

# OXFORD UNIVERSITY GAZETTE



## RESOLUTION: APPROVAL OF NEW CONGREGATION REGULATIONS

SUPPLEMENT (1) TO NO. 4612

WEDNESDAY, 13 FEBRUARY 2002

### University Agenda

CONGREGATION 5 March 2 p.m.

¶ Members of Congregation are reminded that written notice of any intention to vote against, or of any proposed amendment to, the following resolution, signed by at least two members of Congregation, must be given to the Registrar by **noon on Monday, 25 February** (see the Guide to Procedures in Congregation cited in the note at the end of 'University Agenda' in *Gazette* No. 4613).

#### Voting on Resolution approving new Congregation Regulations

##### *Explanatory note*

At the end of last term Congregation approved the proposed new University Statutes, and the relevant statutes have now been submitted for approval to Her Majesty in Council. Subject to that approval, they will come into effect on 1 October 2002, and it is necessary for there to be in place by then the corresponding new secondary legislation, the University Regulations.

The Working Party, with Council's agreement, published an initial draft of many of the proposed new regulations in the consultation paper last summer (Supplement (2) to *Gazette* No. 4593, 25 July 2001, pp. 1315–52), and a number of comments on them, which the Working Party will take into account, were made by members of Congregation. Under section 6 (1) of new Statute IV (Supplement (1) to *Gazette* No. 4601, 7 November 2001, p. 312), the business of Congregation shall be conducted in accordance with regulations made by Congregation. Other regulations will in the first instance be made by Council under sections 13–18 of new Statute VI (*ibid.*, p. 316), although it is envisaged that Council will subsequently delegate to other bodies and persons the power to make regulations in certain specified categories, as it may do under section 3 of new Statute VI (p. 315), in the same way as it has currently authorised other bodies to make certain decrees under the current legislative arrangements.

The Working Party has reconsidered the previously published drafts of the Regulations of Congregation for the Membership of Congregation and for the Conduct of Business in Congregation (see pp. 1316–24 of the consultation paper). No comments were made on these in response to the consultation paper, and the Working Party itself wishes to propose only one substantive change. After the proposed new University Statutes were published in the *Gazette* on 8 November as an item of business for Congregation on 27 November (the minimum statutory notice required), a number of purely technical drafting slips were noticed, and since there is currently no procedure for the correction of slips of this kind other than the submission of formal amendments, it was necessary for representatives of Council to propose such amendments at the meeting on 27 November, and for further proceedings on the amended statutes then to be deferred until 11 December. The Working Party sees no benefit in the requirement for such a formal and protracted procedure in the case of drafting slips of this kind, and it has therefore added the proposed regulation 1.12 of the Regulations for the Conduct of Business, which would permit the Vice-Chancellor, after consultation with the Registrar and the Proctors, to correct drafting slips without further reference to Congregation. (If any twenty or more members of Congregation wished to challenge the Vice-Chancellor's decision, it would be open to them to propose a resolution in Congregation instructing Council to annul or amend the changes which the Vice-Chancellor had made.) Council has approved that suggestion, and the revised regulations are set out below the resolution.

The majority of university ceremonies also constitute meetings of Congregation, and the secondary legislation covering them should therefore take the form of Congregation Regulations. The proposed Regulations for the Conduct of Ceremonies in Congregation, and certain other Ceremonies (the latter being included for convenience) have now been prepared by the Working Party and approved by Council. They are also set out below the resolution.

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Part 1 is taken from Ch. I, Sect. IV (*Statutes*, 2000, p. 209, where it bears its earlier number as Sect. v), Part 2 from Ch. V, Sect. III, § 3 (p. 354), and Parts 3 and 4 from Ch. I, Sectt. I–III (pp. 187–204). Part 5 brings together and expands the currently rather inadequate references to Encaenia in the existing decrees. Part 6 represents a restyled and updated version of Ch. XI, Sect. I (p. 765), parts of which are currently obsolete or anomalous. Part 7 brings together the existing provisions governing the admission of University Officers and adds the formal ceremonies for the admission of Pro-Vice-Chancellors and Clerks of the Market (which normally take place at the same meeting of Congregation as the Vice-Chancellor’s Oration but are not currently laid down by decree).

The Working Party has noted the desirability of there being a clear and simple numbering system to identify sets of regulations as issued and revised from time to time, particularly as some may come under more than one statute. It therefore proposes, and Council has agreed, that the following sets of regulations should be referred to as Congregation Regulations 1–3 of 2002, and that the sets of regulations to be made by Council should be referred to as Council Regulations 1, 2, 3, etc. of 2002. Sets of regulations made in future years, whether to replace existing sets or to add to them, would be Council Regulations 1, 2, 3, etc. of 2003, etc. If and when other bodies or persons are authorised by Council to make regulations, their sets will be referred to in a similar manner (e.g. EPSC Regulations 1 of 2002, Proctors’ Regulations 2 of 2003).

Because, under existing legislation, Congregation does not have power to enact regulations directly, Council submits the following resolution by which Congregation approves the enactment of the new regulations set out below to govern the membership and procedures of Congregation with effect from the same date as the new Statutes come into effect.

#### *Text of Resolution*

That this House approve the enactment of the following Congregation Regulations governing (1) membership of Congregation, (2) the conduct of business in Congregation, and (3) the conduct of ceremonies in Congregation, and certain other ceremonies, to come into effect from the same date as the new University Statutes approved by Congregation on 11 December 2001 (subject in certain respects to the approval of Her Majesty in Council) come into effect.

### **Congregation Regulations 1 of 2002**

#### REGULATIONS OF CONGREGATION FOR THE MEMBERSHIP OF CONGREGATION

*Made by Congregation on [date]*

1. The following persons and classes of persons shall be qualified for membership of Congregation under the provisions of section 3 (9) of Statute IV:

- (1) the Deputy Steward;
- (2) the Public Orator;
- (3) the Keeper of the Archives;
- (4) the Warden of Rhodes House;
- (5) the Director of the Maison Française;
- (6) the Secretary to the Delegates and Chief Executive of the University Press;
- (7) the Finance Director of the University Press;
- (8) the Tutors in Fine Art at the Ruskin School of Drawing and Fine Art;
- (9) the Emeritus Professors who are under the age of 75 years;
- (10) all persons working in any university department or institution who hold posts on Administrative, Senior Library and Museum, and Computer Staff Grades 3 and above, on Research Staff Grades II and above, and on any equivalent grades for academic-related staff;
- (11) such other persons as Council shall determine.

*[End of Congregation Regulations 1 of 2002]*

### **Congregation Regulations 2 of 2002**

#### REGULATIONS OF CONGREGATION FOR THE CONDUCT OF BUSINESS IN CONGREGATION

*Made by Congregation on [date]*

#### **Part 1**

#### **Definitions and General Provisions for Meetings**

1.1. In these regulations:

- (1) references to ‘members’ are references to members of Congregation; and
- (2) the expression ‘a legislative proposal’ means a proposal made by Council under section 1 (1) or (2) of Statute IV to amend or repeal a statute or add to the statutes.

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1.2. Meetings of Congregation shall be held on the Tuesdays in the first, second, fourth, sixth, and eighth weeks in each Full Term and on the second Tuesday after each Full Term and at such other times as the Chancellor or Vice-Chancellor may determine.

1.3. If there is no business for a meeting it shall be cancelled.

1.4. Notice of every meeting of Congregation and of the business of the meeting shall be published by the Registrar in the *University Gazette* not later than the day specified in the relevant Part of these regulations.

1.5. (1) A notice published under regulation 1.4 above must state a period beginning with the date of the notice within which notice of opposition to any item of business or of a proposed amendment must be given or a request for an adjournment must be made by any member.

(2) If no such notice of opposition is given or request for an adjournment made by at least two members the provisions of section 7 of Statute IV shall apply and the meeting may be cancelled.

1.6. When a legislative proposal is made or a regulation is proposed under section 1 (2) of Statute IV Council shall, if the passing of the proposal or the making of the regulation will involve additional expenditure from university funds, publish a certificate stating whether that financial provision can be made without curtailment of existing services or of services for which money has already been allocated.

#### *Adjournments*

1.7. At any meeting of Congregation the Chairman may adjourn any question, subject to the following conditions.

(1) The Chairman shall not have such power of adjournment if notice of objection to the question is required by statute or regulation to be given before the meeting of Congregation.

(2) No question shall be adjourned more than once in total under the provisions of this regulation or of regulation 1.8 below.

1.8. Any twenty members of Congregation may, not later than noon on the eighth day before a meeting of Congregation, give notice in writing to the Vice-Chancellor that they request the adjournment of any question or questions on the agenda for that meeting, subject to the following conditions.

(1) Such a request may be submitted only in respect of a question notice of objection to which is required by statute or regulation to be given before the meeting of Congregation.

(2) No question shall be adjourned more than once in total under the provisions of this regulation or of regulation 1.7 above.

1.9. (1) Whenever a request is received under regulation 1.8 above, the Vice-Chancellor shall refer it to the Proctors, who shall decide whether or not it shall be granted.

(2) The Proctors' decision shall be published in the *University Gazette* not less than four days before the meeting of Congregation to which the question or questions concerned was or were originally due to be submitted.

(3) If the Proctors decide that the request shall not be granted, any two members of Congregation may, by rising in their places at the meeting, demand that a vote be taken on whether or not the question or any of the questions in respect of which the request was submitted shall nevertheless be adjourned; and, if such a demand is made, the Chairman shall, after any debate on the question of adjournment, put that question to the vote in accordance with the provisions of regulation 1.11 below.

1.10. Consideration of any question adjourned under the provisions of regulation 1.7 or regulation 1.8 above shall be resumed at the next meeting of Congregation (or at such later meeting as the Chairman may determine), and the Registrar shall give not less than five days' notice in the *University Gazette* that the debate will be resumed.

1.11. (1) At any meeting of Congregation the Chairman may at any time propose the adjournment of the House.

(2) The motion shall be put immediately, and, if it is carried, the House shall be adjourned.

(3) After any meeting has lasted two full hours the Chairman shall have the power of adjourning the House without question put.

(4) Any adjournment of the House under this regulation shall be to the following day, unless the Chairman shall fix another day.

#### *Correction of errors, slips, and omissions*

1.12. If the Vice-Chancellor is satisfied that the text of a legislative proposal made or passed under Part 2 or of a resolution proposed or passed under Part 3 of these regulations contains a clerical error or other accidental slip or omission, he or she may, after consultation with the Registrar and the Proctors, correct the error, slip, or omission without further reference to Congregation, and the correction made shall be as fully effective as an amendment duly passed under the Part in question.

#### *Speaking at meetings*

1.13. No member of Congregation shall without leave of the Chairman speak more than once on any item, except that the mover of an item shall have the right to reply at the close of the debate on that item.

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1.14. If the Chairman considers that a speaker's remarks are irrelevant to the question concerned, the Chairman may direct the speaker to confine his or her remarks to that question, and the speaker shall comply with the Chairman's direction.

1.15. (1) Any student member, as defined in section 4 of Statute II, may speak at a meeting of Congregation, if called upon to do so by the Chairman at the Chairman's discretion.

(2) The Vice-Chancellor may make rules governing speaking by student members in Congregation.<sup>1</sup>

(3) The Chairman may, nevertheless, at any time terminate a debate on the floor of the House and proceed to the final speeches and the taking of a vote.

1.16. Council may make rules governing the circulation of flysheets on matters before Congregation, or Convocation in regard to the election of the Professor of Poetry, or relating to matters of general interest to the University.<sup>2</sup>

## Part 2

### Legislative Proposals

2.1. The provisions of this Part in addition to those of Part 1 shall apply to legislative proposals.

2.2. Every legislative proposal to be submitted to Congregation shall be preceded by a preamble shortly stating the principle of the measure.

2.3. The Registrar shall publish in the *University Gazette* notice of every legislative proposal not less than nineteen days before the date of the meeting at which it is to be considered.

2.4. Any two members may not later than noon on the eighth day before the date of the meeting:

(1) give notice in writing to the Registrar that they intend to vote against the proposal in question; or

(2) submit to the Registrar in writing a proposed amendment signed by the mover and seconder; or

(3) both.

2.5. (1) If no notice is given or amendment proposed in accordance with regulation 2.4 above, the legislative proposal in question shall unless Council has decided otherwise be declared at the conclusion of proceedings on it to be passed without question put.

(2) Paragraph (1) of this regulation does not exclude or limit the exercise of the Vice-Chancellor's powers under section 7 of Statute IV.

2.6. The Vice-Chancellor shall report to Council all amendments which in his or her judgement are not inconsistent with or irrelevant to the principle of the proposal in question as stated in the preamble, and Council shall forward them to Congregation together with any amendments which Council itself may propose.

2.7. All amendments forwarded to Congregation under regulation 2.6 above, and any notice of opposition given under regulation 2.4, shall be published by the Registrar in the *University Gazette* not less than four days before the date of the meeting at which the legislative proposal is to be considered.

#### *First meeting*

2.8. At the meeting at which the legislative proposal is considered Congregation may:

(1) pass the legislative proposal; or

(2) reject it; or

(3) approve or reject amendments to it which have been duly proposed in accordance with regulations 2.4, 2.6, and 2.7 above.

2.9. (1) If amendments to a legislative proposal are approved by Congregation under regulation 2.8 above, the proposal in question shall be republished in the *University Gazette* and printed so as to show the amendments made, and there shall be further proceedings on it in accordance with regulations 2.10–2.15 below.

(2) If such amendments have been proposed but are rejected or have lapsed, Congregation may then pass or reject the legislative proposal in the form in which it was originally proposed.

#### *Second meeting*

2.10. The further proceedings shall take place on a date to be fixed by the Chairman which is at least fourteen days after the date on which the amendments were passed.

2.11. The Registrar shall publish notice of the further proceedings in the *University Gazette* at least eleven days before the date on which those proceedings are due to take place.

2.12. At any time before the date fixed for the further proceedings under regulation 2.10 above Council may propose further amendments or submit to Congregation the choice between contradictory or inconsistent provisions which may have been introduced into the legislative proposal.

2.13. All proposals or submissions made by Council under regulation 2.12 above shall be published by the Registrar in the *University Gazette* not less than four days before the meeting at which they are to be considered.

<sup>1</sup> See Appendix A following Part 9 below.

<sup>2</sup> See Appendix B following Part 9 below.

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- 2.14. On the date fixed for the further proceedings under regulation 2.10 above Congregation may:
- (1) accept or reject any amendments proposed under regulation 2.12 above; and
  - (2) if any such amendments have been approved, accept or reject the legislative proposal as amended by the amendment or amendments which has or have been approved; or
  - (3) if such amendments have not been proposed or have lapsed, accept or reject the legislative proposal as republished under regulation 2.9 above.
- 2.15. (1) If an amended legislative proposal is approved by Congregation under regulation 2.14 (2) above, the amended proposal shall come into effect.
- (2) If a legislative proposal is approved by Congregation under regulation 2.14 (3) above as republished under regulation 2.9, the republished proposal shall come into effect.

*Other provisions*

- 2.16. Any amendment proposed under any of the preceding regulations which is not moved and seconded in Congregation shall lapse.
- 2.17. A legislative proposal made by Council under section 1 (1) of Statute IV may be withdrawn by Council at any time.
- 2.18. At any meeting of Congregation the Chairman shall have the right to withdraw a legislative proposal made under section 1 (1) of Statute IV at any time before it has been submitted to a vote, and Council may resubmit the proposal to Congregation at a subsequent meeting.
- 2.19. Council shall not be entitled to reintroduce a legislative proposal which has been rejected by Congregation earlier than the beginning of the fourth term after the term in which it was rejected.
- 2.20. A statute shall come into effect on the date on which it is approved by Congregation, or (if it is so approved) on such later date as may be specified in that statute, or (where applicable) on the date on which it is approved by Her Majesty in Council, whichever is the latest.

*Voting*

- 2.21. (1) The rules for voting on any legislative proposal are as follows.
- (2) In the case of:
- (a) a proposal made by Council under section 1 (1) of Statute IV, or
  - (b) a proposal which Council is instructed to make under section 1 (2) of Statute IV which is supported by or acceptable to Council, or
  - (c) an amendment which is proposed or supported by or acceptable to Council,
- the proposal or amendment shall be deemed to have been passed unless at least 125 members vote against it and constitute a majority against it.
- (3) All other proposals made under this Part shall be determined by a simple majority.
- (4) The rules for the casting of votes and postal voting set out in Part 4 of these regulations apply to legislative proposals.

**Part 3**  
**Resolutions**

3.1. This Part applies to resolutions submitted under section 1 (2) of Statute IV by twenty or more members of Congregation that Council should be instructed to make legislative proposals, and to all other resolutions which are not legislative proposals.

*Resolutions for the suspension of statutory procedures*

- 3.2. Council or any twenty or more members of Congregation may at any time submit a resolution providing for the suspension of the operation of sections 5–7 of Statute IV or any regulations made by Congregation under them including these regulations.
- 3.3. (1) A resolution proposed under regulation 3.2 above shall be published in the *University Gazette* not less than four days before the meeting at which it is to be moved.
- (2) The resolution shall contain both a reference to any statutes or regulations to be suspended and a statement of the procedure to be followed if the suspension is approved.
- 3.4. If the resolution is published not less than nineteen days before it is to be moved, Council may include in the notice of the resolution a requirement that any member who intends to oppose the resolution must, by noon on the eighth day before the meeting at which the resolution is to be moved, give notice in writing to the Registrar of his or her opposition.
- 3.5. If notice is received under regulation 3.4 above from at least two members in respect of a resolution for which Council has imposed such a requirement, the Registrar shall publish that notice in the *University Gazette* not less than four days before the meeting.

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- 3.6. (1) If no notice is received under regulation 3.4 above, the resolution shall unless Council has decided otherwise be declared by the Chairman at the conclusion of proceedings on it to be carried without question put.
- (2) A resolution proposed with less than nineteen days' notice shall not be moved if twenty or more members signify their objection by rising in their places after the resolution has been read by the Registrar.
- (3) Paragraph (1) of this regulation does not exclude or limit the exercise of the Vice-Chancellor's powers under section 7 of Statute IV.
- 3.7. Council shall be bound by the vote on a resolution providing for the suspension of the operation of statutes or regulations.

*Other resolutions*

- 3.8. Council or any twenty or more members of Congregation may at any time submit a resolution on any topic.
- 3.9. If a resolution is submitted by twenty or more members, the Vice-Chancellor may rule that resolution inadmissible:
- (1) if it is not in his or her opinion on a topic concerning the policy or administration of the University; or
  - (2) if it relates to a particular college, society, or Permanent Private Hall, or (subject to paragraph (1) above) to a particular person other than the Vice-Chancellor.
- 3.10. For the purposes of regulation 3.9 above a resolution calling upon Council or any other body or person to propose, amend, or repeal a regulation shall be deemed to concern the policy or administration of the University.
- 3.11. Notice of a resolution proposed by twenty or more members, signed by all the members concerned, shall be delivered to the Registrar not later than noon on the twenty-second day before any stated meeting of Congregation at which they propose to move it.
- 3.12. Subject to the provisions of regulation 3.3 above and of regulation 3.13 below, notice of a resolution shall be published in the *University Gazette* not less than nineteen days before the meeting of Congregation at which it is to be moved.
- 3.13. (1) A resolution submitted by Council conferring a Degree by Resolution under the provisions of Part 7 of these regulations shall be published in the *University Gazette* and shall be deemed to have been approved without opposition at noon on the fourth day after the day on which it was published, unless by that time the Registrar has received notice in writing from two or more members that they wish the resolution to be put to a meeting of Congregation.
- (2) If such notice is received, Council may either withdraw the resolution (in which case the Registrar shall publish notice of this withdrawal in the *University Gazette*) or republish the resolution not less than four days before it is to be moved in Congregation.
- 3.14. (1) Any two members may propose an amendment to a resolution, except a resolution submitted under the provisions of regulations 3.2 or regulation 3.13 above.
- (2) Notice of any such amendment, signed by the proposer and seconder, shall be delivered to the Registrar not later than noon on the eighth day, and published in the *University Gazette* not later than five days, before the meeting of Congregation at which the resolution is to be moved.
- 3.15. Members proposing an amendment under the provisions of regulation 3.14 (1) above shall state whether or not the amendment is a hostile amendment, that is to say it is such that if it were not carried the proposers of the amendment would oppose the resolution.
- 3.16. (1) If the amendment is not stated to be hostile, Council may decide that proceedings on the resolution and the proposed amendment shall be adjourned to a meeting of Congregation held not less than fourteen days after the meeting at which the resolution was originally to be moved under regulation 3.11 above.
- (2) (a) If proceedings have been adjourned under paragraph (1) above, Council may also, by publication of a notice in the *University Gazette* not later than the twelfth day before the meeting of Congregation to which the proceedings have been adjourned, require that any two members who intend to vote against the amendment shall give notice in writing to the Registrar of that intention not later than the eighth day before the meeting to which the proceedings have been adjourned.
- (b) Notice received under sub-paragraph (a) above shall be published by the Registrar in the *University Gazette* not later than the fourth day before the meeting.
- (3) Unless notice of opposition has been received under paragraph (2) above, and unless Council has decided that the proposed amendment is unacceptable to it, Council may publish a notice to that effect in the *University Gazette* not later than the fourth day before the meeting; in which case:
- (a) the amended resolution shall, at the conclusion of any proceedings on the amendment and the resolution, be declared by the Chairman to be carried without question put; or
  - (b) Council may nevertheless decide that a division shall be taken on the amended resolution at the conclusion of those proceedings.
- (4) If:
- (a) notice of opposition has been received under paragraph (2) above, or

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- (b) Council has decided that the proposed amendment is unacceptable to it, or
- (c) Council has not published the notice specified in paragraph (3) above,
- the proposed amendment (unless it has lapsed) shall, at the conclusion of proceedings on it, be put to the House.
- (5) If the amendment is then carried, the amended resolution shall unless Council has decided otherwise be declared by the Chairman to be carried without question put.
- (6) If the amendment is then rejected, the unamended resolution shall unless Council has decided otherwise be declared by Chairman to be carried without question put.
- 3.17. Except in the case of a resolution declared carried without question put under the provisions of regulation 3.16 above or regulation 3.19 below, any resolution or amendment to a resolution which is not moved and seconded in Congregation shall lapse.
- 3.18. (1) At the conclusion of any debate and voting on any proposed amendments, the resolution shall be put.
- (2) If any amendments have been carried, the resolution as amended shall be put, and the proposer of the resolution shall have the right to speak first in the debate on the amended resolution.
- (3) If any amendments have been rejected or have lapsed, the unamended resolution in the form in which it was originally proposed shall be put without further debate.
- 3.19. (1) Subject to the provisions of regulations 3.2–3.6 and 3.13 above, any two members may, not later than noon on the eighth day before the meeting at which the resolution is to be moved, give notice in writing to the Registrar that they intend to oppose the resolution; or Council may instruct the Registrar to give notice that the resolution is unacceptable to Council.
- (2) Such notice (whether of opposition by members or of unacceptability to Council) shall be published by the Registrar in the *University Gazette* not less than four days before the meeting.
- (3) If such notice has not been given, and unless Council has decided otherwise, the resolution shall, at the conclusion of proceedings on it, be declared by the Chairman to be carried without question put.
- 3.20. (1) If a resolution, except a resolution submitted under the provisions of regulation 3.2 or regulation 3.13 above, is:
- (a) carried on a division with at least 125 members voting in favour, or
- (b) carried without a division at a meeting at which at least 125 members are present on the floor of the House at the time when the resolution is declared by the Chairman to have been carried, or
- (c) declared by the Vice-Chancellor to have been carried without holding the meeting under the provisions of section 7 of Statute IV,
- Council shall be bound, not later than the eighth week of the Full Term after the term in which the resolution is carried, to submit to Congregation a legislative proposal, or to make a regulation, or to take any other action it considers appropriate, as the case may be, in order to give effect to the resolution.
- (2) For the purposes of paragraph (1) (b) above, the Proctors shall, whenever a resolution is carried without a division, certify the number of members present on the floor of the House<sup>1</sup> at the time when the resolution is declared by the Chairman to have been carried.
- 3.21. (1) If Council is required by a resolution of Congregation to make a regulation under regulation 3.20 above, the regulation shall be put to Congregation for approval.
- (2) Such a regulation shall be published in the *University Gazette* not less than nineteen days before the meeting, and amendments may be proposed under the same procedure as that laid down for amendments to resolutions in regulations 3.14–3.18 above.

## Part 4

### Voting

#### *Votes at meetings of Congregation*

- 4.1. (1) Every vote in Congregation shall be taken immediately after the close of the debate (if any) on the question concerned, unless that question has been adjourned under regulation 1.7 or regulation 1.8 in Part 1 of these regulations.
- (2) Every question shall be settled by a simple majority (with the Chairman having a second or casting vote in the case of an equality of votes) except where the statutes or regulations provide otherwise.
- 4.2. (1) When any question has been put to Congregation by the Chairman he or she may direct that a division be taken, or may announce that in his or her opinion the proposal is accepted or rejected, as the case may be.
- (2) If the Chairman's opinion so declared is challenged by at least six members rising in their places, he or she shall direct that a division be taken.
- 4.3. For the purposes of any regulation which refers to the number of members present 'on the floor of the House', that expression shall, in the case of a meeting held in the Sheldonian Theatre, mean the Area and Semicircle of the Theatre.

<sup>1</sup> See regulation 4.3 below.

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#### Postal votes

- 4.4. (1) Any question decided or resolution carried or rejected at a meeting of Congregation shall, in the absence of provision to the contrary in the statutes and regulations, be submitted for confirmation or rejection to a postal vote of the members if, not later than 4 p.m. on the sixth day after that meeting,
- (a) Council so decides, or
  - (b) the question has been decided, or the resolution has been carried or rejected on a division, at a meeting at which not fewer than twenty-five members were present on the floor of the House at the time when the division was taken and if a requisition for such a postal vote signed by at least fifty members is delivered to the Vice-Chancellor.
- (2) For the purposes of paragraph (1) (b) above, the Proctors shall, whenever a division is taken at a meeting of Congregation, certify the number of members present on the floor of the House at the time of the division.
- 4.5. No decision taken, or resolution carried or rejected, by Congregation on a division otherwise than by a postal vote under regulation 4.4 above shall be deemed to be operative or to have been carried or rejected:
- (1) before 4 p.m. on the sixth day after the meeting of Congregation at which the question was decided or the resolution carried or rejected; or
  - (2) where a postal vote is required to be taken under regulation 4.4 above, before the decision has been confirmed by that vote.
- 4.6. A postal vote shall not be taken on:
- (1) any decision of Congregation relating to the adjournment of the House;
  - (2) a resolution approving the conferment of a degree of the University (including a Degree by Diploma or an Honorary Degree);
  - (3) an election under the provisions of Part 8 of these regulations;
  - (4) appointments or reappointments to the Vice-Chancellorship; or
  - (5) the presentation of the Vice-Chancellor's Oration or the Annual Review of the University under the provisions of Part 9 of these regulations.
- 4.7. The Registrar shall publish in the *University Gazette* a verbatim record (or if the Vice-Chancellor shall so decide, a summary record approved by the Vice-Chancellor) of the proceedings of Congregation relating to any question on which a postal vote is to be held under the provisions of regulation 4.4 above.
- 4.8. Where a question is submitted to a postal vote under the provisions of regulation 4.4 above the Vice-Chancellor may submit any other question decided at the same meeting of Congregation (whether decided on a division or not) to a postal vote at the same time if it appears to him or her that the questions are so related that they should be submitted for confirmation or rejection at the same time.
- 4.9. The procedure for the conduct of a postal vote shall be as follows.
- (1) (a) The Registrar shall dispatch to every member, not less than four days before the day fixed by the Vice-Chancellor for the vote, a voting paper on which shall be specified the latest time by which it must be delivered to the Registrar.
  - (b) The time specified under (a) above shall not be earlier than seven days after the publication of the *University Gazette* referred to in regulation 4.7 above.
  - (2) The form of the voting paper (including the manner in which the question is to be put), and the method of recording votes, shall be prescribed by the Vice-Chancellor.
  - (3) No postal vote shall be deemed to be invalid owing to misdirection or non-receipt of any voting paper.
  - (4) The Registrar shall be responsible for the counting of the votes, but the Vice-Chancellor and Proctors shall decide on the validity of any vote which, in the opinion of the Registrar, is in doubt.
  - (5) The result of the vote shall be published in the *University Gazette*.
- 4.10. (1) Any question submitted to a postal vote shall be determined by the majority of the votes cast, notwithstanding any provision of any statute or regulation relating to the number of persons required to vote for or against a proposal in order that it may be passed or rejected.
- (2) In the event of an equality of votes the Vice-Chancellor shall have a second or casting vote.

### Part 5

#### Questions and Replies

- 5.1. Any member may at a meeting of Congregation in Full Term ask a question relating to any matter concerning the policy or the administration of the University.
- 5.2. (1) Written notice of any such question signed by the member proposing to put it and by one supporting member shall be sent to the Registrar not later than noon on the eighteenth day before it is to be asked.
- (2) Unless the Vice-Chancellor considers the question to be inadmissible in substance or in form, it shall be published by the Registrar in the *University Gazette*, together with the reply (which shall be drafted by Council), not less than five days before the question is to be asked.



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- 5.3. (1) Any reply so published shall be read in Congregation either by a member of Council or by another person nominated by Council.
- (2) No debate shall be permitted upon the reply, but at the Chairman's discretion supplementary questions may be asked to elucidate it.

## Part 6

### Topics for Discussion

- 6.1. (1) Either Council, or any twenty or more members, may put forward for discussion in Congregation any topic of concern to the University, including any issue on which it would be permissible for it or them to submit a resolution under the provisions of Part 2 or Part 3 of these regulations.
- (2) In the case of a topic put forward by twenty or more members, the Vice-Chancellor may rule that topic inadmissible:
- (a) if it is not, in his or her opinion, a topic of concern to the University; or
  - (b) if it relates to a particular college, society, or Permanent Private Hall, or to a particular person other than the Vice-Chancellor.
- 6.2. Notice of a topic put forward by twenty or more members, signed by all the members concerned, shall be delivered to the Registrar not later than noon on the twenty-second day before any stated meeting at which they propose that it should be discussed.
- 6.3. Notice of a topic shall be published in the *University Gazette* not less than nineteen days before the meeting of Congregation at which it is to be discussed.
- 6.4. It shall be the duty of Council to give consideration to the remarks made in the discussion, but Council shall not be bound to take any further action in regard to the topic.

## Part 7

### Conferment of Degrees

- 7.1. The procedures for the conferment, both at the Encaenia and on other occasions, of Degrees by Diploma, Honorary Degrees, Ordinary Degrees, and Degrees by Incorporation shall be determined by regulation, and the regulations concerned shall be published from time to time in a Handbook for the Conduct of University Ceremonies.
- 7.2. (1) In the case of a person in any of the categories set out in paragraph (2) below who does not hold, and is not qualified for, any of the Degrees (other than Honorary Degrees) of Doctor of Divinity, Doctor of Civil Law, Doctor of Medicine, Master of Arts, Master of Biochemistry, Master of Chemistry, Master of Earth Sciences, Master of Engineering, Master of Mathematics, or Master of Physics of the University, Council shall as soon as possible propose to Congregation that a Degree of Master of Arts by Resolution be conferred upon that person without fee, if (and only if) he or she holds both a bachelor's and a doctor's degree (other than an honorary degree) of any university or universities or of any such other institution or institutions as Council may determine by regulation from time to time, or that at least twenty terms have lapsed since he or she first became a member of a university or such other institution, or, in the case of a person who is not a member of any university, that he or she is at least 25 years of age.
- (2) The categories referred to in paragraph (1) above are:
- (a) the Chancellor;
  - (b) the High Steward;
  - (c) the Vice-Chancellor;
  - (d) the Proctors;
  - (e) the heads of all the colleges, societies, and Permanent Private Halls included in Statute V;
  - (f) the members of the governing bodies of all the colleges and societies included in Statute V (but not of the Permanent Private Halls);
  - (g) the principal bursar or treasurer of each of the colleges and societies included in Statute V (but not of the Permanent Private Halls), if he or she is not a member of its governing body.
- (3) In the case of a person excluded because none of the conditions in paragraphs (1) and (2) above is met, Council shall proceed as soon as possible after one of them has been met.
- (4) Nothing in this regulation shall restrict the power of Council to propose to Congregation that a Degree by Resolution be conferred without fee upon any person it considers appropriate.
- 7.3. A Degree by Resolution shall be deemed to have been conferred with effect from the approval of the resolution by Congregation.

## Part 8

### Elections

- 8.1. (1) Every election in Congregation shall be held in Full Term, unless Council orders otherwise.
- (2) The Registrar shall publish in the *University Gazette* twenty-eight 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.

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8.2. Elections shall, in the absence of provision to the contrary in the statutes and regulations, be subject to the following rules for the nomination of candidates.

- (1) 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 members other than the candidate, or, not later than 4 p.m. on the seventeenth day before that fixed for the election, by six members other than the candidate.
- (2) All nominations, dated and signed, shall be delivered to the Registrar within the times laid down above, and in such form as shall be determined by the Vice-Chancellor, and shall be published by the Registrar in the *University Gazette* as soon as possible.
- (3) If at the close of the time laid down for the nomination of candidates the number of candidates who have been nominated, or being nominated have not withdrawn, is no more than is sufficient to fill the vacancies, the candidates 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 laid down for the nomination of candidates the number of vacancies is greater 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 such candidates 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 laid down for the nomination of candidates the number of candidates nominated and not having withdrawn is greater than the number of vacancies, the procedure of the election shall be as follows.
  - (a) The Registrar shall dispatch to every member of Congregation, not later than four days before the day fixed by the Vice-Chancellor for the election, a voting paper on which shall be specified the latest time by which it must be delivered to the Registrar.
  - (b) The form of the voting paper, and the method of recording votes, shall be determined by the Vice-Chancellor.
  - (c) An election shall not be deemed to be invalid owing to misdirection or non-receipt of any voting paper.
  - (d) The Registrar shall be responsible for the counting of the votes, but the Vice-Chancellor and Proctors shall decide on the validity of any vote which, in the opinion of the Registrar, is in doubt.
  - (e) The senior in academic standing of any candidates for whom an equal number of votes have been given shall be deemed to be duly elected.
  - (f) The result of the election shall be published in the *University Gazette*.
- (6) In any election where 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.
- (7) An election in Congregation conducted under the procedure laid down in paragraph (5) above shall be deemed to be an election complying with the provisions of any regulations concerning the appointment to committees of persons who have passed the normal age limit.

## Part 9

### Vice-Chancellor's Oration and Annual Review of the University

- 9.1. (1) During each academic year the Vice-Chancellor shall at a meeting of Congregation deliver an Oration in which he or she shall address the House on issues of current concern to the University.
  - (2) In a year in which the holder of the office of Vice-Chancellor changes, the Oration shall be delivered by the outgoing Vice-Chancellor before the installation of the incoming Vice-Chancellor.
- 9.2. During each academic year Council shall produce an Annual Review of such of the affairs of the University in the preceding academic year as shall seem to Council to be of particular importance in the national and international context.
- 9.3. The Vice-Chancellor's Oration shall be published in the *University Gazette* and shall during Michaelmas Term subsequently be placed on the agenda for a meeting of Congregation at which, at the discretion of the Chairman, discussion shall be permitted and questions may be asked concerning it.
- 9.4. The Annual Review shall be circulated to all members and subsequently presented at a meeting of Congregation at which, at the discretion of the Chairman, discussion may be permitted and questions may be asked concerning it.
- 9.5. (1) Notice of the presentation of the Vice-Chancellor's Oration under regulation 9.3 above, or of the Annual Review of the University under regulation 9.4 above, shall be published in the *University Gazette* not less than nineteen days before the meeting.
  - (2) Any member who wishes to speak or to ask a question concerning the Oration or the Annual Review shall, not later than noon on the eighth day before the meeting, give notice in writing to the Registrar of his or her wish to do so.
  - (3) If notice under paragraph (2) above has not been given by at least two members, the Chairman shall declare the Oration or the Annual Review to have been presented without question put.

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## APPENDIX A

### Speaking by Student Members in Congregation: rules made by the Vice-Chancellor

1. The Vice-Chancellor has, with the agreement of Council, approved the following arrangements for student members to speak in Congregation under the terms of regulation 1.15 of Congregation Regulations 2 of 2002.
2. The Chairman of Congregation will normally expect to call upon nominated representatives of the Oxford University Student Union if they wish to speak in debate, and will normally expect to call upon student members to speak only from among those who have given advance notice of their wish to be called.
3. If the Chairman considers that the number of student members who have given notice is excessive, he or she will have discretion to be selective in calling upon them.
4. (1) The Chairman will try to ensure a balanced debate in relation to the apparent spread and strength of views held by student members.  
(2) If informed selection is to be possible, it is desirable that when giving notice of the wish to be called a student member should indicate:
  - (a) whether he or she intends to support or oppose the proposal before the House;
  - (b) whether he or she would speak on behalf of any club, committee, group, or association;
  - (c) whether he or she is supported by other student members (up to twelve of whom might sign his or her notice).
5. (1) If the number giving notice is small, they will all be admitted to the floor of the House although this does not ensure their being called.  
(2) In other cases some selection may be necessary at the stage of both admission and calling of speakers.
6. (1) If there is to be time to tell applicants whether they will be admitted, notice will have to be received in good time, and student members should therefore send notice, in writing, to the Registrar to be received by him or her at the University Offices not later than 10 a.m. on the Monday preceding the debate in question.  
(2) The name of any representative nominated by OUSU should also be communicated to the Registrar, in writing, through the President by that time.
7. A notice will then be posted in the University Offices and on the gate of the Clarendon Building not later than 10 a.m. on the morning of the debate, indicating whether all applicants will be admitted to the floor of the House or, if selection has had to take place, the names of those selected for admission to the floor.
8. Student members not admitted to the floor of the House will normally be permitted to listen to the debate from the gallery.
9. Student members on the floor of the House will be asked to remain in their places while a vote is being taken.

## APPENDIX B

### Circulation of Flysheets: rules made by Council

1. Ten or more members of Congregation may arrange to have a flysheet circulated with the *University Gazette* on matters before Congregation, or Convocation in regard to the election of the Professor of Poetry, or relating to matters of general interest to the University, subject to the following general conditions:
  - (1) no flysheet will be circulated which in the opinion of the Vice-Chancellor and Proctors might be defamatory or otherwise illegal;
  - (2) the right is reserved on behalf of the University and its employees, without prior consultation with the signatories, to publish an apology in respect of any statement in a flysheet which is complained of as defamatory or otherwise illegal (whether or not the statement can be shown to be true);
  - (3) the signatories shall jointly and individually indemnify the University and its employees against any costs or damages payable in respect of their flysheet and, unless a Queen's Counsel (to be mutually agreed on by the signatories and the University) advises within four months of the making of any claim in respect of a flysheet that any proceedings could be contested with the probability of success, such damages shall include any sum paid by the University in settlement of any claim arising out of the flysheet;
  - (4) the flysheet shall consist of one leaf only (though text may appear on both sides of the leaf), and the text shall include the name and college (or society, Permanent Private Hall, or other designated institution), faculty, or department of each of the signatories;
  - (5) a copy of the text of the flysheet shall be delivered to the Registrar before 10 a.m. on the Monday of the week in which circulation is desired; it shall be accompanied by an indemnity in accordance with condition (3) above drawn up on a form obtainable from the Registrar and signed by each of the signatories of the flysheet; the Registrar shall be informed at the same time which of the signatories is to be notified as to whether the Vice-Chancellor and Proctors have authorised circulation;
  - (6) the Registrar shall arrange for the production of copies of a flysheet the circulation of which has been duly authorised.
2. Though every effort will be made to circulate on the day desired flysheets so received, it must be understood that this cannot be guaranteed.

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#### *Matters before Congregation or Convocation*

3. If the flysheet deals with a matter that is a formal item of business for Congregation, or for Convocation in regard to the election of the Professor of Poetry, or the subject of a report published in the *University Gazette*, the production costs will be met from university funds.

#### *Matters of general interest to the University*

4. If the flysheet deals with a matter that is not a formal item of business for Congregation, or for Convocation in regard to the election of the Professor of Poetry, or the subject of a report published in the *University Gazette*, the Vice-Chancellor will decide whether it is of sufficient general interest to warrant circulation with the *University Gazette*; the production costs for such a flysheet will be the responsibility of the signatories.

#### *Oxford University Student Union*

5. The Executive and the Graduate Committee of the Oxford University Student Union may have flysheets circulated with the *University Gazette* under the arrangements and subject both to the conditions set out in rules 1–4 above, and to the following further conditions:

(1) number of names to be included on the flysheet under rule 1 (4) shall be not less than a majority of the total number of members of the Executive or the Graduate Committee of OUSU, as the case may be, and each of the persons named shall sign the indemnity required under rule 1 (3);

(2) the maximum number of flysheets to be circulated as of right, whether on matters before Congregation or Convocation (to be paid for by the University) or on matters of general interest to the University (to be paid for by OUSU and to be subject to the Vice-Chancellor's decision as prescribed in rule 1 above) shall be three per term for each of these bodies, but the Vice-Chancellor shall have discretion to permit further flysheets.

6. Subject to rule 5 (1) above, the Executive and the Graduate Committee of OUSU may also support flysheets signed by not fewer than ten members of Congregation.

### **Congregation Regulations 3 of 2002**

#### REGULATIONS OF CONGREGATION FOR THE CONDUCT OF CEREMONIES IN CONGREGATION, AND CERTAIN OTHER CEREMONIES

*Made by Congregation on [date]*

#### **Part 1**

##### **Language at University Ceremonies**

1.1. (1) The proceedings of Congregation and Convocation (except for the conferment of Degrees by Diploma and Honorary Degrees and the admission to office of university officers) shall be in English.

(2) Degree ceremonies of Congregation, the proceedings at Encaenia (except for the Creweian Oration, which shall be delivered in English), the conferment of Degrees by Diploma and Honorary Degrees at any other times, the installation of the Chancellor and the admission to office of other university officers, and the matriculation ceremony shall be in Latin.

#### **Part 2**

##### **Matriculation Ceremonies**

2.1. (1) Matriculation ceremonies shall be held at the beginning and end of each Michaelmas Full Term and at the end of each Hilary and Trinity Full Term.

(2) The dates shall be fixed by the Vice-Chancellor and published in the *University Gazette*.

2.2. The time and place for the attendance of each college, society, Permanent Private Hall, and other designated institution shall be fixed by the Vice-Chancellor's Secretary, who shall inform the officers of the colleges, societies, halls, and other designated institutions not later than the Friday before the beginning of Full Term or the Friday in the seventh week of Full Term, as the case may be.

2.3. The authorities of the college, society, hall, or other designated institution shall send to the Registrar not later than 10 a.m. on the third day before the ceremony:

(1) duplicate lists of candidates (excluding those who have already been provisionally matriculated), one copy of which shall be signed by the Registrar and returned to the college, society, hall, or other designated institution certifying that the candidates are qualified;

(2) a completed matriculation form for each candidate (i.e. the form required under regulation 5 of the Regulations for Matriculation of Student Members;

(3) evidence that each candidate (other than those previously registered as qualified for matriculation) is qualified for matriculation.

2.4. The Registrar shall remove from such lists the name of any candidate for whom

(1) no qualifications for matriculation have been received, or

(2) the matriculation form has not been received.

2.5. At the ceremony the signed Registrar's lists and the Registrar's certificates relating to candidates who have previously been provisionally matriculated shall be handed by the officers of the colleges, societies, halls, and other designated institutions to an official of the University Offices, who shall receive the assurance of those officers that all the candidates named on the lists and the certificates are present.

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

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

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

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

2.7. Payment of the matriculation fees, where payable, shall be made by each college, society, hall, and other designated institution to the University Offices not later than 10 a.m. on the second day after the ceremony.

2.8. A responsible official in the University Offices shall draw up the signed Registrar's lists and the Registrar's certificates relating to candidates who have previously been provisionally matriculated.

2.9. (1) The Registrar shall issue to each candidate after the ceremony a certificate of matriculation stamped with a facsimile of the Vice-Chancellor's signature and initialled by a responsible officer.

(2) The matriculation certificates of those who have been provisionally matriculated and who are matriculated within the period prescribed by statute shall be endorsed as follows:

*'This candidate was provisionally matriculated under regulations 14–15 of the Regulations for Matriculation of Student Members on [date], and his or her matriculation counts from that date.'*

A. B.  
Registrar (or deputy).'

### Part 3 Degree Ceremonies

#### *Degree days*

3.1. In Hilary Term each year the Vice-Chancellor shall determine, and the Registrar shall forthwith publish in the *University Gazette*, the dates of the degree ceremonies to be held in the next academic year but one, except that the Vice-Chancellor may, in the exercise of his or her powers under regulation 1.2 of the Regulations for the Conduct of Business in Congregation, subsequently determine that one or more additional degree ceremonies shall be held in the year concerned.

3.2. Degrees conferred at any meeting of Congregation summoned by the Vice-Chancellor between the end of Trinity Term and the beginning of Michaelmas Term shall be reckoned for all purposes as if conferred on the last day of the preceding Trinity Term.

#### *Entry of names*

3.3. The names of candidates for degrees shall be entered at the University Offices, not later than noon of the tenth day before the degree day, by some person deputed by the college, society, hall, or other designated institution to which they belong; and entry shall be subject to the following conditions:

(1) the Vice-Chancellor shall have power for some reasonable cause to dispense from the provisions of these regulations;

(2) candidates who being qualified at the time have nevertheless failed to have their names so entered on the tenth day before the degree day shall be at liberty to have them entered in the prescribed manner not later than 5 p.m. on the day preceding the degree day on payment of a fee of £17 in addition to the degree fee;

(3) candidates who have become qualified for their degree by passing an examination on any of the ten days preceding the degree day may have their names entered in the prescribed manner not later than 5 p.m. on the day preceding the degree day, but such candidates shall not pay any additional fee.

3.4. The Registrar shall ascertain whether each candidate is entitled to supplicate for the degree.

3.5. Each candidate for a degree shall be presented by a Master of Arts of his or her own college, society, hall, or other designated institution (unless the Vice-Chancellor has given leave otherwise), except that:

(1) candidates for the Degrees of Bachelor of Divinity and Doctor of Divinity shall be presented by the Regius Professor of Divinity;

(2) candidates for the Degrees of Magister Juris, Bachelor of Civil Law, and Doctor of Civil Law shall be presented by the Regius Professor of Civil Law;

(3) candidates for the Degrees of Bachelor of Medicine, Master of Surgery, and Doctor of Medicine shall be presented by the Regius Professor of Medicine;

(4) candidates for the Degree of Doctor of Letters shall be presented by the Regius Professor of Greek;

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- (5) candidates for the Degree of Doctor of Science shall be presented by the Sedleian Professor of Natural Philosophy;
  - (6) candidates for the Degree of Doctor of Music shall be presented by the Heather Professor of Music;
  - (7) candidates for the Degrees of Master of Theology and Bachelor of Theology shall be presented by the head of their college, society, hall, or other designated institution or by his or her deputy;
  - (8) candidates for the Degree of Doctor of Clinical Psychology shall be presented by the Principal of Harris Manchester College or the Principal's deputy.
- 3.6. (1) Each of the professors specified in regulation 3.5 (1)–(6) above may appoint a Master of Arts to deputise for him or her.
- (2) If the Master of Arts or other person presenting a candidate on behalf of his or her college, society, hall, or other designated institution or as deputy to a professor is not a member of Congregation, that Master of Arts or other person shall be deemed to be such a member for the purposes, and only for the purposes, of the meeting of Congregation at which the candidate is presented by him or her.
- 3.7. The Vice-Chancellor and Proctors may direct that the name of any candidate be removed from the list of candidates, subject to the following conditions:
- (1) the reason for the removal shall be stated in writing to the candidate and to his or her college, society, hall, or other designated institution;
  - (2) if the name is removed from a list on more than one occasion, the candidate's college, society, hall, or other designated institution may require that the name be put to Congregation at a subsequent ordinary meeting by a Proctor with the reasons which led the Vice-Chancellor and Proctors to remove it and that, after a representative of the college, society, hall, or other designated institution has had the opportunity to speak, the name shall be put to the vote;
  - (3) notice of the putting of a name to Congregation in this way shall be given by the Registrar in the *University Gazette* not less than fourteen days before the meeting at which the name is to be put.

#### *Order of ceremonies*

- 3.8. (1) Each college, society, hall, or other designated institution shall supply for each of its candidates a certificate, signed by the appropriate officer, testifying that the candidate has resided and studied within the University for the number of terms required by the relevant regulations and has satisfied all the other requirements laid down by statute or regulation for the degree concerned, and that the college, society, hall, or other designated institution has granted a grace to the candidate for the degree concerned.
- (2) The form of the grace for each degree shall be prescribed by the Vice-Chancellor.
- (3) At the beginning of the ceremony the Registrar shall testify that graces have been given for all candidates and that he or she is satisfied that they are qualified for the degree for which they are supplicating.
- (4) The Registrar shall also testify, if a college, society, hall, or other designated institution shall so request and shall provide a grace, that a deceased member of that college, society, hall, or other designated institution whom he or she shall name, had fulfilled all the requirements for admission to the degree concerned.
- 3.9. One or other of the Proctors shall read out (in the form specified in regulation 4.1 (1) in Part 4 of these regulations) the names of those supplicating for the various degrees, except that the names of those supplicating for degrees in absence shall not be read out, and the supplications of those persons shall be presented to Congregation in the formula set out in regulation 4.1 (2) in Part 4 of these regulations.
- 3.10. After the names have been read out, the Proctors shall seek the approval of Congregation, and if this is given shall announce the fact with the words: *'Hae gratiae concessae sunt, et sic pronuntiamus concessas.'*
- 3.11. The candidates shall be presented to the Vice-Chancellor with the appropriate formula as specified in regulation 4.2 in Part 4 of these regulations.
- 3.12. One of the Proctors shall say to those supplicating for the Degrees of Doctor of Divinity, Doctor of Civil Law, Doctor of Medicine, Master of Surgery, or Master of Arts:
- 'Domini Doctores, Magistri (or Domini), vos dabit is fidem ad observandum statuta, privilegia, consuetudines, et libertates istius Universitatis.*
- 'Item quod quum admissi fueritis in domum Congregationis et in domum Convocationis, in iisdem bene et fideliter, ad honorem et profectum Universitatis, vos geretis. Et specialiter quod in negotiis quae ad gratias et gradus spectant non impedietis dignos, nec indignos promovebitis.*
- 'Item quod in electionibus habendis unum tantum semel et non amplius in singulis scrutiniis scribetis et nominabitis; et quod neminem nominabitis nisi quem habilem et idoneum certo sciveritis vel firmiter credideritis.'*
- and the candidates shall reply: *'Do fidem.'*
- 3.13. To those supplicating for any other degree, one of the Proctors shall say:
- 'Vos tenemini ad observandum omnia statuta, privilegia, consuetudines, et libertates istius Universitatis, quatenus ad vos spectent.'*

3.14. The Vice-Chancellor shall admit the candidates with the appropriate formula as specified in regulation 4.3 in Part 4 of these regulations.

3.15. When the conditions laid down in regulation 1.3 of the Regulations for Degrees, Diplomas, and Certificates for the conferment of a degree in absence are satisfied, if Congregation is willing, the degree shall be conferred in the following form which shall be recited by the Vice-Chancellor after all the candidates for the Degree of Bachelor of Arts have been admitted:

*'Ego Vice-Cancellarius, auctoritate mea et totius Universitatis, admitto ad eum gradum quem quisque petat eos quibus etiam in absentia supplicare licuit ut per schedulas rite a Registrario compositas satis apparet.'*

3.16. After admission the candidates shall depart, and shall subsequently return wearing the academic dress of the degree to which they have been admitted.

3.17. The precise ordering of the ceremony within the framework laid down in this section shall be determined by the Vice-Chancellor and Proctors.

3.18. (1) Notwithstanding the provisions of regulations 3.1–3.17 above, a degree day shall be deemed to have been held on the Saturday of the first week of each Hilary Full Term for the purpose of the conferment of degrees in absence.

(2) The names of candidates for such a degree day shall be entered in accordance with regulations 3.3–3.7 above.

(3) The Vice-Chancellor shall then have power to declare the degrees conferred without holding the meeting of Congregation.

#### *Ceremonies for persons who have not been matriculated by the University*

3.19. Notwithstanding the provisions of regulations 3.3 and 3.7 above and of regulation 1.1 of the Regulations for Degrees, Diplomas, and Certificates, when appropriately qualified candidates who have not been matriculated by the University are admitted to degrees of the University their admissions (whether in person or in absence) shall take place at special ceremonies arranged for this purpose.

3.20. The dates of such ceremonies shall be as determined from time to time by the Vice-Chancellor and when determined shall forthwith be published in the *University Gazette*.

3.21. The precise ordering of such ceremonies shall be as determined from time to time by the Vice-Chancellor and Proctors, except that the forms of supplication, forms of presentation, and forms of admission used in the ceremonies, shall (with any necessary substitutions), be as specified in Part 4 of these regulations.

#### *Incorporation*

3.22. (1) The forms of supplicating, presentation, and admission for incorporation in person under regulations 1.7–1.18 of the Regulations for Degrees, Diplomas, and Certificates shall be as set out in regulations 3.23–3.27 below.

(2) The procedure for incorporation in absence shall be the same (with any necessary substitutions) as the procedure for other conferments of degrees in absence.

3.23. (1) For a graduate above the Degree of Bachelor of Arts or Master of Engineering or Master of Natural Sciences the form of supplicating shall be: *'Supplicat A. B. e Collegio (or ex Aula or e Societate) C., Magister in Artibus (or Baccalaureus or Doctor in S. Theologia or Doctor in Litteris or Doctor in Scientia, or Baccalaureus or Doctor in Jure or Baccalaureus or Doctor in Medicina or Magister in Chirurgia, or Doctor in Philosophia) in Academia Cantabrigiensi (or Dubliniensi) creatus, cui licentia incorporandi per Concilium data est, ut bona vestra cum venia admittatur ad eundem gradum statum dignitatem et privilegia apud Oxonienses, quibus ornatus est apud suos Cantabrigienses (or Dublinienses).'*

(2) For a Bachelor of Arts or Master of Engineering or Master of Natural Sciences the form shall be: *'Supplicat A. B. e Collegio (or ex Aula or e Societate) C., Baccalaureus in Artibus (or Magister in Ingeniaria or in Scientiis Naturalibus) in Academia Cantabrigiensi (or Dubliniensi) creatus, cui licentia incorporandi per Concilium data est, ut bona vestra cum venia admittatur ad eundem gradum statum et dignitatem apud Oxonienses, quibus ornatus est apud suos Cantabrigienses (or Dublinienses); necnon ut [duodecim] terminos in eadem Academia completos hic secundum rationem Oxoniensem sibi reputatos habeat.'*

3.24. When the granting of the grace has been declared, the presentation shall be made in the form: *'Insignissime, etc., praesento vobis hunc Baccalaureum (or Magistrum) in Artibus (or Baccalaureum or Doctorem in S. Theologia or Doctorem in Litteris or Doctorem in Scientia or Baccalaureum or Doctorem in Jure or Baccalaureum or Doctorem in Medicina or Magistrum in Chirurgia or Doctorem in Philosophia or Magistrum in Ingeniaria or in Scientiis Naturalibus) in Academia Cantabrigiensi (or Dubliniensi) creatum, ut sit eodem gradu statu dignitate et privilegiis apud nos Oxonienses, quibus ornatus est apud suos Cantabrigienses (or Dublinienses).'*

3.25. After presentation one of the Proctors shall say to each person who is being incorporated as a graduate above the Degree of Bachelor of Arts: *'Magister (or Domine or Domine Doctor), tu dabis fidem ad observandum statuta privilegia consuetudines et libertates istius Universitatis';* and each shall make answer: *'Do fidem.'*

3.26. Then the Vice-Chancellor shall admit each graduate in the form: *'Domine (or Magister or Domine Doctor), ego admitto te ad eundem gradum statum dignitatem et privilegia hic apud nos Oxonienses, quibus ornatus es apud tuos Cantabrigienses (or Dublinienses)';* to which form, in the case of a Bachelor of Arts or a Master of Engineering or a Master of Natural Sciences, he or she shall add: *'Insuper [duodecim] termini, quos in Academia Cantabrigiensi (or Dubliniensi) complevisti, hic tibi secundum rationem nostram reputentur.'*

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3.27. For an undergraduate the form of supplicating shall be: ‘*Supplicat A. B. e Collegio (or ex Aula or e Societate) C., qui olim in matriculam Universitatis Cantabrigiensis (or Dubliniensis) relatus est, ut bona vestra cum venia [tres] terminos in Universitate praedicta per residentiam a se completos hic secundum rationem Oxoniensem sibi reputatos habeat*’; then, as soon as the granting of the grace has been declared, the Vice-Chancellor shall pronounce: ‘*[Tres] termini, quos A. B. in Universitate Cantabrigiensi (or Dubliniensi) per residentiam complevit, hic ei secundum rationem nostram reputentur.*’

## Part 4

### Forms of Supplication, Presentation, and Admission

#### *Forms of Supplication*

4.1. The forms of supplication under regulation 3.9 in Part 3 of these regulations shall be as follows.

#### (1) *Degrees in person*

Supplicant venerabili Congregationi Doctorum et Magistrorum regentium hi Studiosi (or hae Studiosae) qui compleverunt omnia quae per statuta requiruntur (nisi quatenus cum eis dispensatum fuerit); ut haec sufficiant, quo admittantur ad gradum enumeratum.

#### *Doctoris in Sacra Theologia*

A. B. e collegio C.

D. E. e collegio F.

[etc.]

#### *Baccalaurei in Iure Civili et Doctoris in eadem facultate*

A. B. e collegio C.

#### *Doctoris in Iure Civili*

A. B. e collegio C.

#### *Doctoris in Medicina*

A. B. e collegio C.

#### *Doctoris in Litteris*

A. B. e collegio C.

#### *Doctoris in Scientia*

A. B. e collegio C.

#### *Doctoris in Musica*

A. B. e collegio C.

#### *Doctoris in Philosophia*

A. B. e collegio C.

#### *Doctoris in Psychologia Medica*

A. B. e collegio de Harris et Manchester.

#### *Magistri in Chirurgia*

A. B. e collegio C.

#### *Magistri in Scientia*

A. B. e collegio C.

#### *Magistri in Litteris*

A. B. e collegio C.

#### *Magistri in Philosophia*

A. B. e collegio C.

#### *Magistri in Studiis*

A. B. e collegio C.

#### *Magistri in Theologia*

A. B. e collegio C.

#### *Magistri in Negotiis Administrandis*

A. B. e collegio C.



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*Magistri in Bellis Artibus*

A. B. e Collegio C.

*Magistri in Artibus*

A. B. e collegio C.

*Magistri in Biochimia, vel Chimia, vel Scientiis Terrenis, vel Ingeniaria, vel Mathematicis, vel Physica*

A. B. e collegio C.

D. E. e collegio F.

[etc.]

*Baccalaurei in Sacra Theologia*

A. B. e collegio C.

*Baccalaurei in Iure Civili*

A. B. e collegio C.

*Magistri Iuris*

A. B. e collegio C.

*Baccalaurei in Medicina*

A. B. e collegio C.

*Baccalaurei in Musica*

A. B. e collegio C.

*Baccalaurei in Philosophia*

A. B. e collegio C.

*Baccalaurei in Artibus*

A. B. e collegio C.

*Baccalaurei in Bellis Artibus*

A. B. e collegio C.

*Baccalaurei in Theologia*

A. B. e collegio C.

(2) *Degrees in absence*

Supplicant in absentia venerabili Congregationi Doctorum et Magistrorum regentium omnes quorum nomina in schedulis rite a Registrario conscripta sunt, qui omnia praestiterunt quae per statuta requiruntur (nisi quatenus cum eis dispensatum fuerit); ut haec sufficiant, quo admittantur ad eum gradum quem quisque petat.

*Forms of Presentation*

4.2. The formulae for the presentation of candidates to the Vice-Chancellor under regulation 3.11 in Part 3 of these regulations shall be as follows.

(1) *Bachelor of Arts*

Insignissime Vice-Cancellarie, vosque egregii Procuratores, praesento vobis hunc meum scholarem (or hos meos scholares) in facultate Artium, ut admittatur (or admittantur) ad gradum Baccalaurei in Artibus.

(2) *Master of Arts*

Insignissime, etc., praesento vobis hunc Baccalaureum (or hos Baccalaureos) in facultate Artium, ut admittatur (or admittantur) ad incipiendum in eadem facultate.

(3) *Bachelor of Music*

Insignissime, etc., praesento vobis hunc meum scholarem in facultate Musicae, ut admittatur ad gradum Baccalaurei in eadem facultate; ad quam admissionem eum aptum, habilem et idoneum esse, sub chirographis hominum in arte musica peritissimorum abunde testatum accepistis.

(4) *Doctor of Music*

Insignissime, etc., praesento vobis hunc Baccalaureum in facultate Musicae, ut admittatur ad incipiendum in eadem facultate; ad quam admissionem, etc. (as above).

(5) *Bachelor of Philosophy*

Insignissime, etc., praesento vobis hunc meum scholarem (or hunc Baccalaureum or Magistrum) in facultate Artium ut admittatur ad gradum Baccalaurei in Philosophia.

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(6) *Doctor of Philosophy*

Insignissime, etc., praesento vobis hunc meum scholarem (or hunc Baccalaureum or Magistrum) in facultate Artium ut admittatur ad gradum Doctoris in Philosophia.

(7) *Doctor of Letters; Doctor of Science*

Insignissime, etc., praesento vobis hunc Magistrum in facultate Artium (or Baccalaureum in Litteris or Scientia) ut admittatur ad gradum Doctoris in Litteris (or Scientia).

(8) *Bachelor of Medicine*

Insignissime, etc., praesento vobis hunc Studiosum in Medicina ut admittatur ad gradum Baccalaurei in eadem facultate.

(9) *Master of Surgery*

Insignissime, etc., praesento vobis hunc Baccalaureum Chirurgiae, ut admittatur ad incipiendum in eadem facultate.

(10) *Doctor of Medicine*

Insignissime, etc., praesento vobis hunc Baccalaureum in Medicina, ut admittatur ad incipiendum in eadem facultate.

(11) *Bachelor of Civil Law*

Insignissime, etc., praesento vobis hunc Studiosum in Jure Civili, ut admittatur ad gradum Baccalaurei in eadem facultate.

(12) *Doctor of Civil Law*

Insignissime, etc., praesento vobis hunc Baccalaureum in Jure Civili, ut admittatur ad incipiendum in eadem facultate.

(13) *Bachelor of Divinity*

Insignissime, etc., praesento vobis hunc Studiosum in S. Theologia, ut admittatur ad gradum Baccalaurei in eadem facultate.

(14) *Doctor of Divinity*

Insignissime, etc., praesento vobis hunc Magistrum (or Baccalaureum or meum scholarem) facultatis Artium (or Doctorem in Philosophia or Magistrum or Baccalaureum in Litteris or in Scientia), ut admittatur ad incipiendum in facultate S. Theologiae.

(15) *Master of Science*

Insignissime, etc., praesento vobis hunc meum scholarem (or hunc Baccalaureum or Magistrum) in facultate Artium ut admittatur ad gradum Magistri in Scientia.

(16) *Bachelor of Fine Art*

Insignissime, etc., praesento vobis hunc meum scholarem, ut admittatur ad gradum Baccalaurei in Bellis Artibus.

(17) *Master of Letters, Philosophy*

Insignissime, etc., praesento vobis hunc meum scholarem (or hunc Baccalaureum or Magistrum) in facultate Artium ut admittatur ad gradum Magistri in Litteris (or in Philosophia).

(18) *Master of Studies*

Insignissime, etc., praesento vobis hunc meum scholarem (or hunc Baccalaureum or Magistrum) in facultate Artium ut admittatur ad gradum Magistri in Studiis.

(19) *Magister Juris*

Insignissime, etc., praesento vobis hunc meum scholarem (or hunc Baccalaureum or Magistrum) in facultate Artium ut admittatur ad gradum Magistri Juris.

(20) *Master of Theology; Bachelor of Theology*

Insignissime, etc., praesento vobis hunc meum scholarem in Theologia (or hunc Baccalaureum or Magistrum in facultate Artium), ut admittatur ad gradum Magistri (or Baccalaurei) in Theologia.

(21) *Master of Biochemistry, Chemistry, Earth Sciences, Engineering, Mathematics, Physics*

Insignissime, etc., praesento vobis hos meos scholares in facultate Artium, ut admittantur ad gradum Magistri in Biochimia, vel Chimia, vel Scientiis Terrenis, vel Ingeniaria, vel Mathematicis, vel Physica prout in schedula a Registrario scriptum est.

(22) *Master of Business Administration*

Insignissime, etc., praesento vobis hunc meum scholarem (or hunc Baccalaureum or Magistrum) in facultate Artium ut admittatur ad gradum Magistri in Negotiis Administrandis.

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(23) *Master of Fine Art*

Insignissime, etc., praesento vobis hunc meum scholarem (or hunc Baccalaureum or Magistrum) in facultate Artium ut admittatur ad gradum Magistri in Bellis Artibus.

(24) *Doctor of Clinical Psychology*

Insignissime, etc., praesento vobis hunc meum scholarem in Psychologia Medica (or hunc Baccalaureum or Magistrum) ut admittatur ad gradum Doctoris in Psychologia Medica.

*Forms of Admission*

4.3. The forms of admission under regulation 3.14 in Part 3 of these regulations shall be as follows.

(1) *Bachelor of Music*

Domine (or Domini, if more than one), ego admitto te (or vos) ad gradum Baccalaurei in Musica.

(2) *Doctor of Music*

Domine or Magister (or Domini or Magistri), ego auctoritate mea et totius Universitatis do tibi (or vobis) licentiam incipiendi in facultate Musicae.

(3) *Bachelor of Arts*

Domine (or Domini), ego admitto te (or vos) ad gradum Baccalaurei in Artibus; insuper auctoritate mea et totius Universitatis, do tibi (or vobis) potestatem legendi, et reliqua omnia faciendi quae ad eundem gradum spectant.

(4) *Bachelor of Philosophy*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Baccalaurei in Philosophia.

(5) *Bachelor of Medicine*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Baccalaurei in Medicina.

(6) *Bachelor of Civil Law*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Baccalaurei in Jure Civili.

(7) *Bachelor of Divinity*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Baccalaurei in S. Theologia.

(8) *Doctor of Philosophy*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Doctoris in Philosophia.

(9) *Doctor of Letters; Doctor of Science*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Doctoris in Litteris or Scientia.

(10) *Master of Science*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Magistri in Scientia.

(11) *Bachelor of Fine Art*

Domine (or Domini), ego admitto te (or vos) ad gradum Baccalaurei in Bellis Artibus.

(12) *Master of Letters, Philosophy*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Magistri in Litteris (or in Philosophia).

(13) *Master of Studies*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Magistri in Studiis.

(14) *Magister Juris*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Magistri Juris.

(15) *Master of Theology; Bachelor of Theology*

Domine (or Magister) (or Domini or Magistri) ego admitto te (or vos) ad gradum Magistri (or Baccalaurei) in Theologia.

(16) *Master of Biochemistry, Chemistry, Earth Sciences, Engineering, Mathematics, Physics*

Domini, ego admitto vos ad gradum Magistri in Biochimia, vel Chimia, vel Scientiis Terrenis, vel Ingeniaria, vel Mathematicis, vel Physica prout in schedula a Registrario scriptum est; insuper auctoritate mea et totius Universitatis, do vobis potestatem legendi, et reliqua omnia faciendi quae ad eundem gradum spectant.

(17) *Master of Business Administration*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Magistri in Negotiis Administrandis.

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(18) *Master of Fine Art*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Magistri in Bellis Artibus.

(19) *Doctor of Clinical Psychology*

Domine or Magister (or Domini or Magistri), ego admitto te (or vos) ad gradum Doctoris in Psychologia Medica.

(20) *Other degrees*

Domine or Magister (or Domini or Magistri), ego auctoritate mea et totius Universitatis do tibi (or vobis) licentiam incipiendi in facultate Artium (or facultate Chirurgiae, Medicinae, Juris, S. Theologiae) legendi, disputandi, et caetera omnia faciendi quae ad statum Doctoris (or Magistri) in eadem facultate pertinent, cum ea completa sint quae per statuta requiruntur.

## Part 5

### Encaenia

5.1. The ceremony of the Encaenia shall be held in each academic year for the commemoration of the benefactors of the University, for the conferment of Honorary Degrees, and for such other business as Council may determine.

5.2. The form of the ceremony shall be determined by Council.

5.3. The day for holding the Encaenia in any year shall be appointed by Council before the end of the fourth week of Trinity Full Term in the preceding year.

5.4. The Encaenia shall be held in the Sheldonian Theatre unless the Vice-Chancellor, with the consent of Council, appoints some other place for holding the Encaenia in any year.

5.5. When the Encaenia is held in the Sheldonian Theatre, the Curators of the Theatre shall make arrangements for the conduct of the ceremony.

## Part 6

### Religious Services and Sermons

#### *Holy Communion*

6.1. In the week preceding each Full Term, the Holy Communion according to the Liturgy of the Church of England shall be celebrated in the Church of St Mary the Virgin, at an hour to be determined by the Vice-Chancellor, by a person appointed by the Vice-Chancellor or (if he or she is qualified and willing to celebrate it) by the Vice-Chancellor himself or herself.

#### *Latin Sermon*

6.2. On the first day of Hilary Full Term a Latin Sermon (to be preceded by the Litany read by one of the Proctors or by another member of Convocation appointed by them) shall be preached in the Church of St Mary the Virgin by persons nominated in turn by the heads of the colleges and societies, in the customary order of seniority.

6.3. If the head of a college or society to whose turn it falls to nominate the preacher should fail to do so, or if the preacher nominated should be prevented by sudden illness or other urgent cause from preaching, the Vice-Chancellor shall appoint some other qualified person to replace that preacher.

6.4. It shall be the duty of the person appointed by the Vice-Chancellor under regulation 6.16 below to give notice to the head of the college or society whose turn it is to nominate the preacher, not less than three months before the date at which the sermon is to be preached, and the name of the preacher shall be notified to the Vice-Chancellor as soon as possible by the person whose turn it is to nominate.

#### *Ramsden Sermon*

6.5. The sermon for which a benefaction (now known as the Ramsden Benefaction) was given to the University by Mr J.H. Markland in 1847 shall be preached in the Church of St Mary the Virgin upon 'Church Extension within the British Commonwealth' on a Sunday in Full Term to be determined by the Committee for the Nomination of Select Preachers.

#### *Sermons to be preached in Full Term in St Mary's Church*

6.6. A sermon shall be preached on the morning of every Sunday in Full Term, in the Church of St Mary the Virgin, except as is laid down in regulation 6.10 below.

6.7. The preachers shall be the persons nominated under regulations 6.8–6.15 below.

6.8. At least one sermon in each Full Term, on Sundays to be fixed by the Vice-Chancellor, shall be preached by a member of Congregation resident in Oxford, who shall be nominated by the Committee for the Nomination of Select Preachers.

6.9. The preachers on Quinquagesima Sunday, on the last Sunday before the Encaenia, on the last Sunday before Advent, and for the sermon on 'Church Extension within the British Commonwealth' in accordance with regulation 6.5 above, shall be nominated by the Vice-Chancellor.<sup>1</sup>

<sup>1</sup> The Sermons on Quinquagesima Sunday and the last Sunday before Advent are to be preached upon one or other of certain specified texts relative to the grace of humility or the sin of pride, a benefaction for this purpose having been bequeathed in 1684 by The Revd William Master, Vicar of Preston, near Cirencester.

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*Sermons to be preached elsewhere than in St Mary's Church*

6.10. Sermons shall be preached before the University in certain colleges, on certain days, namely:

- (1) in the Cathedral Church of Christ on the first Sunday in Advent and on Whitsunday, and, in the years in which the Bampton Lectures under Part 4 of the Schedule to the Statutes are not delivered, on the third Sunday of Hilary Full Term;
- (2) in Magdalen College, on the Sunday in Full Term nearest St Mark's Day, and on the Sunday nearest St John Baptist's Day, unless that is the Sunday preceding Encaenia, when the sermon shall be preached on the following Sunday;
- (3) in Oriel College, on the Sunday after the end of Hilary Full Term;
- (4) in Hertford College, the Macbride Sermon (preached in accordance with Part 40 of the Schedule to the Statutes) on the second Sunday in Hilary Term; on this Sunday, the preacher shall be nominated by the Vice-Chancellor;
- (5) in the Cathedral Church of Christ, when a Court Sermon is required; the preacher of this sermon shall be nominated by the Vice-Chancellor;
- (6) in rotation, in one of those colleges and societies which have so agreed with the Committee for the Nomination of Select Preachers, on the fourth Sunday of Michaelmas Full Term and on Trinity Sunday.

*Committee for the Nomination of Select Preachers*

6.11. Select Preachers shall be nominated by a committee consisting of:

- (1) the Vice-Chancellor;
- (2), (3) the Proctors;
- (4), (5) two professors in the Faculty of Theology elected by the professors in that faculty;
- (6), (7) two members of Congregation elected by Congregation.

6.12. The elected members of the committee shall hold office for four years and shall be re-eligible.

6.13. The committee shall nominate Select Preachers in each Michaelmas Term; and the consent of four members of the committee, one of whom must be the Vice-Chancellor, shall be required for a nomination.

6.14. The names of the persons nominated, after their consent has been obtained, shall be published in the *University Gazette*.

*The qualifications of preachers*

6.15. The Vice-Chancellor and the committee may use such liberty in nominating preachers as may be exercised by a Diocesan Bishop in accordance with resolutions of the Convocations of the Church of England.

*The summons of preachers*

6.16. A person shall be appointed by the Vice-Chancellor to summon those who are to preach.

6.17. Three months' notice where possible shall be given to each person summoned; and if he or she does not reply within one month after the summons has been dispatched, he or she shall be taken to have declined to preach.

6.18. If a person who has undertaken to preach is prevented by sudden illness or other urgent cause from preaching, the Vice-Chancellor shall nominate some other qualified person to replace that preacher.

*Payment of preachers*

6.19. Council shall determine the payments to be made to preachers nominated under these regulations (except the Bampton Lecturer and the preachers nominated under regulations 6.10 (1) and 6.10 (2) above); and if any preacher is not resident in Oxford, he or she shall in addition receive travelling expenses in accordance with scales drawn up by Council.

*Commemoration of Benefactors*

6.20. The preacher, in a prayer before the sermon on the first Sunday after the beginning of term and in the sermon on the morning of the Sunday preceding Encaenia, shall make a grateful commemoration of the benefactors of the University, that is to say of Thomas Cobham Bishop of Worcester, Cardinal Henry Beaufort Bishop of Winchester, Prince Humphrey Duke of Gloucester, Cardinal John Kempe Archbishop of Canterbury, Thomas Kempe Bishop of London, Margaret Countess of Richmond, King Henry VII and Elizabeth his Queen, Richard Lichfield, Cardinal Thomas Wolsey Archbishop of York, King Henry VIII, Queen Mary, Queen Elizabeth I, King James I, Sir Thomas Bodley, Sir Henry Savile, Sir William Sedley, Sir Nicholas Kempe, Thomas White, William Camden, Richard Tomlins, William Heather, William third Earl of Pembroke, John Lord Craven of Ryton, King Charles I, Edward first Earl of Clarendon, William Laud and Gilbert Sheldon Archbishops of Canterbury, Henry Earl of Danby, Elias Ashmole, Henry Birkhead, King George I, John Radcliffe, Nathaniel third Lord Crewe Bishop of Durham, William Sherard, Richard Rawlinson, Charles Viner, George Henry third Earl of Lichfield, Charles Godwyn, John Bampton, Francis second Lord Godolphin, John Sibthorp, George Aldrich, John Wills, Richard Gough, King George III, Joseph Boden, Anne Kennicott, Francis Douce, Sir Robert Taylor, Robert Mason, John Ireland Dean of Westminster, John

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second Earl of Eldon, Chambers Hall, Frederick William and Ellen Hope, John Hall, Henry Houghton, Felix Slade, John Henry Parker, Martha Combe, Charlotte Sutherland, William fourth Earl of Ilchester, John Ruskin, Joseph Bosworth, Augustus Henry Lane-Fox-Pitt-Rivers, Charles Drury Edward Fortnum, Rebecca Flower Squire, Cecil John Rhodes, Alfred Beit, Charles James Oldham, Charles and Maria Jane Theodore Williams, Christopher Welch, Thomas second Earl Brassey, Walter Morrison, Ingram and Charlotte Bywater, Henry Wilde, Maria Louisa Medley, Charles Day Dowling Gibbs, Arturo Serena, Walter William Rouse Ball, Charles Marten Powell, Walter Gordon, Sir Arthur Ernest Cowley, Thomas Whitcombe Greene, Kenneth Grahame, Charles Frederick Nolloth, George Flood France, Francis Llewellyn and Nora Griffith, Sir Heath Harrison, George Claridge Druce, Alice Mary May, Emily Georgiana Kemp, George Herbert Fowler, John Beeston Lockey, Sir Arthur John Evans, Herbert Edward Douglas Blakiston, Raymond William and Hope ffennell, Amy Georgina Hartland, Antonin Besse, Gaspard Oliver Farrer, John Francis Mallet, Cecil Jackson, Sir John Rh ys and Olwen his daughter, Edward Harry William Meyerstein, Eric Otto Winstedt, Henry Norman and Nellie Maud Emma Spalding, Florence Weldon, Sir Montague Maurice Burton, Jacob Patrick Ronaldson Lyell, Sir Ernest Oppenheimer, Sir Herbert Ingram, William Richard Morris Viscount Nuffield, Georges van Houten, James Albert Billmeir, Charles Watson Boise, Claude Jenkins, David Randall-MacIver, Henry Lord Sanderson, Francis Falconer Madan, Gerald Averay Wainwright, Rudolph and Ann Light, Wilfred Augustine Handley, Theodore Deodatus Nathaniel Besterman, Emma Frederica Isabella Dunston, Jeffery Stokes Story, Samuel Glasstone, Ren  Hugo Thalmann, John Gilbert Winant II, and Jane Ledig-Rowohl, together with any further benefactors whose names shall be added from time to time by regulation. The list of names shall be divided by the Vice-Chancellor into three sections, one of which shall be read out in turn at each successive commemoration.

6.21. The names listed in regulation 6.20 above shall also be recorded in an album of benefactors, together with such other names as Council shall determine.

## Part 7

### Admission of University Officers

#### *Admission of the Chancellor*

7.1. On the occasion of the admission of the Chancellor, 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 statute book, the keys, the seal of office, and the staves of the Bedels.

7.2. At the installation of the Chancellor, the Vice-Chancellor shall say:

*‘Insignissime et Honoratissime etc. Tu dabis fidem, quod omnia et singula Statuta, Libertates, Consuetudines, Jura, et Privilegia istius Universitatis, quacunque partialitate remota, indifferenter, bene, et fideliter, quantum in te fuerit, et ad tuam notitiam devenierint, durante Officio tuo, tueberis et conservabis.*

*‘Item quod ea omnia fideliter exequeris quae ad Officium summi Universitatis Cancellarii spectant.’*

and the Chancellor shall reply: *‘Do fidem.’*

#### *Admission of the Vice-Chancellor*

7.3. On the occasion of the admission of the Vice-Chancellor, the retiring Vice-Chancellor shall address Congregation briefly concerning his or her period of office, hand to the Proctors the statute book, the keys, and the seal of office, and leave his or her place to his or her successor.

7.4. The new Vice-Chancellor shall then give the following undertaking, to be recited by the Senior Proctor:

*‘Insignissime etc. Tu dabis fidem ad observandum Statuta, Privilegia, Libertates, et Consuetudines istius Universitatis.*

*‘Item tu dabis fidem, quod ea omnia fideliter exequeris quae ad Officium Vice-Cancellarii spectant.’*

and the Vice-Chancellor shall reply: *‘Do fidem.’*

7.5. The new Vice-Chancellor shall then receive the insignia of office from the Proctors, take his or her seat as Vice-Chancellor, and hand to the Senior Proctor a list of the persons whom he or she has selected to act for the time being as Pro-Vice-Chancellors and perform such of his or her functions as he or she shall depute to them.

7.6. (1) The Vice-Chancellor shall then dismiss Congregation, and, accompanied by the Doctors and Masters, shall escort the retiring Vice-Chancellor to his or her college or society (except when the Vice-Chancellor and Proctors determine otherwise at the request of the college or society concerned, or for other good cause).

(2) The Doctors and Masters shall then escort the new Vice-Chancellor to his or her college or society (except when the Vice-Chancellor and Proctors determine otherwise at the request of the college or society concerned, or for other good cause).

#### *Admission of the Pro-Vice-Chancellors*

7.7. The Pro-Vice-Chancellors for the ensuing academic year shall normally be admitted at a meeting of Congregation held at the beginning of that year, but the admission of any Pro-Vice-Chancellor who is unable to be present on that occasion, or who is nominated later in the academic year, may take place at a private ceremony held for the purpose.

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7.8. On the occasion of the admission of the Pro-Vice-Chancellors, after the Vice-Chancellor has given to the Senior Proctor, and the Senior Proctor has read out, the list of the Pro-Vice-Chancellors nominated for the ensuing academic year, the Pro-Vice-Chancellors shall give the following undertaking, to be recited by the Senior Proctor:

*'Insignissimi Domini Doctores, vosque egregii Magistri, vos dabit is fidem ad observandum statuta, privilegia, libertates, et consuetudines istius Universitatis.'*

and the Pro-Vice-Chancellors shall reply: *'Do fidem.'*

#### *Admission of the Proctors and the Assessor*

7.9. On the occasion of the admission of the Proctors and Assessor, the new Proctors and Assessor shall be escorted from their colleges or societies (except when the Vice-Chancellor and Proctors determine otherwise at the request of the college or society concerned, or for other good cause) by the heads and other members of their colleges or societies, preceded by one of the Bedels, and wearing the gowns appropriate to a Proctor or the Assessor (as the case may be) and the hoods and other academic dress appropriate to a Master of Arts.

7.10. After the outgoing Proctors have taken their seats, the outgoing Senior Proctor shall address the House briefly concerning the events of the year.

7.11. Both outgoing Proctors shall then give up the insignia of their office, that is, the statute book and the keys.

7.12. The new Proctors shall then be presented to the Vice-Chancellor by the head or vicegerent of their college or society with the following formula:

*'Insignissime Domine Vice-Cancellerie, praesento tibi hunc egregium virum (or hanc egregiam feminam) A. B. in Artibus Magistrum (or in superiore aliqua Facultate Baccalaureum or Doctorem) e Collegio N. secundum statuta in alterum Procuratorum hujus Universitatis electum (or electam), ut ad munus Procuratorium istius Universitatis in annum sequentem obeundum admittatur.'*

7.13. The Vice-Chancellor shall then say to each Proctor:

*'Magister, tu dabis fidem, quod ea omnia et singula quae ad officium (senioris or junioris) Procuratoris istius Universitatis spectant, bene et fideliter, et indifferenter, quatenus te et officium tuum concernunt, omnimoda partialitate seposita, durante tuo officio, exequeris; et executionem eorundem per deputatos tuos, quantum in te est, procurabis.'*

and each Proctor shall reply: *'Do fidem.'*

7.14. The Vice-Chancellor shall then hand to each of them the insignia of his or her office, that is, the statute book and the keys, and shall admit them to office with the following formula:

*'Egregie Magister, ego auctoritate mea et totius Universitatis admitto te ad officium Procuratoris istius Universitatis in annum sequentem; necnon ad reliqua omnia praestanda et peragenda, quae ad munus vel officium Procuratoris spectant.'*

7.15. They shall then take the seats of the Proctors.

7.16. The head or vicegerent of the college or society of the new Assessor shall then present the new Assessor to the Vice-Chancellor with the following formula:

*'Insignissime Domine Vice-Cancellerie, praesento tibi hunc egregium virum (or hanc egregiam feminam) A. B. in Artibus Magistrum (or in superiore aliqua Facultate Baccalaureum or Doctorem), e Collegio N. secundum statuta in Assessorem hujus Universitatis electum (or electam), ut ad munus Assessoris istius Universitatis in annum sequentem obeundum admittatur.'*

7.17. The Vice-Chancellor shall then say to the Assessor:

*'Magister, tu dabis fidem quod ea omnia et singula quae ad officium Assessoris istius Universitatis spectant, bene et fideliter, durante tuo officio, exequeris.'*

and the Assessor shall reply: *'Do fidem.'*

7.18. The Vice-Chancellor shall then admit the Assessor with the following formula:

*'Egregie Magister, ego auctoritate mea et totius Universitatis admitto te ad officium Assessoris istius Universitatis in annum sequentem; necnon ad reliqua omnia praestanda et peragenda, quae ad munus vel officium Assessoris spectant.'*

7.19. (1) Each Proctor shall then nominate his or her deputies.

(2) These deputies shall, if they are present, bind themselves, at the request of the Vice-Chancellor, by the same undertaking as the Proctors.

(3) If they are not present they may give this undertaking at a private ceremony held for the purpose.

7.20. The Vice-Chancellor shall then dismiss Congregation.

#### *Admission of the Public Orator*

7.21. The Public Orator may be admitted at a private ceremony held for the purpose.

7.22. On the occasion of the admission of the Public Orator, after he or she has been admitted to office by the Proctors, he or she shall say:

*'Spondeo quod ea omnia et singula fideliter exequar, quae ad Publici Oratoris officium spectant.'*

#### *Admission of the Clerks of the Market*

7.23. The Clerks of the Market for the ensuing academic year shall normally be admitted at a meeting of Congregation held at the beginning of that year, but the admission of a Clerk of the Market who is unable to be present on

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that occasion, or who is appointed later in the academic year, may take place at a private ceremony held for the purpose.

7.24. The Clerks of the Market shall, upon admission to office, give the following undertaking, to be recited by the Senior Proctor:

*‘Egregii Magistri, vos dabit is fidem ad observandum omnia jura, privilegia, libertates, et consuetudines istius Universitatis.*

*‘Item vos dabit is fidem quod, omni favore personarum et lucri intuitu seposito, diligenter ea curabit is (quatenus et statuta regni et consuetudines Universitatis permittunt) quae ad officium Clericorum Mercatus aliqua ratione vel pertinent, vel pertinere possunt.’*

and the Clerks of the Market shall reply: *‘Do fidem.’*

*Admission of the Keeper of the Archives*

7.25. The Keeper of the Archives may be admitted at a private ceremony held for the purpose.

7.26. The Keeper of the Archives shall, upon taking office, give the following undertaking, to be recited by the Senior Proctor:

*‘Magister, tu dabis fidem quod Chartas omnes Munimenta Registra et alia quaecunque ad Universitatem spectantia, tuae fidei concredita salva et in tuto custodies; quodque secreta Universitatis non revelabis.’*

and the Keeper shall reply: *‘Do fidem.’*

*Admission of the Director of University Library Services and Bodley’s Librarian, and Officers of the Bodleian Library*

7.27. The Director of University Library Services and Bodley’s Librarian, and the Officers of the Bodleian Library, may be admitted at private ceremonies held for the purpose.

7.28. The Director of University Library Services and Bodley’s Librarian shall, in advance of entering upon the duties of his or her office, give before the Vice-Chancellor the following undertaking, to be recited by the Senior Proctor:

*‘Tu dabis fidem te ea omnia fideliter executurum (or executuram) quae ad officium Bibliothecarii spectant.’*

and the Director and Librarian shall reply: *‘Do fidem.’*

7.29. Every Officer of the Library shall, in advance of entering upon the duties of his or her office, make a declaration in the same manner and form (with any necessary substitutions) as laid down in regulation 7.28 above.