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*Supplement included with this issue:*  
(1) to No 5142: Code of Practice on  
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# Council and Main Committees

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## Council of the University

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### Changes in Regulations

Council has made the following changes in regulations, to come into effect on **7 October**.

### College Accounts

#### *Explanatory Note*

The following changes are proposed to reflect (a) the current declarations requirements of college auditors; and (b) that questions concerning those declarations are a matter for the Audit and Scrutiny Committee, rather than the College Accounts Committee.

#### *Text of Regulations*

**1** In Council Regulations 1 of 2003, concerning the Accounts of the Colleges, delete existing regulation 4 and substitute (new text underlined, deleted text struck through):

'4. The report of the auditors, to be published with the financial statements, shall include:

(1) their opinion as to whether the financial statements for the year give a true and fair view of the state of affairs of the college, and of the college together with its subsidiaries and connected entities, at the end of the financial year; and

(2) a statement confirming that, in their opinion:

(a) the financial statements have been properly prepared in accordance with the provisions of Statute XV made by the University under the Universities of Oxford and Cambridge Act, 1923 UK Generally Accepted Accounting Practices ("GAAP") and conforming to the pro-forma accounts laid down by the Charity Commission; and

(b) in all material respects public income received from the University of Oxford out of grants from HEFCE for the financial year in question has been applied for the purposes for which it was received.'

**2** Ibid, insert new regulation 5 as follows:

'5. Each college shall provide to the University a statement from its auditors confirming that, in the opinion of the auditors, in all material respects public and publicly accountable funds received from the University of Oxford (out of grants from HEFCE and student fees) for the financial year in question have been applied for the purposes for which they were received. The statement shall use such wording as shall be agreed with the Audit and Scrutiny Committee from time to time.'

**3** In Part 14 of Council Regulations 15 of 2002, concerning the College Accounts Committee, delete existing regulation 14.3 (3) and substitute (new text underlined):

'(3) subject only to any general powers of interpretation vested in other persons under Statutes I and XVII, have power to determine conclusively all questions and matters of doubt arising out of the operation of Statute XV and any associated regulations in relation to the accounts of the colleges, except questions and matters of doubt relating to (a) the ascertainment of the income on which college contributions are to be assessed and (b) the declarations required of college auditors.'

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## Council of the University

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### Register of Congregation

The Vice-Chancellor reports that the following names have been added to the Register of Congregation:

**Agrafiotis, I**, Department of Computer Science  
**Aley, P K**, Centre for Clinical Vaccinology and Tropical Medicine  
**Amel-Zadeh, A**, Green Templeton  
**Andersson, R**, Wolfson  
**Bergeron, M**, Ashmolean Museum  
**Brown, J M**, St Hilda's  
**Chaves Simoes de Carvalho, P N**, Lincoln  
**Crolic, C L**, Green Templeton  
**Davies, G N**, Faculty of Clinical Medicine  
**Doss, C**, Department of International Development

**Elston, T W**, Green Templeton  
**Graham, C G**, Humanities Division  
**Grebnyev, G**, Merton  
**Griffin, S E**, Development Office  
**Griffin, X**, Green College  
**Gupta, A**, Faculty of Clinical Medicine  
**Harvey, K A**, Keble  
**Henderson, J**, Faculty of Clinical Medicine  
**Hosty, M T A**, Merton  
**Hutson, L M**, Merton  
**Jayaram, R**, Faculty of Clinical Medicine  
**Johnson, C L**, IT Services  
**Kluzek, W S**, Lady Margaret Hall  
**Krishnan, P**, Pembroke  
**Labonne, J**, Mansfield  
**Lange, K J D H**, Christ Church  
**Li, M**, Faculty of Clinical Medicine  
**Lloyd, A L**, St Edmund Hall  
**Lubell, Y**, Faculty of Clinical Medicine  
**McIlwaine, J S**, Bodleian Weston Library  
**Makaya, T**, Faculty of Clinical Medicine  
**Noe, D P**, St Edmund Hall  
**Pal, N**, Corpus Christi  
**Pierce, N A**, Balliol  
**Radisoglou, A**, Lincoln  
**Ramanna, K**, Blavatnik School of Government  
**Shaddel, F**, Faculty of Psychological Studies  
**Southerden, F E**, Somerville  
**Steiner, A M**, Balliol  
**Stephenson, J Z**, Wadham  
**Wells, K M C**, Magdalen  
**Whidden, S A**, Queen's  
**Wijesurendra, R S**, Trinity  
**Wolff, J**, Wolfson  
**Woodruff, C**, Wolfson

### Divisional and Faculty Boards

For changes in regulations for examinations see 'Examinations and Boards' below.

# Congregation

**Congregation** 26 September

## Degree by Resolution

*This content has been removed as it contains personal information protected under the Data Protection Act.*

**Congregation** 4 October noon

## Oration by the Vice-Chancellor

The Vice-Chancellor will address the House.

¶ The Oration will be given in Convocation House.

**Congregation** 11 October

¶ Members of Congregation are reminded that any two members may, not later than **noon on 3 October**, give notice in writing to the Registrar that they intend to oppose or amend any of the legislative proposals at 1-4 or the legislative proposal and change to Congregation Regulations at 5 below (see the note on the conduct of business in Congregation below). If no such notice has been given, and unless Council has declared otherwise or the meeting has been adjourned, the legislative proposals and change to regulations shall be declared carried, and the meeting may be cancelled.

### (1) Voting on Legislative Proposal: Statute XV: College Contributions Scheme and College Accounts

#### Explanatory Note

The following changes are proposed to reflect the current declarations requirements of college auditors.

*WHEREAS it is expedient to amend Statute XV concerning the College Contributions Scheme and College Accounts, THE UNIVERSITY ENACTS AS FOLLOWS.*

In Part B of Statute XV, concerning College Accounts, delete existing sections 12 and 13 and substitute (new text underlined, deleted text struck through):

'12.(1) By the date laid down by regulation, the statements and the report of the independent auditors shall be presented to the College Accounts Committee.

(2) The College Accounts Committee shall then order the publication of those statements and certificates reports within the University.

13. The reports of the independent auditors shall include, in a form laid down by Council by regulation, any further report which may be required by the University's external auditors in respect of any public and publicly accountable funds transferred to the college by the University during the immediately preceding financial year.'

### (2) Voting on Legislative Proposal: EK Chambers Studentships

#### Explanatory Note

Part 7 of the Schedule to the Statutes records the governing terms of the EK Chambers Studentships Fund. In order to widen the application of the EK Chambers Studentships Fund and allow it to be spent, the requirement for applicants to have graduated with a degree in a subject other than single-honours English will be removed.

*WHEREAS it is expedient to change the existing provisions governing the EK Chambers Studentships, NOW THE UNIVERSITY OF OXFORD, in exercise of the powers in that behalf conferred upon it by the Universities of Oxford and Cambridge Act, 1923, and of all other powers enabling it, ENACTS, subject to the approval of Her Majesty in Council, AS FOLLOWS.*

In the Schedule to the Statutes concerning academic and other posts, amend Part 7 as follows (new text underlined, deleted text struck through):

### 'Part 7: EK Chambers Studentship

7.1. The fund derived from the bequest of the residue of the estate of Lady Chambers shall continue to be invested and the net income used for the maintenance of studentships in English Literature known as the EK Chambers Studentships, which shall be tenable either concurrently or alternately as funds may permit at Corpus Christi College and Somerville College by persons of good classical attainments who have graduated from a university in the British Isles with an honours degree in a subject other than ('single honours') English any subject.

7.2. The fund shall be administered by a board of management consisting of:

- (1) the Vice-Chancellor;
- (2) the Regius Professor of Greek;
- (3) the Merton Professor of English Literature;
- (4) the President of Corpus Christi College;
- (5) the Principal of Somerville College;
- (6) a person nominated by the Governing Body of Corpus Christi College;
- (7) a person nominated by the Governing Body of Somerville College.

7.3. Congregation may from time to time amend this Part so long as the main object of the bequest, as defined in section 7.1 above, is always kept in view.'

### (3) Withdrawal of Legislative Proposal: Prendergast Fund

In exercise of its powers under Regulation 2.20 of Congregation Regulations 2 of 2002, Council has withdrawn this legislative proposal (for explanatory note and text of legislation see *Gazette* No 5034, 26 September 2013, p7). A revised legislative proposal, bringing the restriction on candidates in line with the Equality Act 2010 by removing criteria which can only be met by Roman Catholic men and by giving preference to candidates who are born or ordinarily resident in (rather than requiring that candidates be born in, with parents who are citizens of) the Republic of Ireland, is being submitted to Congregation in response to comments from the Charity Commission and discussion with the Privy Council Office.

### (4) Voting on Legislative Proposal: Prendergast Fund

#### Explanatory Note

The following legislative proposal brings the restriction on candidates in line with

the Equality Act 2010 by removing criteria which can only be met by Roman Catholic men and by giving preference to candidates who are born or ordinarily resident in (rather than requiring that candidates be born in, with parents who are citizens of) the Republic of Ireland.

*WHEREAS it is expedient to change the existing provisions governing the Prendergast Fund, NOW THE UNIVERSITY OF OXFORD, in exercise of the powers in that behalf conferred upon it by the Universities of Oxford and Cambridge Act, 1923, and of all other powers enabling it, ENACTS, subject to the approval of Her Majesty in Council, AS FOLLOWS.*

In Part 42 of the Schedule to the University Statutes, delete section 42.1 and substitute (new text underlined, deleted text struck through):

'42.1. The bequest of the residue of the estate of Dr J S Prendergast shall be used:

(1) for the creation of two bursaries to be held by members of the Order of St Benedict belonging to Glenstal Abbey, Murroe, County Limerick, while they pursue their studies at St Benet's Hall, the maximum value of such bursaries to be set by the board of management for the bequest at its discretion; and

(2) to assist students persons born in the Republic of Ireland whose parents are citizens of the Republic of Ireland to proceed to the University for the purpose of either taking their degrees or undergoing postgraduate courses. Preference will be given to candidates born or ordinarily resident in the Republic of Ireland.

### **(5) Voting on Legislative Proposal and change in Congregation Regulations: Matriculation in absence**

#### *Explanatory Note*

These changes, which are recommended by Education Committee, introduce arrangements for matriculation in absence without the special approval of the Vice-Chancellor where permission has been granted by Education Committee.

*WHEREAS it is expedient to amend Statute II concerning membership of the University, THE UNIVERSITY ENACTS AS FOLLOWS.*

**1** In Statute II, concerning membership of the University, amend section 6 as follows (new text underlined, deleted text struck through):

'6. Regulations may be made to provide for:

(1) provisional matriculation, where a prospective student member is for good reason unable to be presented for matriculation within the period referred to in section 4 (4) of this statute;

(2) matriculation in absence, where a prospective student member who has not previously matriculated or incorporated enrolls on a programme of study for which permission to matriculate in absence has been granted by the Education Committee; and

(3) the ceremony at which the matriculation of student members will take place and the procedure to be followed;

in addition to the matters referred to in section 4 of this statute.'

**2** In Part 2 of Congregation Regulations 3 of 2002, concerning matriculation ceremonies, delete existing regulations 2.4–2.6 and substitute as follows (new text underlined, deleted text struck through):

'2.4. At the ceremony the lists of candidates to be matriculated in person shall be handed by the officers of the colleges, societies, halls, and other designated institutions to an official of the University Offices, who shall receive the assurance of those officers that all the candidates named on the lists are present. The lists will be marked for those students who were expected to attend but are not present.

2.5. If any candidates are to be matriculated in absence at the ceremony (in accordance with section 6 (2) of Statute II), those candidates shall also be included on the lists handed to the official of the University Offices and be marked accordingly.

2.5.2.6. (1) Candidates shall be presented to the Vice-Chancellor in groups of colleges, societies, halls, and other designated institutions (the grouping to be determined by the Vice-Chancellor) by the officer of the college, society, hall, or other designated institution senior in foundation in the group, with the following formula:

*'Insignissime Vice-Cancellarie, praesentamus tibi hos nostros scholares ut referantur in Matriculam Universitatis.'*

(2) The Vice-Chancellor shall admit the candidate(s) with the following formula:

*'Scitote vos in Matriculam Universitatis hodie relatos esse, et ad observandum omnia Statuta istius Universitatis, quantum ad vos spectent, teneri.'*

2.6.2.7. An official in the University Offices shall update the student record on behalf of the Registrar with the dates at which candidates were matriculated (whether in person or in absence) and provisionally matriculated at that ceremony.'

**3** In Part 2 of Congregation Regulations 22 of 2002, concerning incorporation, delete existing regulation 1.15 and substitute as follows (new text underlined):

'1.15. Before supplicating in Congregation for incorporation, whether as a graduate or as an undergraduate, every person who desires to be incorporated must be matriculated as a member of this University (whether in person or in absence) or have been provisionally matriculated, and must pay the fees prescribed by Council by regulation, subject to the following conditions:

(1) persons who are to be incorporated into the Degree of Master of Arts and into some other degree shall be required to pay only the fee for one degree, whichever fee is the higher;

(2) persons who incorporate by virtue of having obtained some educational position in the University shall not be required to pay any fee for being so incorporated.'

## **Congregation**

24 November

### **Elections**

Audit and Scrutiny Committee  
Medical Sciences Divisional Board  
Board of the Faculty of Law

Details are in 'Elections' section below.

### **Note on procedures in Congregation**

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 ([www.admin.ox.ac.uk/statutes/regulations/529-122.shtml](http://www.admin.ox.ac.uk/statutes/regulations/529-122.shtml)). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Mrs F Burchett at the University Offices, Wellington Square (telephone: (2)80199; email: [felicity.burchett@admin.ox.ac.uk](mailto:felicity.burchett@admin.ox.ac.uk)); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: [elections.office@admin.ox.ac.uk](mailto:elections.office@admin.ox.ac.uk)).

# Examinations and Boards

# Elections

## Changes to Examination Regulations

For the complete text of each regulation listed below and a listing of all changes to regulations for this year to date, please see [www.ox.ac.uk/gazette/examinationregulations](http://www.ox.ac.uk/gazette/examinationregulations).

### Education Committee

#### GENERAL REGULATIONS FOR DPHIL

- (a) to clarify role of supervisor in transfer and confirmation of status assessment process
- (b) to make it mandatory to hold an interview for confirmation of status assessments

### Planning and Resource Allocation and Education Committees

#### SOFTWARE ENGINEERING AND MATHEMATICAL FINANCE

changes regarding extension fees

### Humanities Board

#### MST IN CHINESE STUDIES

change of programme title

#### MST IN GENERAL LINGUISTICS AND COMPARATIVE PHILOLOGY

correction to list of paper options to reflect current curriculum

#### MST IN PHILOSOPHY OF PHYSICS

change to assessment for Philosophy of Physics component

#### FHS OF HISTORY AND POLITICS

reference to new PPE paper

#### FHS OF PHILOSOPHY AND THEOLOGY

#### FHS OF THEOLOGY AND ORIENTAL STUDIES

#### FHS OF THEOLOGY AND RELIGION

curriculum reform

#### PRELIMS IN PHILOSOPHY AND THEOLOGY

minor textual correction

### Mathematical, Physical and Life Sciences Board

#### MSC IN COMPUTER SCIENCE

minor corrections to remove errors or clarify meaning

## Medical Sciences Board

#### MSC IN PHARMACOLOGY

- (a) change from written to computer-based qualifying examination
- (b) to remove qualifying status of the data-handling examination
- (c) additional formatting changes

#### MSC IN PSYCHOLOGICAL RESEARCH

- (a) change to format of submission of examined work to electronic only
- (b) correction of typographical errors
- (c) specification of publication method of deadline dates

#### MSC IN RADIATION BIOLOGY

change of submission format of 3,000-word assessments from paper to electronic (via course Weblearn site)

## Social Sciences Board

#### MSC IN AFRICAN STUDIES

#### FHS OF PHILOSOPHY, POLITICS AND ECONOMICS (I)

text updates

#### MSC IN LAW AND FINANCE

##### (CORRIGENDUM)

to correct changes published in *Gazette* No 5138, 23 June 2016

#### MSC IN REFUGEE AND FORCED MIGRATION STUDIES

#### MSC IN SOCIAL SCIENCE OF THE

##### INTERNET

revision to texts

#### BCL/MJUR

to require electronic submission of assessed work

#### FHS OF PHILOSOPHY, POLITICS AND ECONOMICS (II)

removal of out-of-date information

#### PGDIP IN FINANCIAL STRATEGY

change to suspension arrangements

## Elections

24 November

Nominations for the elections below will close at **4pm on 27 October**.

### Audit and Scrutiny Committee

One member of Congregation elected by Congregation from among members of the faculties in the Divisions of Mathematical, Physical and Life Sciences and of Medical Sciences who shall not serve on Council or on any committee which in the view of Council has mainline executive authority within the University, or hold any office in the University or any college which involves executive authority

*Current/Retiring Member*      *To hold office until*

Professor Jim Davies, Kellogg      HT 2021

One member of Congregation elected by Congregation from among members of the faculties in the Divisions of Humanities and Social Sciences who shall not serve on Council or on any committee which in the view of Council has mainline executive authority within the University, or hold any office in the University or any college which involves executive authority

*Current/Retiring Member*      *To hold office until*

Professor Sarah Whatmore, Keble      HT 2021

For further information, please contact the Secretary ([sally.vine@admin.ox.ac.uk](mailto:sally.vine@admin.ox.ac.uk)).

### Medical Sciences Divisional Board

One person from the Department of Biochemistry and the Nuffield Department of Clinical Medicine who is also a member of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences or the Faculty of Psychological Studies, elected by the members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences and the Faculty of Psychological Studies

*Current/Retiring Member*      *To hold office until*

Professor Peter Ratcliffe,      MT 2017  
Magdalen, Faculty of  
Clinical Medicine

One person from the Department of Physiology, Anatomy and Genetics and the Radcliffe Department of Medicine who is also a member of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences or the Faculty of Psychological Studies, elected by the members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences and the Faculty of Psychological Studies

*Current/Retiring Member*      *To hold office until*

Professor Peter A Robbins,      MT 2017  
Queen's, Faculty of  
Physiological Sciences

One person from the Nuffield Department of Clinical Neurosciences, the Department of Experimental Psychology, the Department of Pharmacology and the Department of Psychiatry who is also a member of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences or the Faculty of Psychological Studies, elected by the members of the Faculty of Biochemistry, the Faculty of Clinical Medicine, the Faculty of Physiological Sciences and the Faculty of Psychological Studies

*Current/Retiring Member*      *To hold office until*

Professor Christopher Kennard,      MT 2017  
Brasenose, Faculties of  
Psychological Studies and of  
Clinical Medicine

For further information, please contact the Secretary ([david.bryan@admin.ox.ac.uk](mailto:david.bryan@admin.ox.ac.uk)).

### Board of the Faculty of Law

One Official Member elected by all members of the faculty and from the persons qualified to be Official Members as per Regulation 10 of Council Regulations 19 of 2002

*Current/Retiring Member*      *To hold office until*

Professor Paul Craig, St John's      MT 2017

For further information, please contact the Secretary ([charlotte.vinnicombe@law.ox.ac.uk](mailto:charlotte.vinnicombe@law.ox.ac.uk)).

#### Notes:

Nominations in writing for the elections on 24 November, by four members of Congregation other than the candidate, will be received by the Elections Office, University Offices, Wellington Square, up to **4pm on Thursday, 27 October**.

At least one nomination in respect of each candidate must be made on an official nomination form (available at [www.admin.ox.ac.uk/elections/forms/index.shtml](http://www.admin.ox.ac.uk/elections/forms/index.shtml)).

All candidates are asked to note the general requirements which apply to all committee members, as set out in Council Regulations 14 of 2002 (General Regulations of Council for Committees) ([www.admin.ox.ac.uk/statutes/regulations/519-122.shtml](http://www.admin.ox.ac.uk/statutes/regulations/519-122.shtml)). Current members seeking re-election are also asked to check for specific restrictions on consecutive service.

Candidates are invited to include with their nomination forms a written statement of no more than 250 words, setting out reasons for standing and qualifications for the office being sought. In the event of a contested election, these statements will be available online at [www.admin.ox.ac.uk/elections](http://www.admin.ox.ac.uk/elections) and published in the *Gazette* dated 10 November. Voters may wish to wait until they have read these notes before returning their ballot papers.

Ballot papers will be sent out to members of Congregation as soon as possible after the closing date for nominations. Completed ballot papers must be received by the Elections Office not later than **4pm on 24 November**.

For further information, please contact the Elections Office ([shirley.mulvihill@admin.ox.ac.uk](mailto:shirley.mulvihill@admin.ox.ac.uk)).

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**Next Gazette: Thursday, 29 September.**

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