

OXFORD UNIVERSITY GAZETTE



NEW COUNCIL REGULATIONS TO REPLACE CERTAIN EXISTING STATUTES AND DECREES

SUPPLEMENT (2) TO NO. 4628

WEDNESDAY, 26 JUNE 2002

CHANGES IN REGULATIONS

Pursuant to Decree (1) of 27 June 2002 (*Gazette*, p. 1426), Council has made the following regulations to replace the existing decrees specified in that decree, and certain sections of the existing Statutes. The regulations will come into effect (i.e. will be formally enacted) on **12 July** and will be effective (i.e. will apply in place of the existing legislation) from **1 October 2002**.

Council Regulations 8 of 2002

REGULATIONS FOR CONVOCAATION ELECTIONS

Made by Council on 26 June 2002

1. (1) An election in Convocation shall be held in Full Term, unless Council shall order otherwise, on a date fixed by Council.
(2) The Registrar shall publish at least twenty-one days' notice of every election and shall at the same time give notice of the latest days on which nominations of candidates must be received by him or her.
2. The election to fill a vacancy, other than a casual vacancy, shall take place in the term before the vacancy will arise; in the case of a casual vacancy, the election shall take place as soon as may be after the occurrence of the vacancy (subject to the provisions of regulation 1 above).
3. Elections shall be subject to the following rules as to the nomination of candidates:
 - (1) No candidate shall have votes reckoned to him or her at any election unless the candidate has been nominated in writing, not later than 4 p.m. on the seventeenth day before that fixed for the election, by not fewer than the minimum number of members of Convocation prescribed by regulation 4 below.
 - (2) All nominations, dated and signed, and accompanied by a statement signed by the person nominated consenting to the nomination, shall be delivered to the Registrar within the time prescribed under paragraph (1) above, and shall be published by the Registrar in the *University Gazette* as soon as possible.
 - (3) If at the close of the time prescribed for the nomination of candidates only one candidate has been nominated, or remains after other nominated candidates have withdrawn, the candidate so nominated shall be deemed to be duly elected from the date appointed for the election; and the result of the election shall be published in the *University Gazette*.
 - (4) If at the close of the time prescribed for the nomination of candidates no candidate has been nominated, or having been nominated has withdrawn, Council shall have power to nominate a candidate, and such a candidate shall then be declared to be duly elected; and the result of the election shall be published in the *University Gazette*.
 - (5) If at the close of the time prescribed for the nomination of candidates there is more than one candidate nominated for each vacancy and not having withdrawn, the procedure of the election shall be as follows:
 - (a) The Vice-Chancellor and Proctors shall attend at the place, and on the day, fixed for the election during such times as the Vice-Chancellor shall determine (these times having been published in the *University Gazette* when the notice of the election was given), except that in the case of an election of the Chancellor voting shall take place on two days, both of which shall be within one week and one of which shall be the Saturday in that week.
 - (b) The form of the voting-paper, and the method of casting votes, shall be prescribed by the Vice-Chancellor.
 - (c) The Proctors shall be responsible for the counting of the votes, but the Vice-Chancellor shall decide on the validity of any vote which is, in their opinion, doubtful.
 - (d) In the case of an equality of votes, the Vice-Chancellor shall decide between the candidates.
 - (e) The result of the election shall be published in the *University Gazette*.

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4. (1) The minimum number of members of Convocation other than the candidate required as signatories of the nomination of a candidate for the office of Chancellor of the University shall be fifty.
 - (2) The minimum number of members of Convocation other than the candidate required as signatories of the nomination of a candidate for the office of Professor of Poetry shall be twelve.

Council Regulations 9 of 2002

REGULATIONS FOR GREEN COLLEGE

Made by Council on 26 June 2002

1. Green College shall be a society:
 - (1) through which persons who are graduates of other universities (or in the opinion of the governing body possess comparable qualifications) and who are not members of any college, society, Permanent Private Hall, or other institution designated by Council by regulation may be admitted as members of the University; and
 - (2) to which graduates of the University who are members of another society or of a college, Permanent Private Hall, or other designated institution may migrate, subject to the Regulations on Readmission and Migration.
2. Graduate members of another society or of any college, hall, or other designated institution may be admitted, with the approval of their own college, society, hall, or other designated institution as junior associate members of Green College.
3. The Governing Body of Green College shall consist of the Warden and Fellows, and shall have full powers (subject to the provisions of these regulations) to do what may be necessary to administer Green College as a society for graduate men and women, subject to the following conditions:
 - (1) it shall submit a report annually to Council;
 - (2) it shall submit estimates to Council in Hilary Term in respect of the ensuing financial year, and shall satisfy Council that no charge will fall on university funds except such as may be provided by Council.
4. The governing body may admit to membership of Green College:
 - (1) students who have been admitted to work for the Second Examination for the Degree of Bachelor of Medicine;
 - (2) students desiring to work for research degrees of the University;
 - (3) other graduate students desiring to pursue academic work in Oxford;
 - (4) other persons at the discretion of the governing body.
5. The Warden of Green College shall be appointed by Council, after it has considered any recommendations which the governing body may submit, on such terms and conditions as Council shall determine.
6. The officers of Green College shall be appointed by the governing body on such terms and conditions as it may determine, subject to the approval of Council.
7. The governing body may elect suitably qualified persons as Fellows of Green College, on terms and conditions determined by the governing body and approved by Council, including the holders of university appointments who are entitled to fellowships under the provisions of any statute or regulation, or who will become so entitled if their university appointments are confirmed to retiring age.
8. The governing body may elect to Professorial Fellowships at the college, on terms approved by Council, university professors, university readers, and holders of other university offices which are declared by any university statute or regulation to qualify the holder for a Professorial Fellowship.

Council Regulations 10 of 2002

REGULATIONS FOR KELLOGG COLLEGE

Made by Council on 26 June 2002

1. (1) Kellogg College may present for admission as members of the University the President and any Fellow of Kellogg College, if not a member of any college, society, Permanent Private Hall, or other institution designated by Council by regulation, together with any person admitted to Kellogg College for the purpose of working for a graduate degree course on a part-time basis or for the Postgraduate Certificate in Education on a full-time basis, save that in the latter case Council shall have power to determine from time to time by regulation the maximum number of such students who may be presented for matriculation.¹
- (2) Members of another society or of a college, Permanent Private Hall, or other designated institution may migrate to Kellogg College on assuming the office of President, or on election as Fellow, or on admission as a student under this regulation, subject to the Regulations on Readmission and Migration.

¹ The number of full-time students studying at any one time for the PGCE whom Kellogg College may present for matriculation, under these provisions, shall not exceed twenty (Decree (5) of 25 June 1993, as amended by Decree (8) of 14 July 1994).

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2. (1) The Director of the Department for Continuing Education shall by virtue of his or her office be President of Kellogg College, and he or she shall make available to the Governing Body of Kellogg College accommodation and other facilities on terms approved from time to time by Council.
(2) The directorship shall not be held concurrently with the headship of or a fellowship (other than an Honorary or Emeritus Fellowship) in another society or any college, Permanent Private Hall, or other designated institution.
(3) Council shall be empowered from time to time to designate a member of Congregation as Acting President, with power in the absence or during the sickness of the President, or during a vacancy in the presidency, to undertake all acts which the President is authorised or required to perform.
 3. (1) The Governing Body of Kellogg College shall consist of the President and Fellows (other than Emeritus, Honorary, Supernumerary, and Visiting Fellows).
(2) The governing body may from time to time make by-laws which, when approved by Council, shall be binding on all Fellows of Kellogg College.
(3) The governing body shall have full powers (subject to the provisions of these regulations) to do all that may be necessary to administer Kellogg College as a society of the University, subject to the following conditions:
 - (a) it shall submit a report annually to Council;
 - (b) it shall submit to Council each Hilary Term estimates of its income and expenditure in respect of the ensuing financial year and shall satisfy Council that no charge will fall on university funds except in so far as may already have been authorised by Council.
 4. The governing body shall offer to elect to a Fellowship of Kellogg College every University Lecturer in the Department for Continuing Education whose office is tenable to the retiring age, or who has been appointed for a limited period on the basis that he or she is eligible for reappointment after that period to the retiring age.
 5. (1) The governing body may elect to a Fellowship of Kellogg College:
 - (a) the holders of university appointments who are entitled to fellowships under the provisions of any statute or regulation, or who will become so entitled if their university appointments are confirmed to retiring age; and
 - (b) any other member of Congregation, so long as the total number of fellows elected under this paragraph shall not exceed one-quarter of the total number of fellows who constitute the governing body.
(2) In no case shall a Fellowship of Kellogg College be held concurrently with the headship of or a fellowship (other than an Honorary or Emeritus Fellowship) in another society or any college, Permanent Private Hall, or other designated institution.
 6. The governing body may, in accordance with by-laws approved from time to time by Council under the provisions of regulation 3 (2) above, elect to Emeritus, Honorary, and Visiting Fellowships of Kellogg College and to not more than twenty Supernumerary Fellowships of Kellogg College.
 7. The governing body may elect to Professorial Fellowships at the college, on terms approved by Council, university professors, university readers, and holders of other university offices which are declared by any university statute or regulation to qualify the holder for a Professorial Fellowship.
 8. Any Fellow of Kellogg College who ceases to hold the post by virtue of which he or she was elected to a Fellowship of Kellogg College shall immediately vacate that fellowship.
 9. The officers of Kellogg College shall be appointed by the governing body on such terms and conditions as shall be determined by the governing body, subject to the approval of Council.

Council Regulations 11 of 2002

REGULATIONS FOR ST CROSS COLLEGE

Made by Council on 26 June 2002

1. St Cross College shall be a society through which persons who are graduates of other universities (or in the opinion of the governing body possess comparable qualifications) and who are not members of any college, society, Permanent Private Hall, or other institution designated by Council by regulation may be admitted as members of the University.
2. The governing body may admit to membership of St Cross College:
 - (1) students desiring to work for research degrees;
 - (2) other graduate students desiring to pursue academic work in Oxford;
 - (3) other persons at the discretion of the governing body.
3. The governing body shall consist of the Master and Official and Pusey Fellows and such other fellows as shall be made members of the governing body in accordance with by-laws determined by the governing body and approved by Council under regulation 4 (1) below.
4. (1) The governing body may from time to time make by-laws which, when approved by Council, shall be binding on all Fellows of St Cross College.

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- (2) The governing body shall also have full powers (subject to the provisions of these regulations) to do all that may be necessary to administer St Cross College as a graduate society for men and women, subject to the following conditions:
- (a) it shall submit a report annually to Council;
 - (b) it shall submit estimates to Council in Hilary Term in respect of the ensuing financial year, and shall satisfy Council that no charge will fall on university funds except such as may be provided by Council.
5. (1) The Master of St Cross College shall be appointed by Council, after it has considered any recommendations which the governing body may submit, on such terms and conditions as Council shall determine.
- (2) The Master may hold his or her office in conjunction with a professorship, readership, university lectureship, or other university teaching or research post if Council, after consultation with the relevant divisional board and any other bodies concerned, shall so decide.
6. The officers of St Cross College shall be appointed by the governing body on such terms and conditions as it may determine, subject to the approval of Council.
7. The governing body may elect to Official Fellowships at the college, on terms and conditions determined by the governing body and approved by Council, the holders of university appointments who are entitled to fellowships under the provisions of any statute or regulation, or who will become so entitled if their university appointments are confirmed to retiring age.
8. (1) A board ('the Nominating Board') composed of not more than two Official Fellows of the college elected for the purpose by the governing body and not more than six of the Governors of the Charity known as Dr Pusey Memorial Fund shall nominate suitably qualified persons for Pusey Fellowships at the college.
- (2) The governing body shall admit persons so nominated to Pusey Fellowships at the college and to membership of the governing body as they present themselves for admission, on condition that such Pusey Fellowships shall not exceed three in number.
- (3) Pusey Fellowships shall be on terms and conditions to be determined by the governing body and approved by Council, but to be no less favourable to the Pusey Fellows than those applicable to Official Fellowships.
- (4) The Nominating Board shall make its own procedural regulations, subject to the following conditions:
- (a) reasonable notice of all meetings shall be sent to every member of the board;
 - (b) notice having been sent in accordance with (a) above, the quorum for meetings of the board shall be any five members.
9. The governing body may elect suitably qualified persons to other categories of fellowships approved by Council, on terms and conditions determined by the governing body and approved by Council.

Council Regulations 12 of 2002

REGULATIONS FOR THE ESTABLISHMENT AND MAINTENANCE OF PERMANENT PRIVATE HALLS

Made by Council on 26 June 2002

1. No licence for the establishment of a Permanent Private Hall shall be granted unless the following conditions are satisfied:
- (1) that provision has been made for the establishment of the hall on a permanent footing and for its governance;
 - (2) that the hall is not to be established for the purposes of profit;
 - (3) that a Master of the hall shall be appointed by the governing body of the hall, subject to the approval of Council, to manage and control the hall;
 - (4) that the Master of the hall shall be a member of Convocation;
 - (5) that the buildings of the hall shall be situated within two and a half miles of Carfax, and that after inspection by the Proctors they shall have been certified by the Proctors, to the satisfaction of the Vice-Chancellor, to be fit for the residence of students.
2. The Master of the hall before he or she enters on his or her office shall appear before the Vice-Chancellor and make and sign the following declaration:
- ‘I, A. B., hereby promise that
- I will observe the statutes and regulations concerning Permanent Private Halls;
- I will open my hall for the inspection of the Vice-Chancellor or other university authorities in any matter relating to the students of the hall.
- A. B.’
3. (1) Each Master of a Permanent Private Hall shall keep a register of the names of all students whom he or she admits to his or her hall.
- (2) The Master shall from time to time, within one month of being requested so to do, transmit to the Registrar of the University a list of all his or her students in residence in the University in such term or terms as shall be specified.

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4. (1) The total number of home and European Union students studying for the Degree of Bachelor of Arts, Bachelor of Theology, or Bachelor of Fine Art, or for a second Honour School at each of the following Permanent Private Halls shall not exceed the figure for that hall which is set out below:

Blackfriars	24
Campion Hall	9
Greyfriars	30
Regent's Park	85
(plus 10 full-time-equivalent students for the part-time B.Th. course)	
St Benet's Hall	37
Wycliffe Hall	55
(plus 6 full-time-equivalent students for the part-time B.Th. course)	

- (2) Council shall have power to change from time to time by regulation the maximum number of students at each Permanent Private Hall studying for any degree, diploma, or certificate of the University or of any category of such students.
5. The Master shall undertake to pay all fees, dues, and other moneys which may be payable to the University by any member of his or her hall.
6. The Master of a Permanent Private Hall shall stand in tutorial relation to all members of his or her hall who are students, and shall exercise supervision over their conduct and studies.
7. The Master of a Permanent Private Hall shall have power to make by-laws for the conduct and management of his or her hall which are consistent with the statutes and regulations of the University.
8. If the disciplinary officers of the University have occasion to deal with any of the students of his or her hall the Master shall support the authority of the University, and see that its judgements are duly carried into effect.
9. (1) The Master of a Permanent Private Hall shall reside in his or her hall during at least six weeks in each term.
(2) The Master shall provide courses of instruction for the undergraduate members of the hall during at least twenty-four weeks in the academic year, exclusive of the time devoted to any examinations in the hall.
10. (1) In case of the illness or absence for a sufficient reason of any Master of a Permanent Private Hall the Vice-Chancellor may give him or her leave to nominate a member of Convocation as deputy from time to time for any period not exceeding a year, such nomination to be subject to the approval of the Vice-Chancellor.
(2) The deputy so nominated shall be the vicegerent of the Master in all university business or acts which may concern the hall, as well as in the tuition of the students and management of the hall.
11. Each Master of a Permanent Private Hall shall make available for inspection, at any reasonable time, by the Vice-Chancellor and Proctors, or by any one or more of them, the register of students admitted to his or her hall.
12. If the Vice-Chancellor shall deem that the Master of a Permanent Private Hall or his or her deputy has offended against the statutes or regulations, the Vice-Chancellor may, after due inquiry, admonish him or her or suspend the licence of the hall for a time.

Council Regulations 13 of 2002

REGULATIONS FOR COUNCIL

Made by Council on 26 June 2002

Attendance at Council

1. If a member of Council elected under the provisions of section 4 (6), (12)–(14), or (17)–(23) of Statute VI, or co-opted under the provisions of section 6, has attended fewer meetings than eight less the number of any meetings which have been cancelled in the course of any academic year, his or her seat shall at the close of that year be declared by the Vice-Chancellor to be vacant and shall then immediately be vacated, subject to the following conditions:
- (1) A person elected or co-opted to fill a casual vacancy shall only be required to attend the same proportion of meetings due to be held subsequent to the date of his or her election or co-optation as eight bears to the total number of meetings due to be held in the academic year, any fraction being reckoned to the nearest unit, and the resulting number then being reduced by the number of any meetings cancelled which were due to be held subsequent to the date of his or her election or co-optation.
- (2) If a member of Council has been dispensed from his or her prescribed university or college duties for not less than one term in any year, he or she shall be deemed to have satisfied the requirements of this regulation if he or she has attended in that year at least six meetings less the number of any meetings which have been cancelled, or in the case of a person elected or co-opted to fill a casual vacancy has attended such lesser number as shall have been calculated in proportion to six by the method (with any necessary substitutions) prescribed under paragraph (1) above.
- (3) A member of Council whose minimum attendance requirement has not been reduced under paragraph (2) above may, at the discretion of the Vice-Chancellor, be deemed to have satisfied the requirements of this regulation if in any year he or she has attended, but for good reason has been prevented from attending more than, six meetings less the number of any meetings which have been cancelled, or in the case of a person elected or co-opted to fill a casual

vacancy has attended, but for good reason has been prevented from attending more than, such lesser number as shall have been calculated in proportion to six by the method (with any necessary substitutions) prescribed under paragraph (1) above.

2. If a member of Council nominated under the provisions of section 4 (7), (8) of Statute VI has attended fewer meetings than eight less the number of any meetings which have been cancelled in the course of any academic year, his or her seat shall at the close of that year be declared by the Vice-Chancellor to be vacant and shall then immediately be vacated, subject to the following conditions:

(1) A person nominated to fill a casual vacancy shall only be required to attend the same proportion of meetings due to be held subsequent to the date of the approval by Congregation of his or her nomination as eight bears to the total number of meetings due to be held in the academic year, any fraction being reckoned to the nearest unit, and the resulting number then being reduced by the number of any meetings cancelled which were due to be held subsequent to the date of such approval.

(2) Such a member may, at the discretion of the Vice-Chancellor, be deemed to have satisfied the requirements of this regulation if in any year he or she has attended, but for good reason has been prevented from attending more than, six meetings less the number of any meetings which have been cancelled, or in the case of a person nominated to fill a casual vacancy has attended, but for good reason has been prevented from attending more than, such lesser number as shall have been calculated in proportion to six by the method (with any necessary substitutions) prescribed under paragraph (1) above.

Student Member Attendance at Council

3. Student members shall be represented at meetings of Council by:

- (1) the President of the Oxford University Student Union;
- (2) the Vice-President (Graduates) of the Oxford University Student Union;
- (3) one member of the Council of the Oxford University Student Union chosen by that council.

4. (1) The member appointed under regulation 3 (3) above shall serve for one year from the Saturday in the first week of Hilary Full Term and shall be re-eligible.

(2) If a casual vacancy occurs for a member appointed under regulation 3 (3) above, another member shall be appointed to serve for the remainder of the period of office of the vacating member, save that not more than one such replacement appointment may be made during any one period of office.

5. If the Vice-President (Graduates) of the Oxford University Student Union is or becomes during his or her period of office a member of the University in a category other than that of student member, he or she shall nevertheless be regarded as a student member for the purposes of these regulations.

6. The student members shall be entitled to speak at meetings of Council but not to vote.

7. (1) No student member shall be present for the discussion of reserved business.

(2) The following matters shall be reserved:

- (a) decisions on appointments, promotions, and other matters concerning the personal position of members of the staff of the University;
- (b) the admission of individuals and their academic assessment and personal affairs;
- (c) proposals for honorary degrees and degrees by diploma;
- (d) all items referring to terms and conditions of employment of all categories of staff;
- (e) any other matter at the discretion of the chairman.

(3) In any case of doubt, the chairman shall decide whether an item of business falls under one of the categories listed in paragraph (2) above, and his or her decision shall be final.

8. The student members shall receive the full Council agenda paper but not the papers or minutes relating to reserved business.

9. The student members shall respect the conventions of Council as set out in its standing orders.

10. While these regulations remain in force, the provisions of section 10 of Statute XIII, concerning access by student members on a joint committee to the parent body, shall not apply to the Joint Committee of Council with Student Members.

Council Regulations 14 of 2002

GENERAL REGULATIONS OF COUNCIL FOR COMMITTEES

Made by Council on 26 June 2002

1. These regulations shall apply both to Council and to any 'committee' of the University as defined in section 6 (3) of Statute I.

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2. (1) No person appointed, elected, or serving as a member of a committee while holding any academic post of the University or any other of the university or college posts specified in section 3 (6)–(9) of Statute IV shall continue to serve on that committee after having retired from that post (or, in the case of a person retiring at different dates from those university and college posts previously held by him or her, after the date of the later of those retirements), unless the General Purposes Committee of Council, by a vote carried by not less than two-thirds of the members present and voting, shall otherwise determine in an individual case.
- (2) No person who has previously retired from any of the university or college posts specified in section 3 (6)–(9) of Statute IV, and who does not continue to hold another such post, shall be appointed or elected a member of a committee, unless the General Purposes Committee of Council, by a vote carried by not less than two-thirds of the members present and voting, shall otherwise determine in an individual case.
- (3) No other person appointed, elected, or serving as a member of a committee while not holding such a university or college post shall continue to serve on that committee, and no such person shall be appointed or elected a member of a committee, after the 30 September immediately preceding his or her 66th birthday, unless the General Purposes Committee of Council, by a vote carried by not less than two-thirds of the members present and voting, shall otherwise determine in an individual case.
- (4) In no case shall any member of a committee continue in office after attaining the age of 75 years.
3. The person taking the chair at any committee meeting shall, in the absence of provision to the contrary in any statute or regulation, have a second or casting vote in the event of equality of voting.
4. (1) A vacancy about to be caused by lapse of time in any committee shall, in the absence of provision to the contrary in any statute or regulation, be filled by the appointing or electing body in the term before the vacancy will arise, and the person appointed or elected shall enter office on the first day of the following term.
- (2) (a) A vacancy caused otherwise than by lapse of time shall be filled as soon as may be after the occurrence of the vacancy.
- (b) The person appointed or elected shall enter office immediately upon appointment or election, and shall, in the absence of provision to the contrary in any statute or regulation, hold office for the unexpired residue only of the period of office of the person whom he or she replaces.
5. If at any time a vacancy arises in any committee through an appointing or electing body having failed to make an appointment or, in the case of an election, through insufficient nominations having been received by the due date or for any other reason, the Vice-Chancellor and Proctors shall appoint a person to the vacancy.
6. (1) A person who becomes Proctor or Assessor shall (unless he or she resigns) remain a member of all the committees of which he or she was formerly a member, and his or her place on each of those committees shall remain vacant until he or she resumes it on laying down office, or until his or her normal period of office as a member of the committee comes to an end, whichever is the earlier.
- (2) A Proctor or Assessor whose normal period of office on a committee comes to an end during his or her tenure of the Proctorship or Assessorship may, subject to any restriction on eligibility, be reappointed or re-elected.
7. When a person other than the Vice-Chancellor, a Proctor, or the Assessor becomes by virtue of holding any office a member of a committee of which he or she was an appointed or elected member, he or she shall be deemed to have resigned from his or her former place.

Council Regulations 15 of 2002

REGULATIONS FOR COMMITTEES REPORTING DIRECTLY TO COUNCIL OR ONE OF ITS MAIN COMMITTEES

Made by Council on 26 June 2002

Part 1

General

- 1.1. (1) Appointed, elected, and co-opted members of committees of Council, other than student members, shall, in the absence of provision in these regulations, or in the General Regulations of Council for Committees, to the contrary, serve for three years and shall be re-eligible.
- (2) Student members shall, in the absence of provision in these or those regulations to the contrary, serve for one year and shall be re-eligible.
- 1.2. The participation by student members in the business of committees of Council shall be subject to the same conditions (with any necessary substitutions) as are prescribed for the student member representatives at meetings of Council under regulations 3–10 of the Regulations for Council.
- 1.3. (1) Committees of Council shall be responsible under Council for such matters as Council lays down under the provisions of sections 20–2 of Statute VI.
- (2) They shall make reports and recommendations to Council as they consider appropriate, subject to such policies and guidelines as Council lays down by regulation or otherwise.

Part 2
Main Committees

Educational Policy and Standards Committee

2.1. The Educational Policy and Standards Committee shall consist of:

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor (Academic), who shall normally chair the committee;
- (3)–(5) the Proctors and the Assessor;
- (6) the Chairman of the Academic Subcommittee of the Conference of Colleges;
- (7) the Chairman of the Committee of Tutors for Graduates;
- (8)–(11) four persons appointed by Council from among the members of Council specified in section 4 (12)–(14) and (17)–(23) of Statute VI;
- (12) the Chairman of the Admissions Committee of the Conference of Colleges;
- (13), (14) two student members elected by the Council of the Oxford University Student Union, of whom one shall be a representative of undergraduates and one a representative of graduate students.

2.2. Subject to the approval of Council on each occasion, the committee may co-opt up to three additional members.

2.3. The committee shall be responsible for the following matters, in liaison with the colleges, societies, and Permanent Private Halls as appropriate and necessary:

- (1) the definition and keeping under review in the context of the University's Mission Statement of the educational philosophy, policy, and standards of the collegiate University in respect of:
 - (a) access and admissions;
 - (b) curriculum design and course structure;
 - (c) teaching, learning, and assessment (including all aspects of the practical arrangements for examination, in consultation with the Proctors);
 - (d) academic and pastoral support and guidance;
 - (e) provision and use of learning resources;

bearing in mind in particular:

- (f) the arrangements for the pursuit of graduate studies;
 - (g) the arrangements for part-time study;
- (2) the establishment and keeping under review of structures and mechanisms for assuring the implementation of these policies, the maintenance of standards, and the enhancement of good practice;
- (3) the administration of a programme for the regular review of divisions (in this context, including the Continuing Education Board) and their sub-units by reference to criteria which explicitly seek comparisons by international standards of excellence in matters referred to in paragraph (1) above;
- (4) the oversight and co-ordination of activities associated with external agencies involved in quality assurance;
- (5) in the light of all the above and on the basis of divisional five- and ten-year plans, the consideration of the overall balance of activity and provision of resources between graduate studies, undergraduate studies, and continuing education respectively, and the making of recommendations to Council through its Planning and Resource Allocation Committee.

2.4. (1) The committee shall have power to make, amend, and repeal regulations concerning the courses and examinations for undergraduates and graduate and other students (including Recognised and Visiting Students), and to approve regulations of that kind which the divisional boards and other bodies responsible for such courses propose to make under the relevant provisions.

(2) Subject to paragraph (3) below, the committee shall also have power to grant (or reject) applications in individual cases in respect of any of the following matters in regard to the statutes and regulations concerning the courses and examinations for undergraduates and graduate and other students (including Recognised and Visiting Students):

- (a) dispensation from matriculation requirements;
- (b) admission to the status and privileges of a Senior Student;
- (c) extension of standing for honours, or for a university prize or other award;
- (d) taking deleted options, forbidden combinations of subjects, subjects not provided for in regulations, or examinations under old regulations;
- (e) entering examinations earlier or later than prescribed;
- (f) antedating of admission and of residence;
- (g) viva voce and other oral examinations;
- (h) practical work;

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- (i) dispensation from the requirement to sit an examination or part of an examination, or from a prerequisite for an examination;
 - (j) subjects for the First BM Examination;
 - (k) extension of time within which to supplicate (beyond that which divisional boards, faculty boards, and other bodies are empowered to grant);
 - (l) reinstatement out of time;
 - (m) permission to transfer from one status to another out of time;
 - (n) extension of time within which a student is allowed to hold Probationer Research Student status;
 - (o) questions relating to the direct admission to D.Phil. status of suitably qualified candidates from outside Oxford;
 - (p) dispensation from the prescribed period of study in Oxford (beyond that which divisional boards, faculty boards, and other bodies are empowered to grant);
 - (q) regulations governing graduate students and second or higher degrees;
 - (r) questions arising from the reference back by divisional boards, faculty boards, and other bodies of students' applications for leave to supplicate for research degrees;
 - (s) deeming fees paid by graduate students to another university in respect of terms covered by the antedating of admission to have been fees paid at Oxford, on condition that students who have pursued a graduate course elsewhere for more than a year shall be granted the concession only in exceptional circumstances.
- (3) Applications for the remission of university fees, other than those specified in paragraph (2) above and university tuition fees, shall be determined jointly by the Assessor and the Assessor-elect, and applications for dispensation from residence requirements, other than those specified above, shall be determined by the Proctors, on condition that if the Assessor and the Assessor-elect or the Proctors, as the case may be, are unable to agree on how to deal with any individual application, they shall refer that application to the committee for decision.

General Purposes Committee

2.5. The General Purposes Committee shall consist of:

- (1) the Vice-Chancellor;
- (2)–(4) the Proctors and the Assessor;
- (5) the Chairman of the Conference of Colleges;
- (6)–(10) the heads of each of the divisions;
- (11)–(13) three persons appointed by Council from among the members of Council specified in section 4 (12)–(14) and (17)–(23) of Statute VI.

2.6. In appointing the members at regulation 2.5 (11)–(13) above, Council shall always ensure that there is within the total membership of the committee as appropriate a balance between the sciences divisions, the humanities and social sciences divisions, and the non-divisional constituency as is reasonably practicable.

2.7. The committee shall keep under review the following matters:

- (1) the long-term strategic development of the University, in respect both of its national and of its international roles;
- (2) relations with local, regional, and national government;
- (3) relations with other external bodies;
- (4) policy in respect of issues or activities which are university-wide and transcend the remit of the other main committees of Council or other specialist committees (making proposals as appropriate and necessary to the Planning and Resource Allocation Committee as part of the latter's annual planning exercise);
- (5) advice and recommendations on particular individual matters as they arise;
- (6) monitoring the University's new governance arrangements;
- (7) recommendations on appointments by Council to other committees.

2.8. The committee shall have power to make, amend, and repeal regulations concerning any of the following matters, on condition that it shall bring forward to Council for decision any case which it considers to raise particular difficulties:

- (1) the allocation of a statutory post to a college or society, or the association of a statutory post with a college or society, and any changes in such allocations or associations (in cases in which a regulation is necessary);
- (2) the establishment of a new trust or other special fund for grants, lectures, prizes, fellowships, scholarships, collections, or similar matters, and any changes in existing regulations governing such funds (in cases in which the making of such provisions by regulation is permissible in law);
- (3) the establishment of a new committee, and any changes in regulations governing existing committees, except (in either category) in regard to committees which report, or which it is proposed should report, directly to Council;

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- (4) the removal of anomalies in existing regulations, and the making of consequential amendments to existing regulations which have been overlooked in earlier legislation.

Personnel Committee

2.9. The Personnel Committee shall consist of:

- (1), (2) two members of Council appointed by Council, of whom one shall be appointed by Council to chair the committee;
- (3)–(5) the Proctors and the Assessor;
- (6) the Chairman of the Academic Subcommittee of the Conference of Colleges;
- (7)–(11) the heads of each of the divisions;
- (12)–(16) one person appointed by each of the divisional boards.

2.10. The committee may co-opt up to seven additional members, on condition that the committee shall always ensure by the use of its power of co-optation that the range of interests and concerns in the faculties, departments, and academic services of the University, and in the colleges, societies, and Permanent Private Halls of the University, is as fully reflected within the total membership of the committee as is reasonably practicable.

2.11. The committee shall be responsible, in the light of employment legislation and other relevant requirements, and in liaison with the colleges, societies, and Permanent Private Halls as appropriate, for the development and review of comprehensive policies on the employment of all university staff, including policies on recruitment and selection, staff development and training, equality of opportunity, and salaries and other conditions of service.

2.12. The committee shall:

- (1) oversee any centrally organised exercises relating to personnel matters, such as the conferment of the title of professor or reader and the making of distinction awards for professors;
- (2) be responsible for, and make recommendations to Council on, the policy in respect of joint appointments between the University and the colleges, societies, and Permanent Private Halls, exercising this responsibility through a subcommittee on which there shall be balanced representation as between the University and the colleges, societies, and Permanent Private Halls;
- (3) monitor the implementation and effectiveness of the University's policies;
- (4) oversee the relations between the University and its employees through recognised employee representatives.

2.13. The committee shall have power to make, amend, and repeal regulations concerning any of the following matters, on condition that it shall bring forward to Council for decision any case which it considers to raise particular difficulties:

- (1) the appointment of individual members of boards of electors for the duration of proceedings to fill a particular vacancy (in cases in which a regulation is necessary);
- (2) the conferment of the title of Visiting Professor or Visiting Lecturer (in cases in which a regulation is necessary);
- (3) the amendment of the regulations governing the payment of special allowances to certain heads of departments, subject to the approval of the Planning and Resource Allocation Committee of Council as to the financial implications of each such proposed amendment;
- (4) the creation of a fixed-term university lecturership when a divisional board or the body responsible for another spending sector proposes to set up such a post in a situation other than that of replacing a member of staff on leave or covering emergency teaching needs (in cases in which a regulation is necessary).

Planning and Resource Allocation Committee

2.14. The Planning and Resource Allocation Committee shall consist of:

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor (Planning and Resource Allocation), who shall be vice-chairman of the committee;
- (3) the Pro-Vice-Chancellor (Academic Services and University Collections);
- (4)–(6) the Proctors and the Assessor;
- (7) the Chairman of the Finance and General Purposes Committee of the Conference of Colleges;
- (8)–(12) the heads of each of the divisions;
- (13)–(17) five persons appointed by Council from among the members of Council specified in section 4 (12)–(14) and (17)–(23) of Statute VI;
- (18) a person appointed by Council from among the members of Council specified in section 4 (7), (8) of Statute VI.

2.15. In appointing the members at regulation 2.14 (13)–(17) above, Council shall always ensure that there is within the total membership of the committee as appropriate a balance between the sciences divisions, the humanities and social sciences divisions, and the non-divisional constituency as is reasonably practicable.

2.16. Subject to the approval of Council on each occasion, the committee may co-opt one additional member, on condition that the committee shall always ensure by the use of its power of co-optation that the range of interests in the collegiate University is as fully reflected within the total membership of the committee as is reasonably practicable.

2.17. The committee shall be responsible for the following matters:

- (1) the preparation and annual updating of a five-year rolling plan for all aspects of the academic, academic services, and other activities of the University (in the light of plans prepared by the divisional boards, the Department for Continuing Education, the services sector, and any other spending sectors);
- (2) the consideration of the financial resources available to the University, and the making of recommendations to Council on an annual budget in the light of the overall plan, the annual operating statements from the academic divisions and other spending sectors, and other relevant information;
- (3) the development, implementation, refinement, and monitoring of resource allocation procedures to enable annual budgets to be set, and the making of recommendations to Council as appropriate;
- (4) the keeping under review of, and the making of recommendations to Council as necessary on, student numbers, the distribution of students between various categories, and levels of student fee;
- (5) the monitoring of the work of the academic divisions, the Department for Continuing Education, and the services sector against their approved plans and budgets;
- (6) the oversight of the University's research policy, in the light of the views of the academic divisions, and the consideration of, and the taking of action as necessary on, all aspects of the relationship between HEFCE funding and research funding from other sources;
- (7) the oversight of, and the making of recommendations to Council on, the financial arrangements between the University and the colleges, societies, and Permanent Private Halls arising from the college fee settlement;
- (8) the oversight of, and the making of recommendations to Council on, the work of the University Development Programme;
- (9) the giving of advice to Council on the needs of the University as established by its plans, and in order that Council can take these views into account when establishing investment policy;
- (10) the consideration of, and the giving of advice to Council on, the use of any resources which are not delegated or allocated to the academic divisions, academic services sector, or other bodies (whether trust funds, university reserves, unearmarked benefactions, capital funds, or reserves of any other description);
- (11) as appropriate, the consideration of, and the giving of advice to Council on, all aspects of the financial relationships between the University, HEFCE, and other external funding bodies.

2.18. (1) The committee shall have power to make, amend, and repeal regulations concerning any of the following matters, on condition that it shall bring forward to Council for decision any case which it considers to raise particular difficulties:

- (a) the university fees payable by Home/EU students and by overseas students, within such policy in that regard as may be laid down by Council from time to time;
 - (b) the fees, other than fees under (a) above, payable by candidates for examinations, and related fees (such as the matriculation fee and fees in respect of degree certificates);
 - (c) the establishment of a new statutory post, and any changes in regulations governing existing statutory posts (in cases in which the making of such provisions by regulation is permissible in law).
- (2) The committee shall also have power to delegate to the divisional boards, at its discretion and within such guidelines as it may agree from time to time with the boards, authority to make regulations under (c) above.

Part 3

Other Committees

Committee on Animal Care and Ethical Review

[Regulations 3.1–3.8, concerning the new Committee on Animal Care and Ethical Review to replace the existing Committee on Animal Care, will be enacted at a later date.]

Audit Committee

3.9. The Audit Committee shall consist of:

- (1) a person appointed by Council who shall not be the holder of a teaching or administrative post in the University, or in any college, society, or Permanent Private Hall, and who shall serve as chairman;
- (2)–(4) three persons appointed by Council who shall not serve on the Finance Committee or on any committee which in the view of Council has main-line executive authority within the University.

3.10. The quorum for the committee shall be not less than two members of the committee.

3.11. The committee shall, except in so far as concerns the financial business of the Delegates of the University Press:

- (1) review the effectiveness of the financial and other internal control systems of the University;
- (2) review the scope and effectiveness of the work of the Internal Audit Office, including planning and operation of the work and the results of the six-monthly reports from the Internal Auditor;

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- (3) report on the audit of the accounts;
 - (4) receive and subsequently report on the External Auditor's management letters and have direct access to the External Auditor;
 - (5) call for any investigations that it considers necessary;
 - (6) receive any comments or recommendations from the Internal or External Audit;
 - (7) receive reports from other organisations relevant to its responsibilities;
 - (8) monitor the implementation of agreed audit recommendations;
 - (9) satisfy itself that there are adequate arrangements in place to promote value for money within the University;
 - (10) oversee the fraud policy of the University and ensure that significant losses are properly investigated and reported;
 - (11) report to Council as appropriate on any of the above matters;
 - (12) advise Council on the criteria for the selection and appointment of the Internal Auditor;
 - (13) advise Council on the criteria for the appointment of the External Auditor and the scope of his or her work;
 - (14) meet not less than twice yearly to discharge these functions.

Buildings and Estates Subcommittee

- 3.12. The Buildings and Estates Subcommittee of the Planning and Resource Allocation Committee shall consist of:
 - (1) one of the members of Council serving on the Planning and Resource Allocation Committee, appointed by that committee, who shall be chairman of the subcommittee;
 - (2) the Pro-Vice-Chancellor (Planning and Resource Allocation);
 - (3)–(7) one person appointed by each of the divisional boards;
 - (8) the Director of University Library Services and Bodley's Librarian or a person nominated by the director;
 - (9) a person appointed by the Committee for the Museums and Scientific Collections from among the directors of the University's museums;
 - (10), (11) two persons elected by Congregation.
- 3.13. The subcommittee may co-opt up to two additional members from within or outside the University to advise it on architectural, planning, and environmental matters.
- 3.14. (1) The subcommittee shall be responsible to the Planning and Resource Allocation Committee for management and maintenance of the functional estate, except for matters which are the responsibility of divisions and other bodies.
 - (2) The functional estate is defined as university-owned or leased land and property occupied by university bodies and excludes investment property and property which is the responsibility of the Property Management Subcommittee.
 - (3) The Planning and Resource Allocation Committee shall make delegations to the subcommittee to take decisions, and the subcommittee shall consider and make recommendations to the committee on estates matters outside its delegation.
 - (4) The Registrar shall appoint the Director of Estates and University Surveyor to act as the chief executive officer of the subcommittee.
- 3.15. (1) In particular, the subcommittee shall:
 - (a) consider and advise the Planning and Resource Allocation Committee on the acquisition, leasing, disposal, and allocation of land and property in the functional estate;
 - (b) oversee the repairs and maintenance programmes undertaken by the Director of Estates and University Surveyor, the arrangements for car parking, and the provision of telecommunications (excluding telecommunications strategy);
 - (c) consider and recommend to the Planning and Resource Allocation Committee proposals for the strategic development of the functional estate, taking into account institutional plans and environmental, planning, and heritage issues;
 - (d) advise the Planning and Resource Allocation Committee on all proposals for capital building projects for functional use and oversee the initiation and management of the design and construction of all major projects.
 (2) The subcommittee shall issue regulations for the maintenance of, and all works in, buildings on the functional estate and for parking in university-controlled car parks.

College Accounts Committee

- 3.16. For the purposes of regulations 3.17–3.18 below, the word 'college' shall have the meaning attributed to it by section 1 of Statute XV.
- 3.17. The College Accounts Committee shall consist of:
 - (1) the Vice-Chancellor;

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- (2) a person, who shall have financial experience, appointed by the Vice-Chancellor;
 - (3) a member of Council appointed by Council;
 - (4) a person appointed by Council who need not be a member of Council;
 - (5)–(7) three persons elected by the Conference of Colleges.

3.18. The committee shall:

- (1) consider each year the audited accounts of each of the colleges which are presented under the provisions of Statute XV and any associated regulations;
- (2) have power to call from a college for any explanations (including if necessary a supplementary certificate from its auditors) which the committee may consider necessary of matters contained in the financial statements presented to the committee;
- (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 the ascertainment of the income on which college contributions are to be assessed;
- (4) authorise the publication within the University of the audited annual accounts of the colleges;
- (5) report to Council at least once in every five years on the operation of the provisions of Statute XV and any associated regulations in relation to the accounts of the colleges.

College Contributions Committee

3.19. For the purposes of regulations 3.20–3.22 below, the word ‘college’ shall have the meaning attributed to it by section 1 of Statute XV.

3.20. The College Contributions Committee shall consist of:

- (1) the Vice-Chancellor;
- (2)–(4) three persons appointed by Council, of whom at least one shall be a member of Council and at least one shall have financial experience;
- (5)–(8) four persons elected by the Conference of Colleges, of whom at least one shall have financial experience outside the University.

3.21. The appointed members shall hold office for four years.

3.22. The committee shall be responsible for:

- (1) the administration of the College Contributions Scheme;
- (2) making recommendations to Council at least once a year on the allocation of the College Contributions Fund, or any part of it, to and between the colleges and the Loan Fund for College Buildings;
- (3) keeping the working of the scheme, including the rates of contribution, under constant review and making recommendations to Council in respect of it;
- (4) reporting on the scheme, including the rates of contribution, to Council at least once in every five years.

3.23. The committee shall have power:

- (1) to call from any college for all accounts, documents, and information which it may think desirable to have;
- (2) to determine conclusively all questions and matters of doubt arising in relation to the ascertainment of the statutory endowment income of any college at any time, or of the amount payable to the College Contributions Fund by any college in respect of any financial year;
- (3) subject only to any general powers of interpretation vested in other persons under Statutes I and XVII, to determine conclusively any other questions and matters of doubt arising in relation to the scheme.

University Development Programme Scrutiny Committee

3.24. The University Development Programme Scrutiny Committee shall consist of:

- (1) the Vice-Chancellor;
- (2) the Vice-President of the University Development Programme;
- (3)–(7) five persons appointed by Council.

3.25. The committee shall:

- (1) have regard generally to the undesirability of accepting money from individuals or institutions whose record is such as to make acceptance by the University, and the recognition which that entails, inappropriate;
- (2) advise the Director of the Development Office accordingly;
- (3) consider any case which, in the light of the committee’s advice, the director considers should be referred to the committee for scrutiny.

3.26. The committee shall have power to take a decision on any case referred to it by the director under regulation 3.25 (3) above, subject to the chairman having authority at his or her discretion to bring forward any doubtful case for final decision by Council.

Continuing Education Board

3.27. The Continuing Education Board shall consist of:

- (1), (2) one or two members appointed by Council from among its own members (as determined from time to time by Council, bearing in mind the desirability of there being strong representation of the board on Council and its committees, particularly the Educational Policy and Standards and Planning and Resource Allocation Committees), of whom one shall be designated chairman of the board by the Vice-Chancellor after consultation with the Director of the Department for Continuing Education;
- (3)–(7) five persons of whom one shall be appointed by each divisional board;
- (8), (9) two persons appointed by the Advisory Council on Continuing Education;
- (10) the Director of the Department for Educational Studies or the director's nominee;
- (11)–(15) the Director, Deputy Directors, and Academic Dean of the Department for Continuing Education;
- (16)–(18) three other members of the Department for Continuing Education elected by and from among the members of the department.

3.28. The board may co-opt up to four additional members, who shall not be members of the Department for Continuing Education.

3.29. In discharging its responsibilities under section 15 of Statute VII the board shall, subject to plans, policies, and guidelines set by Council and its committees, have the following functions and powers, together with such other functions and powers as may be assigned to it by Council:

- (1) The board shall consider and advise Council on the funding requirements of continuing education across the University, with particular reference to the preparation of bids under HEFCE or any subsequent public funding system.
- (2) The board shall have the powers of a divisional board in respect of continuing education courses and examinations conducted within the University except where otherwise specifically provided, and for the admission and examination of students for such advanced degrees as may be established under its aegis from time to time.
- (3) The board shall make an annual report to Council on the activities of the board and of the Department for Continuing Education in the preceding academic year, measured against the board's agreed operating statement.

Finance Committee

3.30. The Finance Committee shall consist of:

- (1) the Vice-Chancellor;
- (2)–(4) three persons appointed by Council of whom at least one shall be a member of Council.

3.31. No member of the Audit Committee may also serve as a member of the Finance Committee.

3.32. The committee shall be responsible for:

- (1) the review and approval of the University's annual financial statements, in liaison with the Audit Committee;
- (2) the examination and consideration of, and report to Council on, the annual report and accounts of the Delegates of the University Press;
- (3) the review of the University's financial regulations and consideration of any necessary changes in those regulations;
- (4) the approval of the University's banking arrangements;
- (5) such other action on behalf of Council in relation to the University's financial business as may be required from time to time.

Health and Safety Management Committee

3.33. The Health and Safety Management Committee shall consist of:

- (1) a member of Congregation appointed by the Vice-Chancellor as chairman of the committee;
- (2) a member of Council appointed by Council;
- (3) the Head of the Life and Environmental Sciences Division;
- (4) the Head of the Mathematical and Physical Sciences Division;
- (5) the Head of the Medical Sciences Division;
- (6) the Head of the Humanities Division or the Head of the Social Sciences Division, as may be agreed between them from time to time.

3.34. The committee shall be responsible for the following matters:

- (1) the determination of the health and safety management strategy and policies necessary for the University to discharge its legal obligations in that regard;

(2) the recommendation of appropriate action necessary to implement the University's Safety Policy, as designed to promote the safety of staff, students, authorised visitors, and members of the public lawfully on university property;

(3) the taking of action on all management matters of health and safety and within other areas of the committee's remit, including the control of such funds as may be allocated to it.

3.35. The committee's remit shall include all matters covered by legislation on health and safety, fire safety, food safety, and the transport of dangerous goods, and by environmental protection legislation relating to the disposal of all hazardous wastes, radioactive substances, and genetic modification.

3.36. The committee may set up such subcommittees and specialist advisory groups as it considers desirable, and shall determine their membership and terms of reference.

3.37. The committee shall meet at least once a term, and following each meeting shall report to Council on the main matters which it has discussed; the committee shall also make an annual report to Council.

Committee on Honorary Degrees

3.38. The Committee on Honorary Degrees (which shall consist of the Vice-Chancellor, the Assessor, and not more than six members of Council appointed by Council) shall report on proposals to confer Degrees by Diploma and Honorary Degrees.

Information and Communications Technology (ICT) Committee

3.39. The Information and Communications Technology (ICT) Committee shall consist of:

(1) the Pro-Vice-Chancellor (Academic Services and University Collections);

(2) a vice-chairman appointed by Council;

(3), (4) two persons appointed by Council, of whom one shall not be the holder of a teaching, research, or administrative post in the University or in any college, society, or Permanent Private Hall;

(5)–(9) one person appointed by each of the divisional boards, normally from among the members of the board;

(10) a person appointed by the Continuing Education Board;

(11) a person appointed by the Curators of the University Libraries;

(12) a person appointed by the Committee for the Museums and Scientific Collections;

(13) a person elected by the Conference of Colleges;

(14) a person elected by the Colleges' IT Group;

(15) a person elected by the IT Users' Group;

(16) one of the Proctors or the Assessor as may be agreed between them;

(17), (18) two student members elected by the Oxford University Student Union, of whom one shall be a student member who is a graduate.

3.40. The committee shall have power to co-opt up to four additional members for such periods as it thinks fit, of whom one shall normally be a departmental administrator.

3.41. The Director of the Computing Services shall be the technical secretary to the committee.

3.42. The Director of Management Information Services, the Telecommunications Manager, and the Chairman of the IT Support Staff Group shall normally be invited to attend meetings of the committee.

3.43. The committee shall be responsible for the following matters:

(1) the formulation and continued development of a strategy for information and communications technology in furtherance of the University's aims and objectives;

(2) the strategic planning of the University's IT and telecommunications networks;

(3) considering and advising Council and its committees, the divisional boards, extra-divisional departments, and the central and departmental administrations on all matters relating to information and communications technology, and co-ordinating on these matters with colleges, societies, and Permanent Private Halls;

(4) in furtherance of the strategic development and co-ordination of ICT throughout the collegiate University and in the context of the University's ICT strategies, receiving and keeping under review the ICT elements of the strategic plans of the divisional boards, extra-divisional departments, and the central and departmental administrations, and co-ordinating on these matters with colleges, societies, and Permanent Private Halls, and commenting on them as appropriate; reviewing the planning statements and budgets of the divisional boards and other university bodies in so far as they concern developments relating to ICT, and commenting on them to Council and the divisional boards and other university bodies as part of the planning process and at other times as the committee thinks appropriate; and keeping under review the implementation of these plans in so far as they affect matters relating to ICT;

(5) the strategic oversight of the operations and budget of the Computing Services, which shall include:

(a) advising and instructing the Director of the Computing Services as required in order for the director to fulfil his or her functions;

(b) subject to the provisions of any statute or regulation of general application, the appointment and determination of the duties and conditions of service of the Director of the Computing Services, and the determination of the terms and conditions of appointment and level of salary scales which shall be applied to staff of the Computing Services other than the director;

(6) making, amending, and publishing regulations, subject to approval by Council, for the control, management, and security of the use of the University's ICT facilities;

(7) applying, on the University's behalf, to outside bodies for funds for ICT, and encouraging, and, in so far as is necessary in the particular circumstances, co-ordinating and approving, such bids from other bodies within the University in response to external funding opportunities for ICT developments.

3.44. (1) The committee shall consider, and advise Council on, the strategic development of management information systems in the collegiate University.

(2) The committee shall consider, and if it thinks fit approve, the IT components of projects involving the development of management information systems, and associated budgetary proposals, and forward its comments on them to Council.

(3) The committee shall monitor the framework for the delivery of such projects, and their progress, commenting to Council as appropriate.

(4) The committee shall keep under review the performance of the IT components of the collegiate University's management information systems, and shall advise Council and other bodies in the collegiate University accordingly.

(5) The committee shall also advise the divisional boards, extra-divisional departments, and the central and departmental administrations, and co-ordinate with colleges, societies, and Permanent Private Halls on these matters.

Investment Committee

3.45. The Investment Committee shall consist of at least four persons appointed by Council, of whom at least one shall not be the holder of a teaching or administrative post in the University or in any college, society, or Permanent Private Hall, and at least one shall be a person active in business and with experience of investment matters.

3.46. The committee shall be responsible for the following matters:

(1) the management of the endowed funds of the University, both general and those for specific purposes, and the review and monitoring of investment policy and performance in respect of all such funds;

(2) the establishment and review of guidelines for the investment of the University's cash deposits and reserve funds;

(3) the management of any funds placed with the University by external bodies;

(4) making recommendations to Council as appropriate concerning investment policies for the funds under the committee's management, taking due account of the University's financial strategy and cash needs as determined from time to time by Council on the recommendation of the Planning and Resource Allocation Committee.

3.47. The committee shall report to Council at least twice a year on its activities and the performance of the funds under its management.

Curators of the University Libraries

3.48. The Curators of the University Libraries shall consist of:

(1) the Pro-Vice-Chancellor (Academic Services and University Collections), who shall be chairman;

(2) one of the Proctors or the Assessor as may be agreed between them;

(3)–(6) four persons appointed by Council, of whom one shall be a member both of Council and of its Planning and Resource Allocation Committee, and of whom two shall be persons not being resident holders of teaching, research, or administrative posts in the University or in any college, society, or Permanent Private Hall;¹

(7)–(11) one member from each of the five divisional boards, appointed by their respective boards;

(12)–(15) four members of Congregation elected by Congregation;

(16) a person elected by the Conference of Colleges;

(17) a student member appointed by the Executive of the Oxford University Student Union;

(18) a student member appointed by the Graduate Committee of the Oxford University Student Union.

3.49. The curators shall have power to co-opt not more than two additional members for such periods as the curators think fit.

3.50. The curators under regulation 3.48 (3)–(16) shall hold office for four years and shall be re-eligible, and the curators under (17) and (18) shall hold office for one year and shall be re-eligible; on condition in every case that the tenure of office of appointed curators shall be subject to their retaining the qualifications by virtue of which they were appointed.

3.51. The Director of University Library Services and Bodley's Librarian shall be secretary to the curators.

3.52. No student member shall be present for the discussion of, or receive the papers or minutes relating to, reserved business as defined in regulation 7 of the Regulations for Council.

¹ Council has agreed (1) that one of the external members should be someone with experience of managing a major research library, and (2) that it should also appoint a person with experience in the application of IT to libraries.

3.53. The curators shall be responsible to Council for the following matters:

- (1) ensuring that provision is made for the University's library and information requirements for teaching and research;
- (2) making financial provision, from funds made available to them by Council or from other sources, for such libraries as Council shall from time to time determine;¹
- (3) ensuring that the University's major research libraries, including the Bodleian, Sackler, and Taylorian Libraries, are maintained as a national and international scholarly resource;
- (4) advising as necessary on the University's trusteeship of the collections held in its libraries, including, where appropriate, advising on the need for specialist legal or financial advice;
- (5) advising on any proposals involving the use of resources in the University for library and information provision for teaching and research;
- (6) such other responsibilities as may be determined by Council from time to time.

3.54. The curators shall have authority under Council to make such arrangements as are necessary to fulfil their responsibilities and shall have such other powers as may be laid down by statute or regulation.

3.55. The curators shall be responsible for making, amending, and publishing regulations, subject to approval by Council, for the control, management, and security of the use of the facilities of the Oxford University Library Services.

3.56. (1) The Director of University Library Services and Bodley's Librarian shall be appointed by an electoral board which shall be chaired by the Vice-Chancellor or his or her nominee, and the other members of which shall be appointed by the curators.

(2) The electors in making their choice shall have regard to the direction given by Sir Thomas Bodley, that Bodley's Librarian should be 'one that is noted and known for a diligent student, and in all his conversation to be trusty, active, and discreet: a graduate also, and a linguist'.

3.57. The Director of University Library Services and Bodley's Librarian shall act for the curators and shall be responsible to them in the exercise of their powers.

3.58. The curators shall approve arrangements for the delegation of appointments within the University Library Services, on condition that the appointment of senior library staff at grade 6 shall be subject to the approval of the curators on the recommendation of the Director of University Library Services and Bodley's Librarian.

Committee for the Museums and Scientific Collections

3.59. The Committee for the Museums and Scientific Collections shall consist of:

- (1) the Pro-Vice-Chancellor (Academic Services and University Collections), who shall be chairman;
- (2), (3) the Director and the Administrator of the Ashmolean Museum;
- (4), (5) the Director and the Administrator of the Pitt Rivers Museum;
- (6), (7) the Director and the Administrator of the Oxford University Museum of Natural History;
- (8), (9) the Keeper of the Museum of the History of Science and the person responsible for the administration of the museum;
- (10) the Sherardian Professor of Botany and Keeper of the Botanic Garden;
- (11) the Superintendent of the Botanic Garden;
- (12) the Curator of the Bate Collection;
- (13)–(17) one person appointed by each of the divisional boards;
- (18) a person elected by the Conference of Colleges;
- (19) a person, not being the resident holder of a teaching, research, or administrative post in the University or in any college, society, or Permanent Private Hall, appointed by Council;
- (20) one of the Proctors and Assessor as may be agreed between them;
- (21)–(23) three persons appointed by the committee from among the members of the staff of the museums and scientific collections, who shall have expertise respectively in IT, conservation, and education.

3.60. The committee shall facilitate co-ordination between the University's museums and scientific collections, particularly with respect to planning, allocation and use of resources, and the development, care, and promotion of the collections as national and international resources both for teaching and research and for public access.

3.61. The committee shall liaise as appropriate with local, national, and international bodies set up to co-ordinate museum and collections policy.

¹ The libraries for which Council has already agreed that the Curators of the University Libraries should be responsible, in addition to the Bodleian Library and its dependent libraries, the Sackler Library, and the Taylor Institution Library, are: the Cairns Library, the Institute of Health Sciences Library, the English, Medieval and Modern Languages, Modern History, Music, and Theology Faculty Libraries, and the Economics, Educational Studies, International Development Centre (Queen Elizabeth House), Plant Sciences, Politics and International Relations, Refugee Studies Centre, Saïd Business School, Social Policy and Social Work, and Sociology Libraries.

Risk Management Committee

3.62. The Risk Management Committee shall consist of a Pro-Vice-Chancellor appointed by the Vice-Chancellor as chairman, and such other persons as the Vice-Chancellor may determine from time to time after consultation with the chairman of the committee.

3.63. The committee shall be responsible for identifying risks across the whole range of the University's activities, for prioritisation of those risks, and for the development of a risk management strategy.

3.64. The committee shall report to Council at least once in each term.

Committee to Review the Salaries of Senior University Officers

3.65. The Committee to Review the Salaries of Senior University Officers shall consist of:

- (1) a person appointed by Council as chairman of the committee, who shall be a former Vice-Chancellor of the University;
- (2) the Senior Proctor;
- (3) the Chairman of the University's Audit Committee;
- (4), (5) two persons appointed by Council, one of whom shall be the head of one of the colleges, societies, or Permanent Private Halls referred to in Statute V, and the other of whom shall be the head of another university or equivalent institution of higher education.

3.66. Appointed members of the committee shall cease to serve if they cease to hold the office by virtue of which they were eligible for appointment to the committee, and no person shall serve on the committee for more than six years in total.

3.67. (1) The committee shall in the calendar year 2002 and every three years thereafter review, and then make recommendations to Council on, the salaries to be paid to the Vice-Chancellor, the Registrar, and such other senior officers of the University as Council may from time to time determine.

(2) The committee shall also carry out such reviews at any other time if requested by Council to do so.

3.68. In carrying out such reviews the committee shall consider whether there have been any significant changes in the duties of, or any significant developments associated with, the offices concerned since the salaries of the holders of the offices were last determined.

Sports Strategy Committee

3.69. The Sports Strategy Committee shall consist of:

- (1), (2) a chairman and a vice-chairman, appointed by Council, of whom one shall be a man and one a woman;
- (3) one of the Proctors or the Assessor as may be agreed between them;
- (4), (5) two persons who are Senior Members of foundation sports, elected by the Senior Members of the clubs concerned;
- (6), (7) two persons who are Senior Members of development sports, elected by the Senior Members of the clubs concerned;
- (8) a person who is the Senior Member of an established sport, elected by the Senior Members of the clubs concerned;
- (9), (10) the President of the Sports Federation and another member of the Sports Federation elected by that federation, of whom one shall be a man and one a woman, and who shall represent the interests of recognised sports;
- (11), (12) two persons elected by the Conference of Colleges, of whom one shall be a man and one a woman, and who shall have an interest in one of the recognised sports or the organisation of collegiate sport (or both).

3.70. The members appointed under regulation 3.69 (1) and (2) above shall hold office for four years.

3.71. The committee shall have power to co-opt up to three additional members for such periods as it thinks fit.

3.72. The Director of Sport and the Development Executive (Sport) shall be entitled to attend meetings, but shall not be voting members, of the committee, save that the committee may require either or both to withdraw for all or part of any meeting.

3.73. The committee shall be responsible for the governance of university sport, and shall submit annual reports to Council setting out its medium-term plans and the progress made towards achieving those plans.

3.74. The committee shall receive an annual grant, of an amount determined by the Committee on the Council Departments, towards the costs of the staff of the Sports Department and the running and upkeep of its facilities.

3.75. The committee shall have oversight of the use of the grant and any other income and funds for university sport received by the department, save that the day-to-day running of the department shall be the responsibility of the Director of Sport in line with guidelines set from time to time by the Buildings and Estates Subcommittee in relation to buildings, and in accordance with agreements with the Curators of the University Parks for the use of facilities in the University Parks and with the Property Investment Committee for the use of the Marston Field.

Managing Trustees of the Staff Pension Scheme

3.76. The University of Oxford Staff Pension Scheme, established under Deed of Trust, shall be administered in accordance with the terms of the Trust Deed by Managing Trustees appointed as follows:

- (1)–(5) five persons appointed by Council;
- (6), (7) two persons who are members of the scheme and are employed in the University's technicians' scales, elected by the university branch of the trade union Amicus;
- (8), (9) two persons who are members of the scheme and are employed in the University's clerical and library scales, elected by the staff side of the Clerical and Library Negotiating Committee;
- (10) a person who is a member of the scheme and is employed in the University's ancillary scales, elected by the staff side of the Ancillary and Gardens and Parks Employees Joint Committee;
- (11) a person appointed by the Vice-Chancellor to be chairman, after consultation with the Managing Trustees appointed and elected under paragraphs (1)–(10) above;

3.77. Any Managing Trustee elected under regulation 3.76 (6)–(10) above shall resign if he or she ceases to be eligible for membership of the scheme.

3.78. Each Managing Trustee shall be appointed or elected for a period not exceeding three years and shall be eligible for reappointment or re-election at the end of such a period.

3.79. The conditions of the scheme, including qualifications for eligibility and rates of contributions and of benefits, are laid down in an attachment to the Deed of Trust and may be amended only with the agreement of a majority of the Managing Trustees and the approval of Council.

Committee on Statutes before the Privy Council

3.80. The Committee on Statutes before the Privy Council (which shall consist of not more than five members appointed by Council) shall report whether statutes made by colleges under the Universities of Oxford and Cambridge Act, 1923, directly affect the University within the meaning of s. 46 of the Schedule to the Act, or constitute alterations of statutes which affect the University within the meaning of s. 7 (2) of the Act.

3.81. The committee shall also draw attention to the implications, if any, which alterations to college statutes may have for the University and colleges as a whole.

Committee on the University Statutes and Regulations

3.82. The Committee on the University Statutes and Regulations (which shall consist of not more than five members appointed by Council) shall:

- (1) keep the University Statutes, the Regulations for Congregation, and the Regulations concerning Complaints and Discipline under review, and consult where appropriate;
- (2) consider proposals for the repeal or amendment of or additions to the statutes, and in particular their consequential effect on the statutes as a whole;
- (3) exercise a general supervision over the other regulations of the University, and advise on specific regulations if asked to do so;
- (4) advise Council on the best means of publishing and disseminating the statutes and regulations to members of Congregation and other interested parties.

Committee on Student Health and Welfare

3.83. The Committee on Student Health and Welfare shall consist of:

- (1) a person, who shall be the chairman of the committee, appointed by the Vice-Chancellor after consultation with the Chairman of the Conference of Colleges;
- (2) the W.A. Handley Professor of Psychiatry or a person appointed by him or her;
- (3) the University Occupational Health Physician;
- (4) the Assessor;
- (5) a member of Council appointed by Council;
- (6)–(10) five persons elected by the Conference of Colleges;
- (11) a person elected by the Association of Oxford College Medical Officers;
- (12) a person elected by the Oxford University Student Union;
- (13) a person appointed by the Graduate Committee of the Oxford University Student Union.

3.84. (1) The periods of office of the members of the committee appointed or elected by Council, the Conference of Colleges, and the Association of Oxford College Medical Officers shall not normally be renewable beyond a total period of six years.

(2) The periods of office of the remaining appointed members of the committee shall be determined at the time of their appointment by the bodies appointing them.

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- 3.85. The committee shall have power to co-opt up to three additional members, who shall hold office for one year and shall be re-eligible.
- 3.86. The committee shall meet at least once in each term.
- 3.87. The committee shall have oversight of the provision of arrangements for the health of students based on the college doctor system.
- 3.88. The committee shall also be responsible for the management of a University Student Counselling Service; in this connection it shall in particular:
- (1) appoint and have charge of such staff as may in its opinion be required, and determine their duties, remuneration, and conditions of service subject to any statute or regulation of general application and to Council's approval;
 - (2) have charge of, and make provision for the lighting, warming, water-supply, and cleaning of, any premises made available for the service.
- 3.89. The committee shall defray the cost of carrying out the functions of the University Student Counselling Service from such sums as may be placed at its disposal by the University or as may be accepted by Council on its behalf.
- 3.90. The committee shall in Hilary Term in each year submit to Council estimates of receipts and payments in respect of the ensuing financial year.
- 3.91. The committee shall report both to Council and to the Conference of Colleges.
- 3.92. (1) There shall be an Executive Subcommittee for the Management of the University Student Counselling Service.
- (2) The composition of the executive subcommittee shall be determined by the Committee on Student Health and Welfare.
- (3) The Committee on Student Health and Welfare shall, at the beginning of each academic year, set policy objectives for the executive subcommittee, including those relating to the operation, staffing, and finances of the University Student Counselling Service, and shall delegate responsibility for executive decisions to the subcommittee, except those which involve a requirement for additional funding.
- (4) Meetings of the executive subcommittee shall be held at least once in each term, and the subcommittee shall report in writing to the Committee on Student Health and Welfare immediately after each meeting.

Joint Committee with Student Members

- 3.93. The Joint Committee with Student Members shall consist of:
- (1) a chairman (who shall be the Vice-Chancellor or a member of Council appointed by the Vice-Chancellor);
 - (2) one of the Proctors or the Assessor as may be agreed between them;
 - (3)–(7) five members of Congregation appointed by Council, of whom at least two shall be members of Council;
 - (8) the President of the Oxford University Student Union;
 - (9) the Vice-President (Graduates) of the Oxford University Student Union;
 - (10), (11) two student members appointed by the Executive of the Oxford University Student Union from among their own number;
 - (12)–(14) three student members elected by the Council of the Oxford University Student Union, of whom one shall be a student member who is a graduate.
- 3.94. The committee shall receive on behalf of Council all reports, budget estimates, constitutional amendments, and other business under Part A of Statute XIII and shall make recommendations to Council, save that only those members appointed under regulation 3.93 (1)–(7) above may vote on business under Part A of Statute XIII.
- 3.95. The committee shall consider and advise Council on any university matter which affects student members other than matters which fall within the scope of the joint committees of any of the university bodies set up under Statute VII or of the Curators of the University Libraries, or of the Rules Committee.
- 3.96. The committee shall have power to consider matters which fall within the terms of reference of any joint committee other than those specified in regulation 3.95 above or of any committee which contains representatives of student members, but only if they have first been considered by that committee.

Committee on Value for Money

- 3.97. The Committee on Value for Money (VFM), shall consist of:
- (1) a person appointed by the Vice-Chancellor as chairman of the committee;
 - (2)–(6) five persons appointed by Council of whom at least one shall be a member of Council;
 - (7) the Chairman of the Domestic Bursars' Committee;
 - (8) the Director of Finance and Secretary of the University Chest;
 - (9) the University Purchasing Officer.
- 3.98. The committee may co-opt up to two additional members.

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- 3.99. (1) No person shall serve on the committee for more than six years in total.
(2) The persons appointed or co-opted need not be members of the University.
- 3.100. The committee shall be responsible for the following matters:
- (1) matters of policy and strategy in regard to obtaining VFM for the University;
 - (2) keeping an overview of detailed work by the officers on VFM initiatives;
 - (3) addressing any VFM questions not related to purchasing.

Council Regulations 16 of 2002

REGULATIONS FOR DIVISIONS

Made by Council on 26 June 2002

Composition

1. The Life and Environmental Sciences Division shall comprise the following sub-faculties and departments:
 - (1) Anthropology;
 - (2) Archaeology;¹
 - (3) Biochemistry;
 - (4) Geography;
 - (5) Plant Sciences;
 - (6) Zoology.
2. The Mathematical and Physical Sciences Division shall comprise the following faculties and sub-faculties:
 - (1) Mathematical Sciences:
 - (a) Computer Science;
 - (b) Mathematics;
 - (c) Statistics.
 - (2) Physical Sciences:
 - (a) Chemistry;
 - (b) Earth Sciences;
 - (c) Engineering;
 - (d) Materials;
 - (e) Physics.
3. The Medical Sciences Division shall comprise the following faculties and sub-faculty:
 - (1) Clinical Medicine;
 - (2) Physiological Sciences;
 - (3) Psychology.
4. The Humanities Division shall comprise the following faculties, departments, and subjects:
 - (1) Chinese Studies;
 - (2) Classics;
 - (3) Comparative Philology and General Linguistics;
 - (4) Drawing and Fine Art (Ruskin School);
 - (5) English Language and Literature;
 - (6) Medieval and Modern Languages;
 - (7) Modern History;
 - (8) Modern Middle Eastern Studies;
 - (9) Music;
 - (10) Oriental Studies;
 - (11) Philosophy;
 - (12) Theology.
5. The Social Sciences Division shall comprise the following faculties, sub-faculties, departments, and subjects:
 - (1) Area and Development Studies;
 - (2) Economics;

¹ Holders of posts in Archaeology who are on the establishment of faculties or sub-faculties under the auspices of the Humanities Division remain on those establishments.

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- (3) Educational Studies;
 - (4) Internet Institute;
 - (5) Law;
 - (6) Management;
 - (7) Politics and International Relations;
 - (8) Social Policy and Social Work;
 - (9) Sociology.

Heads of Division

6. The head of each division shall be appointed by Council on the recommendation of a selection committee consisting of:

- (1) the Vice-Chancellor;
- (2), (3) two persons appointed by Council;
- (4), (5) two persons appointed by the divisional board;

save that Council may appoint an additional member of a selection committee if such an appointment seems to Council to be desirable.

7. A selection committee shall be appointed on, or in anticipation of, each vacancy in the headship to act on that occasion.

8. (1) A member of a selection committee may resign from that committee in order to offer himself or herself as a candidate for the headship, if he or she does so before the published closing date for the receipt of applications, or if he or she is invited after that date by the other members to do so.

(2) If a member resigns in such circumstances, Council shall nominate a person to act in his or her place for the remainder of the proceedings to fill the vacancy.

9. The head of each division shall have such functions and powers as are or shall be assigned to him or her by the statutes and regulations, or by Council.

10. (1) Subject to the provisions of the statutes and regulations, the head of each division shall be appointed for a period of five years on each occasion.

(2) A person who holds, or has previously held, the headship shall be eligible for consideration for a further such appointment.

11. The salary and other terms and conditions of appointment of each head of division shall be as determined from time to time by Council.

Congregation Regulations 17 of 2002

REGULATIONS FOR DIVISIONAL BOARDS

Made by Council on 26 June 2002

Functions and Powers

1. The terms of reference, powers, and duties of each divisional board shall include the following, and such other powers and duties as may be assigned to it by Council by regulation or otherwise:

(1) the oversight of the organisation, development, and delivery of curricula (with an equal focus on graduate and on undergraduate studies) in collaboration with the colleges, societies, and Permanent Private Halls, and oversight and development of the general context of research, in the broad subject area covered by the division concerned, in close consultation with the units of academic administration in the division (referred to in these regulations as 'sub-units');

(2) the development and proposal, in collaboration with the colleges, societies, and Permanent Private Halls, the sub-units, and the academic services sector, of comprehensive and detailed strategic five-year plans and one-year operating statements covering academic, financial, information and communications technology, physical resource, and staffing issues, bearing in mind the particular needs of small units and interdisciplinary activities;

(3) within the context of approved plans and statements, and of overall university policies, the general oversight of and responsibility for all matters concerning budgets, space, syllabus, and staffing, across the sub-units of the division, in consultation with the colleges, societies, and Permanent Private Halls, as thought appropriate by the board; save that day-to-day operational responsibility for these matters shall be devolved to the sub-units, in the context of local plans and budgets delegated for that purpose, and that the board shall monitor the work of the sub-units against those plans and budgets;

(4) the periodic strategic review of particular sub-units;

(5) the approval of appointments and reappointments of academic staff made by the sub-units (but excluding appointments which are made by electoral boards established by statute or regulation), and of appointments of heads of department, the consideration of proposals from the sub-units on the payment of salaries within the incremental

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- scale for university lecturers, and the keeping under review of the general terms and conditions of employment of academic staff in the broad subject area;
- (6) the settling, subject to ratification by a joint university/collegiate panel, of collegiate associations for new and vacant academic posts, on the recommendation of the sub-units following liaison with colleges, societies, and Permanent Private Halls;
 - (7) the maintenance of educational quality and standards in the broad subject area;
 - (8) the consideration of reports of examiners, including external examiners, on the advice of the relevant sub-unit or sub-units;
 - (9) the oversight of relationships between the sub-units, and the consideration (for detailed and balanced recommendation to Council) of any proposals to reorganise the sub-units;
 - (10) the division's relations with the colleges, societies, and Permanent Private Halls at the strategic and the broad subject levels, and in cases in which individual problems cannot be resolved between the colleges, societies, and halls and the University at the sub-unit level;
 - (11) the division's relations with the other divisions on matters of common interest;
 - (12) the division's relations with the Continuing Education Board on matters of common interest and in all cases in which planned developments relate to part-time provision, outreach, or other continuing education activities;
 - (13) the division's relations with the Committee for Educational Studies on matters of common interest;
 - (14) the division's relations with the academic services sector at the broad subject level;
 - (15) the division's relations with external funding agencies, subject to overall university policies and practice;
 - (16) the oversight of fund-raising in the broad subject area, subject to overall university policies and practice;
 - (17) the regular review of the scope for further delegation of authority from the centre to the divisions, and from the divisions to the sub-units.
2. Each board shall make an annual report to Council on the activities of its division in the preceding academic year, measured against the division's agreed operating statement.
 3. In addition to the functions and powers of divisional boards laid down under regulation 1 above, the Medical Sciences Board shall:
 - (1) consider questions of medical policy affecting the relations of the University with NHS bodies within the region, and make recommendations, where appropriate, to Council and the committees of Council after such consultation as may be necessary with the NHS body concerned;
 - (2) promote work in the field of medical research by the allocation, through a Medical Research Fund Committee, of that part of the annual income of the Nuffield Benefaction for the Advancement of Medicine approved for that purpose by the Trustees of the Benefaction, together with any other contributions or donations for general medical research purposes.
 - (3) The Medical Research Fund Committee shall comprise:
 - (a) the Head of the Medical Sciences Division or his or her nominee, who shall chair the committee;
 - (b)–(d) three persons appointed by the Nuffield Benefaction Committee;
 - (e)–(g) three persons appointed by the Medical Sciences Board from among the members of the Faculty of Clinical Medicine;on condition that at least four of the six persons appointed under (b)–(g) shall be the holders of one of the professorships listed in Schedule C to the Regulations for Professors, and at least one of those six persons shall be a person engaged in hospital laboratory work.
 4. (1) There shall be a standing committee of the Medical Sciences Board for the regulation of arrangements for the validation of the Oxford Doctoral Course in Clinical Psychology.
 - (2) The committee shall consist of two representatives of the Medical Sciences Board and two representatives of the Course Directorate.
 - (3) The committee shall have such powers and duties in respect of the Degree of Doctor of Clinical Psychology as may from time to time be laid down by the Medical Sciences Board.
 - (4) The representatives of the course shall have the right to attend any meeting of the divisional board for any item concerning the course.
 5. (1) The Medical Sciences Board shall be responsible for maintaining a University Medical Students' Register of students admitted to work in Oxford for the First Examination for the Degree of Bachelor of Medicine, and shall make such regulations as it shall deem necessary for the discharge of this responsibility.
 - (2) No person shall be admitted to the First Examination for the Degree of Bachelor of Medicine unless his or her name is on the register.
 6. (1) The Medical Sciences Board shall also maintain a Clinical Students' Register of students admitted to work in Oxford for the Second Examination for the Degree of Bachelor of Medicine, other qualifying medical examinations, or the Preliminary Examination in Medicine, and shall make such regulations as it shall deem necessary for the discharge of this responsibility.

(2) No person shall be admitted to the Second Examination for the Degree of Bachelor of Medicine unless his or her name is on the register.

(3) The Medical Sciences Board is empowered to remove any name from that register (in the case of a student member or former student member of the University, after consultation with the student's college, society, or Permanent Private Hall).

(4) The grounds and procedures for removal and the associated regulations, if not previously approved by Council, and amendments to the grounds, procedures, and regulations previously so approved, shall be subject to the approval of the General Purposes Committee of Council.

7. The Secretary to the Medical Sciences Board shall, when required, sign certificates for medical examinations for students who have completed courses satisfying requirements of the General Medical Council and the examining body concerned.

Membership

8. The Life and Environmental Sciences Board shall consist of:

(1) the Head of the Life and Environmental Sciences Division, who shall be chairman;

(2), (3) two persons elected by and from among the members of the Sub-faculty of Anthropology;

(4), (5) two persons elected by and from among the members of the Sub-faculty of Geography;

(6), (7) two persons elected by and from among the members of a faculty or sub-faculty who at the time of the election are working in the Department of Biochemistry;

(8), (9) two persons elected by and from among the members of a faculty or sub-faculty who at the time of the election are working in the Department of Plant Sciences;

(10), (11) two persons elected by and from among the members of a faculty or sub-faculty who at the time of the election are working in the Department of Zoology;

(12) a person elected by the Conference of Colleges from among the members of the sub-faculties in the Life and Environmental Sciences Division and from among the other members of a faculty or sub-faculty who at the time of the election are working in the departments in that division.

9. The board may co-opt up to two additional members, on condition that, if there is no member of the Sub-faculty of Archaeology among the persons at regulation 8 (2)–(12) above, the board shall always ensure by the use of its power of co-optation that there is a member of that sub-faculty serving on the board in a capacity other than that of chairman; and on condition also that the board shall always ensure by the use of that power that the overall range of other activities and concerns in the division is as fully represented within the total membership of the board as is reasonably practicable.

10. The Mathematical and Physical Sciences Board shall consist of:

(1) the Head of the Mathematical and Physical Sciences Division, who shall be chairman;

(2)–(4) three persons elected by and from among the members of the Sub-faculty of Chemistry;

(5)–(7) three persons elected by and from among the members of the Sub-faculty of Engineering;

(8)–(10) three persons elected by and from among the members of the Sub-faculty of Physics;

(11)–(13) three persons elected by and from among the members of the Faculty of Mathematical Sciences who at the time of the election are working in the Mathematical Institute;

(14), (15) two persons elected by and from among the members of the Sub-faculty of Earth Sciences;

(16), (17) two persons elected by and from among the members of the Sub-faculty of Materials;

(18), (19) two persons elected by and from among the members of the Faculty of Mathematical Sciences who at the time of the election are working in the Computing Laboratory;

(20) a person elected by and from among the members of the Faculty of Mathematical Sciences who at the time of the election are working in the Department of Statistics;

(21) a person elected by the Conference of Colleges from among the members of the faculties in the Mathematical and Physical Sciences Division.

11. The board may co-opt up to two additional members, on condition that the board shall always ensure by the use of its power of co-optation that the overall range of activities and concerns in the division is as fully represented within the total membership of the board as is reasonably practicable.

12. The Medical Sciences Board shall consist of:

(1) the Head of the Medical Sciences Division, who shall be chairman;

(2) the Regius Professor of Medicine;

(3) a person appointed by the Thames Valley Strategic Health Authority or any successor body;

(4)–(8) five persons elected by and from among the members of the Faculty of Clinical Medicine;

(9)–(13) five persons elected jointly by and from among the members of the Faculty of Physiological Sciences and the Sub-faculty of Psychology, of whom one shall be from the Department of Human Anatomy and Genetics, one from

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- the Sir William Dunn School of Pathology, one from the Department of Pharmacology, one from the Department of Physiology, and one from the Department of Experimental Psychology;
- (14) a person elected by the Conference of Colleges from among the members of the faculties and sub-faculty in the Medical Sciences Division and from among the other members of a faculty or sub-faculty who at the time of the election are working in the departments in that division.
13. The board may co-opt up to four additional members, on condition that the board shall always ensure by the use of its power of co-optation that the overall range of activities and concerns in the division is as fully represented within the total membership of the board as is reasonably practicable.
14. The Humanities Board shall consist of:
- (1) the Head of the Humanities Division, who shall be chairman;
 - (2), (3) two persons elected by and from among the members of the Faculty of Classics;
 - (4)–(6) three persons elected by and from among the members of the Faculty of English Language and Literature;
 - (7)–(9) three persons elected by and from among the members of the Faculty of Medieval and Modern Languages;
 - (10)–(12) three persons elected by and from among the members of the Faculty of Modern History;
 - (13) a person elected by and from among the members of the Faculty of Music;
 - (14) a person elected by and from among the members of the Faculty of Oriental Studies;
 - (15), (16) two persons elected by and from among the members of the Faculty of Philosophy;
 - (17) a person elected by and from among the members of the Faculty of Theology;
 - (18) a person elected by the Conference of Colleges from among the members of the faculties and sub-faculties in the Humanities Division and from among the other members of a faculty or sub-faculty who at the time of the election are working in the departments and subjects in that division.
15. The board may co-opt up to three additional members, on condition that the board shall always ensure by the use of its power of co-optation that the overall range of activities and concerns in the division is as fully represented within the total membership of the board as is reasonably practicable.
16. The Social Sciences Board shall consist of:
- (1) the Head of the Social Sciences Division, who shall be chairman;
 - (2)–(5) four persons elected by and from among the members of the Faculty of Social Studies;
 - (6)–(8) three persons elected by and from among the members of the Faculty of Law;
 - (9), (10) two persons elected by and from among the members of the Faculty of Management;
 - (11), (12) two persons elected by and from among the members of the academic staff holding established posts in the Department of Educational Studies;
 - (13) a person elected by and from among the academic post-holders in Queen Elizabeth House and the members of Congregation formally affiliated to that department;
 - (14) a person elected by the Area and Development Studies Committee;
 - (15) a person elected by the Conference of Colleges from among the members of the faculties and sub-faculties in the Social Sciences Division and from among the other members of a faculty or sub-faculty who at the time of the election are working in the departments and subjects in that division.
17. The board may co-opt up to two additional members, on condition that the board shall always ensure by the use of its power of co-optation that the overall range of activities and concerns in the division is as fully represented within the total membership of the board as is reasonably practicable.
18. Elected and co-opted members of the divisional boards shall serve for four years and shall be re-eligible.
19. If an elected or co-opted member shall cease to belong to the category of persons from among whom he or she was elected, his or her seat shall immediately be vacated.

Elections

20. (1) The elections to the divisional boards, other than the elections by the Conference of Colleges and the elections under regulations 31–9 below, shall be held annually in Trinity Term, and on such other occasions as may be necessary to fill casual vacancies, on days to be fixed by the Vice-Chancellor.
- (2) The Secretary of Faculties and Academic Registrar shall give, in the *University Gazette*, at least twenty-eight days' notice of the day of election, and shall at the same time give notice of the constituencies by and from among which the members are to be elected, of the number of vacancies in each constituency, and of the latest days on which nominations of candidates must be delivered at the University Offices.
21. No candidate shall have votes reckoned to him or her at any election, unless he or she has been nominated in writing not later than 4 p.m. on the twenty-fourth day before that fixed for the election by two persons, other than the candidate, qualified under these regulations to vote for his or her election, or not later than the seventeenth day before that fixed for the election by six such persons other than the candidate.

22. All nominations, dated and signed, shall be delivered to the Secretary of Faculties and Academic Registrar within the times laid down above, and in such form as shall be prescribed by the Vice-Chancellor, and shall be published by the Secretary of Faculties and Academic Registrar in the *University Gazette* as soon as possible.

23. If the number of candidates duly nominated for election as members of any board does not exceed the number of places to be filled on that board, or if a candidate withdraws or candidates withdraw after having been duly nominated so as to leave that number, the Secretary of Faculties and Academic Registrar on the day appointed for the election shall declare the candidates nominated, and not having withdrawn, to be duly elected as members of the board.

24. If the number of candidates duly nominated for election to any board, and not having withdrawn, exceeds the number of places to be filled on that board, the procedure of the election shall be as follows:

(1) The Secretary of Faculties and Academic Registrar shall send to every elector, not later than the fourth day before the day fixed for the election, a voting paper which shall list the names of those nominated and on which shall be specified the latest time by which, after having been signed by the voter, it may be received at the University Offices.

(2) An election shall not be deemed to be invalid owing to misdirection or non-receipt of any voting paper.

(3) The Secretary of Faculties and Academic Registrar shall be responsible for the counting of the votes, but the Vice-Chancellor shall decide on the validity of any vote which, in the opinion of the Secretary of Faculties and Academic Registrar, is in doubt.

(4) If two or more candidates have received an equal number of votes they shall be placed in order of seniority in academic standing.

(5) The result of the election shall be published in the *University Gazette*.

25. If at the time of election there is a greater number of vacancies than the number of candidates nominated, and not having withdrawn, the Vice-Chancellor and Proctors jointly shall have power to nominate a candidate for each vacancy remaining to be filled, and those candidates shall then be declared to be duly elected.

26. In any election in which vacancies are to be filled for periods of different length, the elected candidates shall hold office so that the tenure of those who receive more votes shall be longer than that of those who receive fewer votes; but if the election is uncontested or if two candidates receive the same number of votes, the candidate senior in academic standing shall hold office for the longer period.

27. If in any election a person is simultaneously elected to fill more than one vacancy, that person shall select the vacancy which he or she shall be deemed to have been elected to fill, and the other vacancy shall be filled by the candidate for that vacancy who has received the next highest number of votes; if there is no such other candidate, the provisions of regulation 25 above shall be applied to the filling of the other vacancy.

28. The elections to the divisional boards by the Conference of Colleges shall be held in such manner as the Conference shall determine.

Co-opted Members

29. Subject to regulations 8–16 above, any divisional board may at any meeting, by a majority of votes, fill a vacant place for a co-opted member of that board, on condition that notice of the intention to propose such a co-optation and the name of the person to be proposed have been sent through the secretary to all the members of the board fourteen days at least before the day of the meeting.

30. If a co-opted member of a divisional board becomes a member of that board by virtue of holding any office, or an elected member, he or she shall then immediately vacate his or her seat as a co-opted member.

Student Member Attendance

31. Student members shall have the right to be represented at meetings of each of the divisional boards under the arrangements set out in regulations 32–9 below.

32. (1) The student members shall be represented at each board by two members of the Oxford University Student Union who are working in the subject area of the division concerned, and of whom one in each case shall be a member who is registered as a graduate student.

(2) The representatives shall be elected by the appropriate body of the Student Union, as shall be determined by the Council of that union, subject in the case of each such election to ratification by the Council of the union.

33. The representatives shall serve for one year, and shall be eligible for re-election if they remain members of the Student Union who are working in the subject area of the division concerned.

34. If a casual vacancy occurs among the representatives, another person shall be elected under the provisions of regulation 32 above to serve for the remainder of the period of office of the vacating representative, save that not more than one such replacement election may be made during any one period of office.

35. If a graduate representative is or shall become during his or her period of office a member of the University in a category other than that of student member, he or she shall nevertheless be regarded as a student member for the purposes of these regulations.

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36. The student members shall be entitled to speak at meetings of divisional boards but not to vote.
 37. No student member shall be present for the discussion of reserved business as defined in regulation 7 of the Regulations for Council.
 38. The student members shall receive the full agenda paper for the relevant divisional board but not the papers or minutes relating to reserved business.
 39. The student members shall respect the conventions of the relevant divisional board as set out in its standing orders.

Attendance by other Persons

40. (1) Such officers of the University, including officers of university committees, as Council may from time to time determine shall receive all the papers circulated to each divisional board, and each may attend, or may nominate a deputy to attend on his or her behalf, for the discussion of any item or items at any meeting of any divisional board.
- (2) Those officers or their deputies shall be entitled to speak during any such discussion but not to vote on any item.

Council Regulations 18 of 2002

REGULATIONS FOR FACULTIES

Made by Council on 26 June 2002

1. Subject to the approval of the relevant divisional board, a faculty board may divide its faculty into sub-faculties and may determine that functions normally performed by the whole faculty shall be performed by the appropriate sub-faculty.
2. The functions of each faculty, or where a faculty has been divided into sub-faculties each sub-faculty, shall be to make proposals to the relevant divisional or faculty board on matters relating to the academic activities within the faculty or sub-faculty, and to advise that divisional or faculty board on any other proposals referred to the faculty or sub-faculty by the board.
3. Each faculty, or where a faculty has been divided into sub-faculties each sub-faculty, shall elect a chairman annually.
4. The chairman may, when he or she judges it expedient, summon meetings of the faculty or sub-faculty of which he or she is chairman, and shall do so on the requisition of not less than one-half of the members of the body to be summoned, or, if the number of members of that body exceeds thirty, on the requisition of not fewer than fifteen members.
5. Each faculty or sub-faculty shall have power to regulate its proceedings by by-laws.
6. The chairman of the meeting of any faculty or sub-faculty shall notify its decisions to the Secretary of Faculties and Academic Registrar, who shall preserve a record of those decisions.
7. The chairman of the board of any faculty which has been divided into sub-faculties may, if he or she judges it expedient, summon a meeting of the faculty, and shall do so on the requisition of not less than one-half of the members of the faculty, or, if the number of members of the faculty exceeds thirty, on the requisition of not fewer than fifteen members.

Council Regulations 19 of 2002

REGULATIONS FOR FACULTY BOARDS

Made by Council on 26 June 2002

1. There shall be a faculty board for each of the following faculties:
 - (1) Classics;
 - (2) English Language and Literature;

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- (3) Law;
 - (4) Management;
 - (5) Medieval and Modern Languages;
 - (6) Modern History;
 - (7) Music;
 - (8) Oriental Studies;
 - (9) Philosophy;
 - (10) Theology.

Functions and Powers

2. The functions and powers of each board of a faculty shall be:
 - (1) to exercise supervision over such parts of the studies and examinations of the University as are or may be allotted to it by statute or regulation or otherwise;
 - (2) to prepare, whenever it appears desirable, and to present to the relevant divisional board a report on any matter relevant to that supervision, and generally to advise the divisional board on all such matters;
 - (3) to receive and consider reports and representations from the faculty, sub-faculties, departments, and boards of examiners;
 - (4) to discharge such responsibilities in relation to academic posts as are or may be allotted to it by statute or regulation or otherwise;
 - (5) to make recommendations to the relevant divisional board for the provision and equipment of faculty rooms and libraries and other purposes of the faculty;
 - (6) to perform such other duties as are or may be assigned to it by statute, regulation, or otherwise.
3. (1) Each board of a faculty shall elect a chairman from among its own members, who shall hold office for one year but shall be re-eligible for as long as he or she remains a member of the board.
(2) Any such chairman may be relieved, without loss of stipend, of such of his or her regular university duties as the relevant divisional board on the recommendation of the faculty board concerned may determine; and the divisional board shall be empowered to make such financial provision as it thinks fit for the carrying out of any of the duties of which a chairman has been relieved either by the divisional board or by his or her college, society, or Permanent Private Hall.
4. Each board of a faculty may set up such committees, with such composition (on condition that each committee shall contain at least one member of the board) and terms of reference, as it may from time to time think fit.
5. Each board of a faculty may from time to time delegate to any other body or person responsibility for any matter for which responsibility has been laid on it, and may delegate such powers (other than the power to make, amend, or repeal regulations) as it may consider necessary for the discharge of the responsibility, on condition that:
 - (1) any such delegations may be withdrawn (either generally or in respect of a specific item) at any time;
 - (2) any such delegations shall not relieve the board of general responsibility for the matters delegated.

Joint Committees with Student Members

6. The board of each faculty shall make arrangements to the satisfaction of the relevant divisional board for the establishment of joint committees or other means of consultation with student members about undergraduate and graduate affairs.

Membership

7. The persons qualified to be official members of the boards of the faculties (other than the Boards of the Faculties of Classics, of Management, of Medieval and Modern Languages, of Modern History, of Music, and of Philosophy) shall be:
 - (1) the persons enumerated in the annexed schedule; and
 - (2) the holders of posts in the following categories:
 - (a) the single-tenure and fixed-term professorships (including personal professorships, but excluding titular professorships conferred by or on the recommendation of the Distinctions Committee and visiting professorships) which are on the establishment of the faculty board concerned;
 - (b) the readerships to which appointments are made by the relevant divisional board (but excluding titular readerships conferred by or on the recommendation of the Distinctions Committee) and which are on the establishment of the faculty board concerned; and
 - (c) the headships of the departments, and the directorships of the groups or units with the standing of full departments, which are under the aegis of the faculty board concerned.

SCHEDULE OF PROFESSORS AND READERS

ENGLISH

American Literature, Drue Heinz
 Anglo-Saxon, Rawlinson and Bosworth
 English Language, Merton
 English Literature, Goldsmiths'
 English Literature, Merton
 English Literature, Thomas Warton
 English Literature and Language, J. R. R. Tolkien
 Language and Communication, Rupert Murdoch
 Poetry
 Bibliography and Textual Criticism, Reader in
 Icelandic Literature and Antiquities, Ancient,
 Vigfusson Rausing Reader in

LAW

Criminology
 Jurisprudence
 Law
 Law, Civil, Regius
 Law, Commercial and Financial, Norton Rose
 Law, Comparative, Clifford Chance
 Law, Corporate, Allen & Overy
 Law, English
 Law, English, Vinerian
 Law, European Community, Jacques Delors
 Law, Intellectual Property and Information Technology,
 Reuters
 Law, Public International, Chichele
 Law, Taxation, KPMG
 Law, Reader in
 Law, All Souls Reader in
 Laws of the British Commonwealth and United States,
 Rhodes Reader in

ORIENTAL STUDIES

Arab World, Contemporary, Study of the, Khalid bin
 Abdullah Al Saud
 Arabic, Laudian
 Armenian Studies, Calouste Gulbenkian
 China, Contemporary, Study of
 Chinese, Shaw
 Egyptology
 Hebrew, Regius
 Indian History and Culture
 Japanese Studies, Modern, Nissan
 Persian Studies, Masoumeh and Fereydoon Soudavar
 Religions and Ethics, Eastern, Spalding
 Sanskrit, Boden
 Holy Scripture, Interpretation of, Oriel and Laing
 History, Modern South Asian, Reader in
 Jewish Studies, Reader in

THEOLOGY

Divinity, Lady Margaret
 Divinity, Regius
 Hebrew, Regius
 Ecclesiastical History, Regius
 Philosophy of the Christian Religion, Nolloth
 Science and Religion, Andreas Idreos
 Scripture, Holy, Exegesis of, Dean Ireland's
 Scripture, Holy, Interpretation of, Oriel and Laing
 Theology, Moral and Pastoral, Regius

8. (1) The ordinary members of the boards of faculties shall be members of the faculties concerned and shall be chosen from time to time in accordance with these regulations.

(2) A person shall be eligible as an ordinary member whether or not he or she is qualified to be an official member.

9. The electors to the board of each faculty (except those of Classics, of Management, of Medieval and Modern Languages, of Modern History, of Music, and of Philosophy) shall be:

(1) in the election of an official member, all the members of the faculty;

(2) in the election of an ordinary member, the members of the faculty, exclusive of the persons qualified to be official members.

10. If a question arises as to the right of any person to take part in the election of members of the board of any faculty, it shall be decided by the Vice-Chancellor.

11. The number of official and ordinary members of boards of faculties (except those of Classics, of Management, of Medieval and Modern Languages, of Modern History, of Music, and of Philosophy) shall be as follows:

	<i>Official members</i>	<i>Ordinary members</i>
English Language and Literature	8	12
Law	8	17 ¹
Oriental Studies	8	12
Theology	6	10

¹ Of whom two shall be the faculty board's directors of graduate studies, and one the chairman of the faculty.

save that, if in the case of any board the number of persons qualified under regulation 7 above to be official members of the board is less than the number specified in this regulation 11, then the number of official members of the board shall be that smaller number.

12. The number of members of boards of faculties to be elected at each annual election shall be as follows:

	<i>Official members¹</i>	<i>Ordinary members</i>
English Language and Literature	4	6
Law	4	7
Oriental Studies	4	6
Theology	3	5

13. Every elected member of a board of a faculty shall hold office for two years with effect from the first day of the Michaelmas Term next following the date of his or her election, save that casual vacancies shall be filled for the remaining period of office of the person being replaced.

14. (1) The persons qualified to elect the ordinary members of the board of any faculty may, if they think fit, direct by by-law that no ordinary member shall serve for more than three successive periods of two years each.

(2) A meeting of those electors may be summoned at any time by the chairman of the faculty, or, if the faculty has been divided into sub-faculties, by the chairman of the board, for the purpose of making or rescinding such a by-law, and shall be so summoned by him or her on the requisition of not less than one-half of the total number of such electors, or, if the number of such electors exceeds thirty, on the requisition of not fewer than fifteen.

(3) Not less than seven clear days' notice shall be given of any such meeting; the chairman of the faculty or the chairman of the board shall (unless some other chairman is appointed by the meeting) preside at the meeting, but shall not (unless he or she is an elector) vote.

(4) The chairman of the meeting shall immediately notify to the Secretary of Faculties and Academic Registrar the decision of the meeting, which shall be published in the *University Gazette*.

15. If an ordinary member of a board of any faculty becomes an official member of the board, he or she shall immediately vacate his or her seat as an ordinary member.

16. The Board of the Faculty of Classics shall consist of:

- (1), (2) the chairmen of each of the Sub-faculties of Ancient History and Classical Languages and Literature;
- (3), (4) the secretaries of each of the Sub-faculties of Ancient History and Classical Languages and Literature;
- (5), (6) the directors of graduate studies in Ancient History and in Classical Languages and Literature;
- (7), (8) two persons elected by and from among the members of the Sub-faculty of Ancient History;
- (9), (10) two persons elected by and from among the members of the Sub-faculty of Classical Languages and Literature.

17. The board may co-opt not more than three additional members in accordance with regulations 36–9 below.

18. The Board of the Faculty of Management shall consist of:

- (1) the Peter Moores Dean of the Saïd Business School;
- (2)–(5) the Directors of the Saïd Business School;
- (6)–(8) three persons appointed by the Business Advisory Forum from the international business community;
- (9) a person nominated by the Benefactor of the Saïd Business School in accordance with the regulations governing the Saïd Business School;
- (10)–(13) four persons appointed by the Faculty of Management;
- (14) a member of Congregation appointed by Templeton College.

19. The Board of the Faculty of Medieval and Modern Languages shall consist of:

(1)–(5) the chairmen of each of the Sub-faculties of French, German, Italian, Russian and Other Slavonic Languages, and Spanish;

(6)–(11) six persons of whom one shall be elected by and from among the members of each of the following sub-faculties holding posts on the establishment or under the aegis of the board;

- (a) the Sub-faculty of Italian;
- (b) the Sub-faculty of Linguistics;
- (c) the Sub-faculty of Modern Greek;
- (d) the Sub-faculty of Portuguese;
- (e) the Sub-faculty of Russian and other Slavonic Languages;
- (f) the Sub-faculty of Spanish;

(12)–(14) three persons elected by and from among the members of the Sub-faculty of French holding posts on the establishment or under the aegis of the board;

¹ Where an election is required.

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- (15), (16) two persons elected by and from among the members of the Sub-faculty of German holding posts on the establishment or under the aegis of the board;
- (17) the Jesus Professor of Celtic or his or her nominee.
20. The board may co-opt not more than four additional members in accordance with regulations 36–9 below.
21. The period of office of elected members of the board shall be three years, save that no elected member shall serve for more than two successive periods of three years each.
22. The arrangements for elections shall be laid down by standing order of the board.
23. The Board of the Faculty of Modern History shall consist of:
- (1) the Regius Professor of Modern History;
 - (2) the board's director of graduate studies;
 - (3) the board's undergraduate studies co-ordinator;
 - (4) the chairman of the Faculty of Modern History;
 - (5)–(15) eleven persons elected by and from among the members of the Faculty of Modern History holding posts on the establishment or under the aegis of the board.
24. The board may co-opt not more than six additional members in accordance with regulations 36–9 below.
25. The Board of the Faculty of Music shall consist of:
- (1) two official members, elected from among the following in accordance with regulations 28–35 below:
 - (a) the Heather Professor of Music;
 - (b) the Choragus;
 - (c) such other persons as shall from time to time be qualified for official membership by virtue of holding posts on the establishment or under the aegis of the board in any of the categories laid down in regulation 7 above;
 - (2) the remaining members of the faculty if not more than six in number, or, if the remaining members of the faculty are more than six in number, then six of them elected in accordance with regulations 28–35 below, save that the official members shall not nominate or vote at such an election;
 - (3) not more than four persons co-opted in accordance with regulations 36–9 below.
26. The Board of the Faculty of Philosophy shall consist of:
- (1) the chairman of the Faculty of Philosophy;
 - (2) the director of graduate studies in Philosophy;
 - (3) the director of undergraduate studies in Philosophy;
 - (4)–(10) seven persons elected by and from among the members of the Faculty of Philosophy.
27. The board may co-opt not more than three additional members in accordance with regulations 36–9 below.

Elections

28. The elections to the boards of faculties shall be held annually in Trinity Term, and on such other occasions as may be necessary to fill the casual vacancies, on days to be fixed by the Vice-Chancellor.
29. The Secretary of Faculties and Academic Registrar shall give, in the *University Gazette*, at least twenty-eight days' notice of the day of election, and shall at the same time give notice of the number of official members, if any, and the number of ordinary members to be elected, and of the latest days on which nominations of candidates must be delivered at the University Offices.
30. No candidate shall have votes reckoned to him or her at any election, unless he or she has been nominated in writing not later than 4 p.m. on the twenty-fourth day before that fixed for the election by two persons, other than the candidate, qualified under these regulations to vote for his or her election, or not later than the seventeenth day before that fixed for the election by six such persons other than the candidate.
31. All nominations, dated and signed, shall be delivered to the Secretary of Faculties and Academic Registrar within the times laid down in regulation 30 above, and in such form as shall be prescribed by the Vice-Chancellor, and shall be published by the Secretary of Faculties and Academic Registrar in the *University Gazette* as soon as possible.
32. If the number of candidates duly nominated for election either as official or as ordinary members of any board does not exceed respectively the number of official or ordinary places to be filled on that board, or if a candidate withdraws or candidates withdraw after having been duly nominated so as to leave such a number in either class as does not exceed the number of places to be filled in that class, the Secretary of Faculties and Academic Registrar on the day appointed for the election shall declare the candidates nominated and not having withdrawn to be duly elected as members of the board.
33. If the number of candidates of either class duly nominated for election to any board, and not having withdrawn, exceeds the number of places of that class to be filled on that board, the procedure of the election shall be as follows:
- (1) The Secretary of Faculties and Academic Registrar shall send to every elector, not later than the fourth day before the day fixed for the election, a voting paper which shall list the names of those nominated and of the nominators

and on which shall be specified the latest time by which, after having been signed by the voter, it may be received at the University Offices.

(2) An election shall not be deemed to be invalid owing to misdirection or non-receipt of any voting paper.

(3) The Secretary of Faculties and Academic Registrar shall be responsible for the counting of the votes, but the Vice-Chancellor shall decide on the validity of any vote which, in the opinion of the Secretary of Faculties and Academic Registrar, is in doubt.

(4) If two or more candidates have received an equal number of votes they shall be placed in order of seniority in academic standing.

(5) The result of the election shall be published in the *University Gazette*.

34. If at the time of election there is a greater number of vacancies than the number of candidates nominated and not having withdrawn, the Vice-Chancellor and Proctors jointly shall have power to nominate a candidate for each vacancy remaining to be filled, and those candidates shall then be declared to be duly elected.

35. In any election in which vacancies are to be filled for periods of different length, the elected candidates shall hold office so that the tenure of those who receive more votes shall be longer than that of those who receive fewer votes; but if the election is uncontested or if two candidates receive the same number of votes, the candidate senior in academic standing shall hold office for the longer period.

Co-opted Members

36. The board of any faculty may at any meeting, by a majority of votes, co-opt an additional member or members; on condition that notice of the intention to propose such a co-optation and of the name of the person to be proposed have been sent through the secretary to all the members of the board fourteen days at least before the day of the meeting, and that the number of co-opted members shall never exceed four.

37. A person who is not a member of Convocation shall not be thereby disqualified for co-optation as a member of a board.

38. Every person added by co-optation to the board of a faculty shall hold office for two years and shall be re-eligible.

39. If a co-opted member of the board of any faculty becomes an official or ordinary member of the board, he or she shall immediately vacate his or her seat as a co-opted member.

Council Regulations 20 of 2002

REGULATIONS FOR THE DELEGATES OF THE OXFORD UNIVERSITY PRESS

Made by Council on 26 June 2002

Attendance at Meetings

1. If a Delegate appointed by Council has attended fewer than nine meetings of the Delegates in the course of any academic year, his or her seat shall at the close of that year be declared by the Vice-Chancellor to be vacant and shall then immediately be vacated, subject to the following conditions:

(1) a person elected to fill a casual vacancy shall only be required to attend the same proportion of meetings held subsequent to the date of his or her election as nine bears to the total number of meetings held in the academic year, any fraction being reckoned to the nearest unit;

(2) the Delegates may waive the requirement in the case of a member absent from Oxford for a purpose approved by them.

Finance Committee

2. The Finance Committee of the Delegates, established in accordance with section 18 of Statute VIII, shall consist of:

(1) a chairman elected by the Delegates;

(2) the Vice-Chancellor;

(3) the Senior Proctor;

(4)–(9) six members elected by the Delegates from among the appointed Delegates;

(10)–(12) three persons possessing high qualifications in business or finance and appointed by Council after consultation with the Delegacy;

(13) the Secretary to the Delegates and Chief Executive;

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- (14) the Finance Director;
- (15)–(19) not more than five senior officers of the Press appointed by the Delegates.
3. (1) The chairman shall be elected either from among the appointed Delegates or from among persons who have previously served as a Delegate and who have recently served as a member of the Finance Committee.
- (2) The chairman and the six members elected from among the appointed Delegates shall hold office for a period not exceeding five years and, so long as they continue to be Delegates, shall be eligible for re-election for successive further periods not exceeding five years; save that a chairman who is not elected from among the appointed Delegates shall serve in that capacity for only one period of five years.
- (3) If any Delegate-member of the Finance Committee shall cease to be a Delegate, his or her membership of the committee shall immediately be terminated.
4. The members appointed by Council shall hold office for five years and shall be eligible for reappointment.
5. The senior officers of the Press appointed by the Delegates shall hold office for such periods as the Delegates may determine.
6. (1) The Delegates shall determine the emoluments and allowances to be paid by the Press to the Chairman of the Finance Committee in respect of his or her tenure of that office.
- (2) At the request of the Delegates, the Personnel Committee of Council may relieve the chairman of such of his or her regular university duties, and on such terms, as it may determine.
7. (1) The Finance Committee shall submit the minutes of its meetings to the next meeting of the Delegates and shall keep the Delegates informed regarding matters dealt with or under consideration by the Finance Committee.
- (2) The Finance Committee may set up such subcommittees as it may from time to time think fit, and such subcommittees may include persons who are not members of the Finance Committee.

Annual Accounts

8. The accounts of the Delegates shall be subject to the provisions of regulations 9–12 below and shall not be included in the consolidated income and expenditure account, balance sheets, and related statements and notes set out in the Financial Statements of the University prepared and audited under the Financial Regulations.
9. (1) The annual accounts of the Delegates shall be audited according to instructions received from the Delegates by an auditor who shall be appointed annually by Council and shall be paid by the Delegates, and the auditor shall transmit to Council a certificate as to the correctness of the accounts.
- (2) The annual accounts shall be presented to the Delegates by the Finance Committee at one of the Delegates' regular stated meetings specified for the purpose, and shall be accompanied by a report on the accounts submitted by the committee.
10. (1) The audited accounts of the Delegates, together with the Finance Committee's report and an abstract of the accounts, shall be submitted to Council under arrangements approved by Council.
- (2) The Chairman of the Finance Committee (or his or her deputy), the Secretary to the Delegates and Chief Executive (or his or her deputy), and the Auditor of the Press Accounts shall make themselves available in person to supply, and shall supply, such further explanations of the accounts and of the report as may be required in accordance with arrangements prescribed under paragraph (1) above.
11. The abstract of the accounts and the auditor's certificate provided for in regulations 9 (1) and 10 (1) above shall be published in the *University Gazette* as part of the report referred to in regulation 12 below.
12. The Delegates shall submit to Council annually a report on the general state and activities of the Press which shall, subject to the authorisation of Council, be published in the *University Gazette*.

Council Regulations 21 of 2002

REGULATIONS FOR UNIVERSITY OFFICERS

Made by Council on 26 June 2002

Chancellor

1. As soon as can conveniently be arranged after the election, the newly elected Chancellor shall be admitted at a meeting of Convocation at which the instrument of his or her election under the Common Seal of the University shall be handed to him or her by the Vice-Chancellor and Senior Proctor, together with the insignia of the office of Chancellor, that is, the statutes, the keys, the seal of office, and the staves of the bedels.

Vice-Chancellor

2. The Vice-Chancellor shall hold office for five years on initial appointment, which may be extended by reappointment for up to two further years, save that, when a Vice-Chancellor vacates the office before the expiry of his or her full term of

office and at a time other than the end of the academic year, his or her successor's period shall consist of the remainder of that academic year and five further years, which may be extended by reappointment for up to two additional years.

3. Any person shall be eligible for appointment as Vice-Chancellor if he or she can serve the full period permitted under regulation 2 above before reaching the retiring age as prescribed by the Regulations for the Retirement Dates of University Employees.

4. Subject to the provisions of regulation 2 above, no person shall be appointed Vice-Chancellor a second time, save that, if a Vice-Chancellor vacates his or her office before the expiry of a full term of office, a person who has previously been Vice-Chancellor may be appointed Vice-Chancellor again for one year (or, if the retiring Vice-Chancellor vacates his or her office at a time other than the end of an academic year, for the remainder of that academic year and one further year), and the age-limit in regulation 3 above shall not apply to such a second appointment.

5. The Vice-Chancellor shall be appointed or reappointed in accordance with the following procedure:

(1) Not less than one year before the initial period of office of a Vice-Chancellor is due to come to an end by lapse of time, a committee consisting of:

(a) the Chancellor, or, if the Chancellor is unable or unwilling to act, one of the members of Council nominated under the provisions of section 4 (7), (8) of Statute VI, who shall if possible be appointed by the Chancellor for this purpose, or, if the Chancellor is unable or unwilling to make such an appointment, shall be appointed by Council, and who shall chair the committee;

(b)–(e) four persons, not also being members of Council, elected by Congregation;

(f)–(h) three persons appointed by Council, of whom, if the Chancellor is to chair the committee personally, one shall be one of the members of Council nominated under the provisions of section 4 (7), (8) of Statute VI;

(i)–(m) one person appointed by each of the five divisional boards;

(n) the Chairman of the Conference of Colleges or his or her nominee;

(o) a person, not also being a member of Council, elected by the Conference of Colleges

shall report to Council with a recommendation either that the current Vice-Chancellor be reappointed for a further period of not more than two years, or that another, named, person be appointed as the next Vice-Chancellor.

(2) Not less than one year before any period of reappointment to the office of Vice-Chancellor is due to come to an end by lapse of time, the committee at paragraph (1) above shall report to Council with a recommendation that a named person be appointed as the next Vice-Chancellor;

(3) (a) The appointed and elected members of the committee at paragraph (1) above shall hold office for five years and shall not be eligible for reappointment or re-election until the expiry of five years from the date on which this period of office expires, except that a member appointed or elected for less than a full period in order to fill a casual vacancy may be reappointed or re-elected for one full period.

(b) A member of the committee elected under paragraph (1) (b)–(e) or (o) above who becomes a member of Council during his or her period of office shall immediately vacate his or her office; no person shall be appointed or elected under paragraph (1) (b)–(m) or (o) above if the result of his or her appointment or election would be that more than two members of the committee, excluding the chairman, were members of the governing body of any one college, society, or Permanent Private Hall; if this limit is exceeded by reason of persons being appointed or elected simultaneously by different bodies, the person or persons senior in academic standing shall be deemed appointed or elected to the extent permitted by the limit, and the other or others shall be deemed not appointed or elected (in the event of equality in academic standing, appointment or election being made by lot).

(4) When Council has considered the committee's report, and any further report on the appointment or reappointment which it may have requested the committee to make, Council shall submit to Congregation either the name of the person proposed for appointment, or a proposal for the reappointment of the current Vice-Chancellor, as the case may be.

(5) (a) Council's proposal for the appointment of a new Vice-Chancellor shall be deemed approved unless it is rejected with at least 125 members voting in favour of rejection.

(b) If a proposal for the appointment of a new Vice-Chancellor is rejected, Council shall, after consultation with the committee, within two months nominate two persons to Congregation (of whom one may be the person previously rejected) and offer Congregation the choice between them.

(6) (a) Council's proposal for the reappointment of the current Vice-Chancellor shall be deemed approved unless it is rejected with at least 125 members voting in favour of rejection.

(b) If a proposal for the reappointment of the current Vice-Chancellor is rejected, Council shall, after consultation with the committee, within two months submit to Congregation the name of another person for appointment as a new Vice-Chancellor, and the same procedure shall apply as at paragraph (5) above.

(7) If for any reason there is no Vice-Chancellor-elect able and willing to take up office on the laying down of office by a Vice-Chancellor, an Acting Vice-Chancellor shall be appointed under the provisions of regulation 7 below, until such time as a new Vice-Chancellor has been appointed under the procedure laid down in paragraphs (1)–(6) above.

6. As nearly as possible at the beginning of the academic year in which he or she takes up office, the Vice-Chancellor shall be admitted at a meeting of Congregation.

Acting Vice-Chancellor

7. (1) In the event of the incapacity or absence from Oxford of the Vice-Chancellor, or in the event of a vacancy in the Vice-Chancellorship, one of the Pro-Vice-Chancellors shall be appointed Acting Vice-Chancellor.
- (2) The appointment shall be made:
- (a) by the Vice-Chancellor if the incapacity or absence is unlikely to be longer than two months;
 - (b) by the Chancellor if the incapacity or absence is likely to be for longer than two months, or after an appointment under (a) has lasted for two months, or in the event of a vacancy in the Vice-Chancellorship;
 - (c) by Council in default of an appointment under (a) or (b).
8. An Acting Vice-Chancellor shall have all the functions and powers of the Vice-Chancellor.

Pro-Vice-Chancellors

9. (1) There shall be three Pro-Vice-Chancellors each of whom shall have special responsibility for one of the following designated functions, and who shall be appointed by the Vice-Chancellor subject to the approval of Council:
- (a) Academic;
 - (b) Academic Services and University Collections;
 - (c) Planning and Resource Allocation.
- (2) The terms and conditions of the appointment of these Pro-Vice-Chancellors, including their period of office and remuneration, shall be determined by Council.
10. The Vice-Chancellor may appoint any members of Congregation as additional Pro-Vice-Chancellors, on condition that the total number of such additional Pro-Vice-Chancellors serving at any one time shall not exceed seven.

Proctors and Assessor

11. The Proctors and the Assessor shall be elected annually on the Wednesday in the eighth week of Hilary Full Term and shall hold office from the Wednesday in the week after the end of Hilary Full Term in the year next following, on which day they shall be admitted to office at a meeting of Congregation held for the purpose.
12. The Proctors and Assessor to be admitted to office in the years from 1998 to 2017 inclusive shall be elected by the colleges and societies as shown in the following Schedule.

SCHEDULE

<i>Year of admission to office</i>	<i>Colleges and societies electing Proctors</i>	<i>Colleges and societies electing Assessor</i>
1998	Exeter, St Catherine's	Queen's
1999	Lady Margaret Hall, Pembroke	Nuffield
2000	Wadham, St Edmund Hall	St Peter's
2001	Green, Jesus	Trinity
2002	Merton, Somerville	Linacre
2003	Keble, Lincoln	Kellogg
2004	Corpus Christi, University	St Hugh's
2005	Brasenose, St John's	St Cross
2006	All Souls, St Hilda's	Christ Church
2007	Balliol, Wolfson	Hertford
2008	St Anne's, Worcester	Magdalen
2009	New College, St Antony's	Mansfield
2010	Queen's, St Catherine's	Templeton
2011	Nuffield, Pembroke	Harris Manchester
2012	St Edmund Hall, St Peter's	Oriel
2013	Green, Trinity	Exeter
2014	Linacre, Merton	Lady Margaret Hall
2015	Keble, St Hugh's	Wadham
2016	Corpus Christi, Kellogg	Jesus
2017	Brasenose, St Cross	Somerville

13. All members of the electing college or society who are members of Congregation (but who are not members of the governing body of another college or society) together with any members of its governing body who are not members of Congregation shall be entitled to take part in the election of a Proctor or Assessor.
14. (1) The candidate who receives the most votes shall be declared elected.

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- (2) If two or more candidates obtain an equal number of votes, the head of the college or society, or, if the head is absent or the headship is vacant, the vicegerent, shall have a casting vote.
- (3) If the election is not completed in one day and the result announced to the Vice-Chancellor by 9 p.m., the Vice-Chancellor shall within a week appoint as Proctor or Assessor a member of any college or society who is qualified under section 17 of Statute IX.
15. (1) If a Proctor or Assessor dies or resigns before the end of his or her year of office, the head of his or her college or society, or, if the head is absent or the headship is vacant, the vicegerent, shall within one week appoint a substitute qualified under section 17 of Statute IX.
- (2) If no such appointment is made within a week, the Vice-Chancellor shall appoint a member of any college or society who is so qualified.
16. The Vice-Chancellor shall have power to settle any question concerning the election of a Proctor or Assessor which is not covered by the preceding clauses in consultation with the head of the college or society entitled to make the election and the head of one other college or society; or, if the Vice-Chancellor is himself or herself the head of the college or society making the election, in consultation with the heads of two other colleges or societies.
17. The Proctor in each year who was first admitted to the Degree of Master of Arts shall be the Senior Proctor, and the other the Junior Proctor.

Registrar and other Officials

18. The Registrar shall be the secretary of Congregation and of Council, and he or she shall also be responsible for providing the secretary of any committee or body, set up by Congregation or Council under the provisions of any statute or regulation, which has no executive officer.
19. The Registrar shall, under the Vice-Chancellor, be the head of the central administrative services of the University, and shall be responsible for the management and professional development of their staff and for the development of other administrative support.
20. The Registrar may delegate any of his or her functions or powers to any of the University's senior administrative officers, on condition that such delegations are not inconsistent with the due performance of the duties set out in regulation 24 below, that they may be withdrawn (either generally or in respect of a specific item) at any time, and that such delegations shall not relieve the Registrar of general responsibility for the matters delegated.
21. The Registrar shall, under the direction of the Vice-Chancellor, be responsible for overseeing the University's external relations and for communications which express the general policy of the University.
22. The Registrar shall be entitled to receive the papers of every committee or other body set up by or under the authority of the statutes and regulations, and the Registrar or his or her nominee may attend or speak (though not vote) at any meeting.
23. The Registrar shall be responsible, as specified by Council, for ensuring the maintenance and dissemination of university records and registers, for furnishing certificates of matriculation, graduation, and the results of university examinations, and for university publications.
24. The University's senior administrative officers shall be under the general direction of the Registrar and shall be responsible to him or her for the due performance of their duties, save that they shall always have the right to make their views on financial, professional, and technical matters known to the Vice-Chancellor, Council, and the appropriate committees of the University.
25. The University's senior administrative officers shall be appointed by Council, after consultation with the Registrar.
26. In the absence or incapacity of the Registrar, or during a vacancy in the Registrarship until an appointment to the vacant office has been made, the Vice-Chancellor shall designate an Acting Registrar who shall have all the functions, powers, and duties of the Registrar.
27. For the purposes of these regulations, the phrase 'the University's senior administrative officers' shall mean officers who are directly responsible to the Registrar and who hold established posts in the highest administrative grade.

Bedels

28. (1) The Bedels shall be appointed by the Vice-Chancellor and Proctors, and shall be called the Bedels of Divinity, Law, Medicine, and Arts respectively.
- (2) They shall be matriculated under the provisions of section 9 (1) of Statute II.
- (3) The form of the ceremony for the matriculation and admission to office of the Bedels shall be determined by the Vice-Chancellor.
- (4) Each Bedel shall at the time of his or her matriculation be instructed in the statutes, regulations, privileges, and customs of the University so far as they affect him or her.
29. The Bedels shall be in attendance, as required by the Vice-Chancellor, at University Sermons, at meetings of Congregation and Convocation, at the admission of Proctors, on all state occasions, and whenever summoned by the Vice-Chancellor.
30. One of the Bedels shall be selected by the Vice-Chancellor to be the Bedel of Divinity; of the other three, the senior in order of appointment shall be the Bedel of Law, the next the Bedel of Medicine, and the junior the Bedel of Arts.

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31. The Bedel of Divinity shall conduct each preacher from his or her college or other society to church and to the pulpit and back.
32. The three senior Bedels carrying gold staves, the junior carrying a silver staff, and all wearing the usual gowns and round caps, shall walk in the customary order before the Chancellor or Vice-Chancellor.
33. All four Bedels shall without reference to their respective special designations, and in addition to the special duties which may be imposed upon each of them, perform, by direction of the Vice-Chancellor, all the statutable and customary duties of bedels.
34. The Bedels shall be constantly resident in the University, and shall not be absent from Oxford without special leave from the Vice-Chancellor.
35. A Bedel may be dismissed at any time by the Vice-Chancellor and Proctors for incapacity, for inattention to duty, or for any scandalous or immoral conduct.
36. The Vice-Chancellor may order such payment to be made for the services of the extraordinary Bedels appointed under section 37 of Statute IX as he or she shall think proper.

Verger of the University

37. The Verger of the University shall be subject to dismissal by the Vice-Chancellor and Proctors at any time for incapacity, for inattention to his or her duties, or for any scandalous or immoral conduct.
38. The Verger's duties shall be:
- (1) to attend at all sermons preached before the University and all meetings of Congregation and Convocation;
 - (2) to provide for the ringing of the bell on the occasion of all such sermons or meetings;
 - (3) to provide for the cleaning and the arrangement of books and furniture in the University Church, and to have the custody of those books and furniture;
 - (4) to perform such other reasonable duties connected with his or her office as may be required by the Vice-Chancellor and Proctors.

Officers and other Persons who are required to reside within the University

39. The following shall be required to reside within twenty-five miles of Carfax:
- (1) the Vice-Chancellor;
 - (2) the Proctors;
 - (3) the Director of University Library Services and Bodley's Librarian;
 - (4) the Officers of the Bodleian Library;
 - (5) the Director of the Ashmolean Museum;
 - (6) the Departmental Keepers of the Ashmolean Museum;
 - (7) the Keeper of the Archives;
 - (8) the Registrar;
 - (9) the University Land Agent;
 - (10) the Librarian of the Taylor Institution;
 - (11) the holder of any other office or appointment who by any statute or regulation or by the terms of his or her particular appointment is required to reside within the University.

Council Regulations 22 of 2002

REGULATIONS FOR DEGREES, DIPLOMAS, AND CERTIFICATES

Made by Council on 26 June 2002

Part 1

Admission to Degrees

General

- 1.1. No person shall be presented for a degree unless he or she:
- (1) has paid all the sums due from him or her to the University;
 - (2) has fulfilled the academic requirements for the degree, except in so far as dispensed from them;
 - (3) has completed the periods of residence required for the degree, except in so far as dispensed from them;
 - (4) has a grace from his or her college, society, Permanent Private Hall, or other designated institution in the form given in the Regulations of Congregation for the Conduct of Ceremonies, and each Dean or other appropriate officer has given to the Registrar before the ceremony a list signed by him or her of the candidates to whom the college, society, hall, or other designated institution has given a grace.

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- 1.2. (1) Notwithstanding the provisions of the Regulations for Examinations or any other relevant regulation, no person may supplicate more than once for the same degree.
- (2) Any person who, under the provisions of the Regulations for Examinations or any other relevant regulation, has satisfied the examiners or is granted permission to supplicate for a degree which has already been conferred upon him or her, and has satisfied all other necessary requirements laid down by statute or regulation for the award of the degree, shall, if he or she so requests, be issued with a certificate to the effect that he or she has satisfied the requirements for the award of the degree in question.

Conferring degrees in absence

1.3. Any degree of the University may be conferred upon a person who is not present to receive the degree, under the conditions prescribed by these regulations, if the candidate, having satisfied all the conditions laid down for the degree for which he or she desires to supplicate and having obtained the grace of his or her college, society, hall, or other designated institution, supplicates for the grace of Congregation.

1.4. Persons so admitted to degrees in absence shall pay such fees as are prescribed by Council by regulation.

Conversion of B.Litt., B.Phil., and B.Sc. to M.Litt., M.Phil., and M.Sc.

- 1.5. (1) Any person on whom the Degree of Bachelor of Letters or Bachelor of Philosophy (in a subject other than Philosophy) has been conferred may apply to the Registrar through his or her college, society, hall, or other designated institution for the redesignation of the title of his or her degree to that of Master of Letters or of Master of Philosophy respectively.
- (2) On receipt of such an application, the Registrar shall issue a revised degree certificate and amend his or her records accordingly.
- 1.6. (1) Any person on whom the Degree of Bachelor of Science has been conferred may apply to the Registrar through his or her college, society, hall, or other designated institution for the redesignation of the title of his or her degree to that of Master of Science.
- (2) On receipt of such an application, the Registrar shall issue a revised degree certificate and amend his or her records accordingly.

Incorporation

- 1.7. (1) The incorporation of any person under the provisions of these regulations shall mean his or her admission to the same degree or position in this University as that to which he or she has attained in his or her former university.
- (2) The relevant divisional board shall have power to determine whether the particular qualifications by examination which a person incorporated has obtained at his or her former university may be accepted, for the purpose of any statute or regulation concerning an examination under the supervision of that board, as the equivalent of any particular qualifications obtained at this University.
- 1.8. (1) The privileges of incorporation shall be limited to Bachelors of Arts, Masters of Arts, Bachelors of Divinity, and Doctors of Divinity of the University of Cambridge or the University of Dublin, and Masters of Engineering, Masters of Natural Sciences, Bachelors of Law, Doctors of Law, Bachelors of Medicine, Doctors of Medicine, and Masters of Surgery of the University of Cambridge, and shall be subject to the following conditions:
- (a) a person who has been awarded both the Degree of Bachelor or Master of Arts and the Degree of Master of Engineering or Natural Sciences by that university shall not be admitted to either of the first- or second-named degrees of this University as well as to the Degree of Master of Biochemistry, Chemistry, Earth Sciences, Engineering, Mathematics, or Physics;
- (b) Council shall determine from time to time the subjects studied for the Degree of Master of Natural Sciences of the University of Cambridge which shall respectively qualify an eligible holder of that degree to be admitted to the Degree of Master of Biochemistry, Chemistry, Earth Sciences, Mathematics, or Physics of this University.
- (2) Doctors of Science and Doctors of Music of the University of Cambridge or the University of Dublin, Doctors of Letters and Doctors of Philosophy of the University of Cambridge, and Doctors of Literature and Doctors of Philosophy of the University of Dublin may apply for incorporation if at the same time, being qualified, they apply for incorporation as Masters of Arts; but such persons, though not qualified for incorporation as Masters of Arts, may be incorporated as doctors if they are qualified under section 3 of Statute IV to become members of Congregation.
- (3) Bachelors of Law and Doctors of Law of the University of Cambridge shall, when incorporated, become Bachelors of Civil Law and Doctors of Civil Law respectively of this University; and Doctors of Literature of the University of Dublin shall, when incorporated, become Doctors of Letters of this University.
- 1.9. (1) Every person who desires to be incorporated as a graduate must obtain the permission of Council, and for this purpose he or she must make an application to Council through the head or vicegerent of a college, society, Permanent Private Hall, or other designated institution.
- (2) The application must be supported by a written statement showing that there are adequate reasons for granting the permission for which the person applies, and by evidence showing that he or she has kept by residence at Cambridge or Dublin, before taking the degree, the same number of terms as he or she would have been required to keep by residence at Oxford before admission to the corresponding degree at this University; and the following conditions shall apply:

(a) permission for the incorporation of a Bachelor of Arts or a Master of Engineering or a Master of Natural Sciences shall not be granted unless Council receives from the college, society, hall, or other designated institution which submits the application an assurance that the candidate has obtained the consent of all the authorities necessary before taking up a definite course of study in Oxford, and that he or she proposes to pursue that course of study and is stated by proper authorities of Cambridge or Dublin to be of good character or has obtained some educational position in the University;¹

(b) permission to incorporate as a Master of Arts shall not be granted unless the candidate either fulfils the conditions laid down under (a) above for the incorporation of a Bachelor of Arts, or has obtained some educational position in Oxford, or has rendered valuable services to the University or to its members.

1.10. (1) If a person desires to be incorporated as an undergraduate, the permission of Council shall not be required.

(2) Evidence of admission to the University of Cambridge or of Dublin shall qualify the person for registration for matriculation at Oxford; and any person so incorporated, who is qualified to enter at Cambridge or Dublin for any final examination leading to a degree, shall be exempt from the First Public Examination and, subject to the provisions of the relevant Examination Regulations, shall be qualified for admission to the Second Public Examination.

1.11. (1) Incorporations shall take place at a meeting of Congregation.

(2) The name of a person who desires to be incorporated at any such meeting shall be entered at the University Offices by some officer of a college, society, hall, or other designated institution not later than noon on the tenth day before that on which the meeting is to be held.

1.12. The name of any person who desires to be incorporated as an undergraduate must be entered within twenty-one days of his or her matriculation or provisional matriculation.

1.13. At the time of entering a name the following certificates, signed by the proper authorities at Cambridge or at Dublin, must be produced to the Registrar:

(1) a certificate of the date of matriculation;

(2) a certificate showing the number of terms during which the candidate's name has been on the books of the college or other institution of which he or she has been a member;

(3) a certificate showing all the terms kept by residence;

(4) if the candidate is an undergraduate, a certificate showing the university examinations which he or she has passed at Cambridge or Dublin;

(5) if the candidate is a graduate, a certificate of admission to the degree;

(6) if the candidate is a Master of Natural Sciences of the University of Cambridge, a certificate showing the Part III Natural Sciences Tripos examination passed.

1.14. In every case of incorporation, the Registrar shall certify in Congregation that the conditions of regulations 1.9, 1.12, and 1.13 above have been fulfilled.

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 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.

1.16. A person incorporated shall be permitted to reckon as terms kept by residence those terms during each of which he or she was actually resident in his or her former university for not less than forty-two days.

1.17. (1) The standing of a person incorporated as an undergraduate or a Bachelor of Arts or a Master of Biochemistry, Chemistry, Earth Sciences, Engineering, Mathematics, or Physics shall be reckoned from the date of his or her matriculation at Cambridge or at Dublin.

(2) The standing of all other persons incorporated shall be reckoned from the day of their incorporation.

1.18. A person incorporated as a Doctor of Divinity, Medicine, or Civil Law, or as a Master of Arts, shall acquire the right of voting in Convocation on incorporation.

Part 2

Academic Precedence and Standing

2.1. The holders of the following degrees shall rank in the order shown:

Doctor of Divinity

Doctor of Civil Law

Doctor of Medicine if also a Master of Arts

¹ Council has decided that graduates reading for a Final Honour School should not normally be allowed to incorporate, and that candidates for those certificates and diplomas open to non-members of the University should, in general, not be allowed to incorporate but that applications submitted on behalf of candidates for such certificates and diplomas could nevertheless be considered.

Doctor of Letters if also a Master of Arts
 Doctor of Science if also a Master of Arts
 Doctor of Music if also a Master of Arts
 Doctor of Philosophy if also a Master of Arts
 Doctor of Clinical Psychology if also a Master of Arts
 Master of Surgery if also a Master of Arts
 Master of Science if also a Master of Arts
 Master of Letters if also a Master of Arts
 Master of Philosophy if also a Master of Arts
 Master of Studies if also a Master of Arts
 Master of Theology if also a Master of Arts
 Master of Education if also a Master of Arts
 Master of Business Administration if also a Master of Arts
 Master of Fine Art if also a Master of Arts
 Master of Arts, or Master of Biochemistry or Chemistry or Earth Sciences or Engineering or Mathematics or Physics
 with effect from the twenty-first term from matriculation¹
 Doctor of Medicine if not also a Master of Arts
 Doctor of Letters if not also a Master of Arts
 Doctor of Science if not also a Master of Arts
 Doctor of Music if not also a Master of Arts
 Doctor of Philosophy if not also a Master of Arts
 Doctor of Clinical Psychology if not also a Master of Arts
 Master of Surgery if not also a Master of Arts
 Master of Science if not also a Master of Arts
 Master of Letters if not also a Master of Arts
 Master of Philosophy if not also a Master of Arts
 Master of Studies if not also a Master of Arts
 Master of Theology if not also a Master of Arts
 Master of Education if not also a Master of Arts
 Master of Business Administration if not also a Master of Arts
 Master of Fine Art if not also a Master of Arts
 Bachelor of Divinity
 Bachelor of Civil Law
 Magister Juris
 Bachelor of Medicine
 Bachelor of Surgery
 Bachelor of Letters
 Bachelor of Science
 Bachelor of Music
 Bachelor of Philosophy
 Bachelor of Arts, or Master of Biochemistry or Chemistry or Earth Sciences or Engineering or Mathematics or Physics
 until the twenty-first term from matriculation
 Bachelor of Fine Art
 Bachelor of Theology
 Bachelor of Education

2.2. Within each degree the order shall be determined by the date on which the holder was admitted to the degree, and in the case of persons admitted on the same day, by the alphabetical order of their names.

2.3. Members of Congregation who are not the holders of a degree of the University shall have academic precedence and standing immediately above that of the holder of the Degree of Medicine of the University who is not also a Master of Arts; and among such members of Congregation the order shall be determined by the date on which each was admitted to membership, and, in the case of persons admitted on the same day, by the alphabetical order of their names.

Part 3

Deprivation

3.1. Congregation shall have the power to deprive any graduate of the University of his or her degree or degrees for any reason it thinks fit.

3.2. The procedure for de-gradation shall be determined by Council on each occasion.

¹ If the Degree of Master of Biochemistry or Chemistry or Earth Sciences or Engineering or Mathematics or Physics is held together with a higher degree, the holder will, with effect from the twenty-first term from matriculation, rank in precedence equally with a person who holds the same higher degree together with the Degree of Master of Arts.