seal has been affixed.