

OXFORD UNIVERSITY GAZETTE



REVISION OF THE UNIVERSITY'S STATUTES, DECREES, AND ASSOCIATED REGULATIONS: INDEX OF PROPOSED NEW REGULATIONS AND DRAFT REGULATIONS FOR STATUTES IV, VI, AND VII

SUPPLEMENT (2) TO NO. 4593

WEDNESDAY, 25 JULY 2001

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Statute IV

REGULATIONS OF CONGREGATION FOR THE MEMBERSHIP OF CONGREGATION

Made by Congregation on [date]

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.

Statute IV

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.

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 is given or request 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 shall be to the following day, unless the Chairman shall fix another day.

Speaking at meetings

- 1.12. 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.
- 1.13. (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 Chairman may, however, at any time terminate a debate on the floor of the House and proceed to the final speeches and the taking of a vote.

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.
- 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 (where applicable) Her Majesty in Council whichever is the later.

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.

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 (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 (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

(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 regulation 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 House¹ 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.

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,

¹ See regulation 4.3 below.

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- (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) elections 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.
- 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 Council 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, provided in every case that 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.
- 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 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.

Attendance at Council

1. If a member of Council elected under the provisions of section 4 (6), (12)–(14), or (17)–(23) of Statute VI, or co-opted under the provisions of that section, has attended fewer meetings than eight less the number of any meetings which have been cancelled in the course of any academic year, his or her seat shall at the close of that year be declared by the Vice-Chancellor to be vacant and shall then immediately be vacated, subject to the following conditions.

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

(2) If a member of Council has been dispensed from his or her prescribed university or college duties for not less than one term in any year, he or she shall be deemed to have satisfied the requirements of this regulation if he or she has attended in that year at least six meetings less the number of any meetings which have been cancelled, or in the case of a person elected or co-opted to fill a casual vacancy has attended such lesser number as shall have been calculated in proportion to six by the method (with any necessary substitutions) prescribed under paragraph (1) above.

(3) A member of Council whose minimum attendance requirement has not been reduced under paragraph (2) above may, at the discretion of the Vice-Chancellor, be deemed to have satisfied the requirements of this regulation if in any year he or she has attended, but for good reason has been prevented from attending more than, six meetings less the number of any meetings which have been cancelled, or in the case of a person elected or co-opted to fill a casual vacancy has attended, but for good reason has been prevented from attending more than, such lesser number as shall have been calculated in proportion to six by the method (with any necessary substitutions) prescribed under paragraph (1) above.

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

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

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

Student Member Attendance at Council

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

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

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

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

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

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

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

(2) The following matters shall be reserved:

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

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

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

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

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

Statute VI

GENERAL REGULATIONS OF COUNCIL FOR COMMITTEES

Made by Council on [date]

1. In these regulations the term 'committee' shall comprise every body, other than Congregation, Convocation, faculties, and sub-faculties, set up by or under the authority of the statutes (and is not here used in the way defined in section 6 (3) of Statute I).

2. (1) No person appointed or serving as a member of a committee while holding any academic post of the University or any other of the university or college posts specified in section 1 (6)–(9) of Statute IV shall continue to serve on that committee after having retired from such post (or, in the case of a person retiring at different dates from such university and college posts previously held by him or her, after the date of the later of such retirements), unless the General Purposes Committee of Council, by a vote carried by not less than two-thirds of the members present and voting, shall otherwise determine in an individual case.

(2) No person who has previously retired from any of the university or college posts specified in section 1 (6)–(9) of Statute IV, and who does not continue to hold another such post, shall be appointed a member of a committee, unless the General Purposes Committee of Council, by a vote carried by not less than two-thirds of the members present and voting, shall otherwise determine in an individual case.

(3) No other person appointed or serving as a member of a committee while not holding such a university or college post shall continue to serve on that committee, and no such person shall be appointed a member of a committee, after the 30 September immediately preceding his or her 66th birthday, unless the General Purposes Committee of Council, by a vote carried by not less than two-thirds of the members present and voting, shall otherwise determine in an individual case.

(4) In no case shall any member of a committee continue in office after attaining the age of 75 years.

3. The person taking the chair at any committee meeting shall, in the absence of provision to the contrary in any statute or regulation, have a second or casting vote in the event of equality of voting.

4. (1) A vacancy about to be caused by lapse of time in any committee shall, in the absence of provision to the contrary in any statute or regulation, be filled by the appointing body in the term before the vacancy will arise, and the person appointed shall enter upon office on the first day of the following term.

(2) (a) A vacancy caused otherwise than by lapse of time shall be filled as soon as may be after the occurrence of the vacancy.

(b) The person appointed shall enter upon office immediately upon appointment, and shall, in the absence of provision to the contrary in any statute or regulation, hold office for the unexpired residue only of the period of office of the person whom he or she replaces.

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5. If at any time a vacancy arises in any committee through an appointing body having failed to make an appointment or, in the case of an election, through insufficient nominations having been received by the due date or for any other reason, the Vice-Chancellor and Proctors shall appoint a person to the vacancy.
6. (1) A person who becomes Proctor or Assessor shall (unless he or she resigns) remain a member of all the committees of which he or she was formerly a member, and his or her place on each of those committees shall remain vacant until he or she resumes it on laying down office, or until his or her normal period of office as a member of the committee comes to an end, whichever is the earlier.
- (2) A Proctor or Assessor whose normal period of office on a committee comes to an end during his or her tenure of the Proctorship or Assessorship may, subject to any restriction on eligibility, be re-elected.
7. When a person other than the Vice-Chancellor, a Proctor, or the Assessor becomes by virtue of holding any office a member of a committee of which he or she was an elected or appointed member, he or she shall be deemed to have resigned from his or her former place.

Statute VI

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

Made by Council on [date]

Part 1

General

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

Part 2

Main Committees

Educational Policy and Standards Committee

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

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor (Academic), who shall normally chair the committee;
- (3)–(5) the Proctors and the Assessor;
- (6) the Chairman of the Academic Subcommittee of the Conference of Colleges;
- (7) the Chairman of the Committee of Tutors for Graduates;
- (8)–(11) four persons appointed by Council from among the members of Council specified in section 4 (12)–(14), (17)–(20), and (21)–(23) of Statute VI;
- (12) the Chairman of the Admissions Committee of the Conference of Colleges;
- (13), (14) two student members appointed by the Council of the Oxford University Student Union, of whom one shall be a representative of undergraduates and one a representative of graduate students.

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

2.2. The committee shall be responsible for the following matters, in liaison with colleges as appropriate and necessary:

(1) the definition and keeping under review in the context of the University's Mission Statement of the educational philosophy, policy, and standards of the collegiate University in respect of:

- (a) access and admissions;
- (b) curriculum design and course structure;
- (c) teaching, learning, and assessment (including all aspects of the practical arrangements for examination, in consultation with the Proctors);
- (d) academic and pastoral support and guidance;
- (e) provision and use of learning resources;

bearing in mind in particular:

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

General Purposes Committee

2.3. The General Purposes Committee shall consist of:

- (1) the Vice-Chancellor;
- (2)–(4) the Proctors and the Assessor;
- (5) the Chairman of the Conference of Colleges;
- (6)–(10) the heads of each of the divisions;
- (11)–(13) three persons appointed by Council from among the members of Council specified in section 4 (12)–(14), (17)–(20), and (21)–(23) of Statute VI.

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

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

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

Personnel Committee

2.5. The Personnel Committee shall consist of:

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

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

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

2.7. The committee shall:

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

Planning and Resource Allocation Committee

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

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor (Planning and Resource Allocation), who shall be vice-chairman of the committee;
- (3) the Pro-Vice-Chancellor (Academic Services and University Collections);
- (4)–(6) the Proctors and the Assessor;
- (7) the Chairman of the Finance and General Purposes Committee of the Conference of Colleges;
- (8)–(12) the heads of each of the divisions;
- (13)–(17) five persons appointed by Council from among the members of Council specified in section 4 (12)–(14), (17)–(20), and (21)–(23) of Statute VI;
- (18) a person appointed by Council from among the members of Council specified in section 4 (7), (8) of Statute VI.

In appointing the members at (13)–(17) above, Council shall always ensure that there is within the total membership of the committee as appropriate a balance between the sciences divisions, the humanities and social sciences divisions, and the non-divisional constituency as is reasonably practicable. Subject to the approval of Council on each occasion, the committee may co-opt one additional member, provided that the committee shall always ensure by the use of its power of co-optation that the range of interests in the collegiate University is as fully reflected within the total membership of the committee as is reasonably practicable.

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

- (1) the preparation and annual updating of a five-year rolling plan for all aspects of the academic, academic services, and other activities of the University (in the light of plans prepared by the divisional boards, the academic services sector, and any other spending sectors);
- (2) the consideration of the financial resources available to the University, and the making of recommendations to Council on an annual budget in the light of the overall plan, the annual operating statements from the academic divisions, and other relevant information;
- (3) the development, implementation, refinement, and monitoring of resource allocation procedures to enable annual budgets to be set, and the making of recommendations to Council as appropriate;
- (4) the keeping under review of, and the making of recommendations to Council as necessary on, student numbers, the distribution of students between various categories, and levels of student fee;
- (5) the monitoring of the work of the academic divisions and academic services sector against their approved plans and budgets;
- (6) the oversight of the University's research policy, in the light of the views of the academic divisions, and the consideration of, and the taking of action as necessary on, all aspects of the relationship between HEFCE funding and research funding from other sources;
- (7) the oversight of, and the making of recommendations to Council on, the financial arrangements between the University and the colleges, societies, and Permanent Private Halls arising from the college fee settlement;
- (8) the oversight of, and the making of recommendations to Council on, the work of the University Development Programme;
- (9) the giving of advice to Council on the needs of the University as established by its plans, and in order that Council can take these views into account when establishing investment policy;

(10) the consideration of, and the giving of advice to Council on, the use of any resources which are not delegated or allocated to the academic divisions, academic services sector, or other bodies (whether trust funds, university reserves, unarmarked benefactions, capital funds, or reserves of any other description);

(11) as appropriate, the consideration of, and the giving of advice to Council on, all aspects of the financial relationships between the University, HEFCE, and other external funding bodies.

Part 3

Other Committees

Committee on Animal Care

3.1. The Committee on Animal Care shall consist of:

- (1) the Pro-Vice-Chancellor (Academic Services and University Collections) or a deputy appointed by him or her, who shall be a person not being engaged in work governed by the Animals (Scientific Procedures) Act 1986 and who shall be chairman;
- (2), (3) two persons appointed by Council, of whom one shall be and one shall not be a member of a department in which work regulated under the Animals (Scientific Procedures) Act 1986 is undertaken;
- (4) the holder of the Certificate of Designation for the Medical and Scientific Departments of the University of Oxford or a person appointed by the Certificate-holder;
- (5) the Chairman of the Ethics Panel if not otherwise a member;
- (6) one of the Proctors or the Assessor as may be agreed between them;
- (7)–(9) three persons appointed by the Medical Sciences Board;
- (10) a person appointed by the Life and Environmental Sciences Board.

The committee shall have power to co-opt up to two additional members, who shall hold office for one year and shall be re-eligible. The Director of Biomedical Services and the Supervisor of Veterinary Services shall normally attend meetings of the committee.

3.2. The committee shall meet at least once a term. It shall promote best practice and a culture of care for all animals held within or on behalf of the University and, to this end, shall:

- (1) advise Council, the Pro-Vice-Chancellor (Academic Services and University Collections), and other university bodies, as may be required, on the provision and development of services, facilities, and supporting staff in furtherance of the University's aims and objectives and in accordance with the Animals (Scientific Procedures) Act 1986 and other relevant enactments;
- (2) keep under review the general maintenance, breeding, supply, and condition of animals held within the University (and external research units operating under the University's Certificate of Designation);
- (3) keep under review and advise Council and the medical and scientific departments (and external research units operating under the University's Certificate of Designation) on questions concerning the application of the Animals (Scientific Procedures) Act 1986, on the codes of practice, conditions, and guidance set out under the Act, and on other relevant legislation;
- (4) advise Council on matters relating to the use of animals in teaching and research and on public-relations aspects of animal experimentation;
- (5) make arrangements for the holding of regular meetings of representatives of all departments and external research units engaged in work under the Animals (Scientific Procedures) Act 1986 for consultation on the development of best practice, on questions concerning the Department of Biomedical Services, on veterinary reports, and, as required, on other matters within the committee's terms of reference;
- (6) receive forecasts, annual budgets, and reports for the Department of Biomedical Services, and report on them to the Pro-Vice-Chancellor (Academic Services and University Collections) and, as necessary, to Council;
- (7) receive a termly report from the Supervisor of Veterinary Services on the condition of the animals held within the University, together with any comments on the report by the Ethics Panel and the departmental representative group established under paragraph (5) above; the committee shall forward each report to Council, under such conditions as Council shall determine, with its recommendations for action if required;
- (8) have general oversight of the Departments of Biomedical Services and Veterinary Services, including the provision of supporting staff and their career-development, and the provision of resources to enable the services to discharge their functions effectively.

3.3. The Supervisor of Veterinary Services and the Director of Biomedical Services shall be appointed by Council, with the approval of the Certificate-holder and after consultation with the committee. The terms and conditions of service of the supervisor and the director shall be determined by Council, with the approval of the Certificate-holder and after consultation with the committee, and the supervisor and the director shall be responsible to the committee and to the Certificate-holder for the performance of their duties.

3.4. The committee shall have power to establish by standing order such subcommittees as it may deem appropriate, provided that these shall always include:

(1) an Ethics Panel (and associated subcommittees) whose composition and terms of reference may not be amended otherwise than with the approval of the Secretary of State, under the terms of conditions of the Certificate of Designation;

(2) a Biomedical Services Committee which shall, in consultation with the Director of Biomedical Services, have oversight of the provision of biomedical services, of the forecasts, budgets, and performance of the Department of Biomedical Services, and of ensuring a consistent and transparent approach to cost recovery. The committee shall arrange appropriate consultation with users on matters relating to the service and shall report termly to the Committee on Animal Care.

Committee for the Archives

3.5. The committee for the Archives shall consist of:

- (1) the Vice-Chancellor, or a person appointed by the Vice-Chancellor who shall chair the committee;
- (2) one of the Proctors or the Assessor as may be agreed between them;
- (3) the Registrar, or a person appointed by the Registrar;
- (4) the Director of University Library Services and Bodley's Librarian, or a person appointed by him or her;
- (5)–(9) five persons appointed by Council of whom at least three shall be members of Congregation.

3.6. The committee shall be responsible, under Council, for the general control of the University Archives which shall consist of the material listed in paragraph (1) below (unless in current use), together with the material listed in paragraph (2) below:

- (1) (a) charters, grants, signed Orders in Council, title deeds, trust documents, and other similar material;
(b) records of the Chancellor's Court;
(c) the university records and registers maintained by the Registrar as specified by Council under section 31 of Statute IX;
(d) any other material from the official files of the University, including its departments and other institutions, whose preservation is in the opinion of the committee desirable;
(e) any other material similar in character to the above whose preservation is in the opinion of the committee desirable;
- (2) collections of:
 - (a) statutes and regulations;
 - (b) the proceedings of Council, the divisional boards, and the faculty boards, and the signed minutes of those bodies;
 - (c) the Register of Estates and Investments;
 - (d) the *University Calendar*;
 - (e) the *University Gazette*.

3.7. (1) The Keeper of the Archives shall be appointed by the committee on terms and conditions which shall be subject to the approval of Council.

(2) The Keeper shall:

- (a) subject to the general direction of the committee, take charge of, and be responsible to the committee for, the administration of the Archives;
 - (b) report to the committee as required.
- (3) The Keeper shall make available to the heads of university departments or offices (or deputies nominated by them), for administrative purposes, archives transferred from those departments or offices.
- (4) The Keeper shall make archives available to such other persons or classes of persons as the committee shall determine.

3.8. The committee shall determine the conditions, including payment, under which archives may be inspected or removed from the Archive Rooms.

Audit Committee

3.9. The Audit Committee shall consist of:

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

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

- (1) review the effectiveness of the financial and other internal control systems of the University;

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- (2) review the scope and effectiveness of the work of the Internal Audit Office, including planning and operation of the work and the results of the six-monthly reports from the Internal Auditor;
 - (3) report on the audit of the accounts;
 - (4) receive and subsequently report on the External Auditor's management letters and have direct access to the External Auditor;
 - (5) call for any investigations that it considers necessary;
 - (6) receive any comments or recommendations from the Internal or External Audit;
 - (7) report to Council as appropriate on any of the foregoing matters;
 - (8) advise Council on the criteria for the selection and appointment of the Internal Auditor;
 - (9) advise Council on the criteria for the appointment of the External Auditor and the scope of his or her work;
 - (10) meet not less than twice yearly to discharge these functions.

Buildings and Estates Subcommittee

3.11. The Buildings and Estates Subcommittee of the Planning and Resource Allocation Committee shall consist of:

- (1) one of the members of Council serving on the Planning and Resource Allocation Committee, appointed by that committee, who shall be chairman of the subcommittee;
- (2) the Pro-Vice-Chancellor (Planning and Resource Allocation);
- (3)–(7) one person appointed by each of the divisional boards;
- (8) the Director of University Library Services and Bodley's Librarian or a person nominated by the director;
- (9) a person appointed by the Committee for the Museums and Scientific Collections from among the directors of the University's museums;
- (10), (11) two persons appointed by Congregation.

The subcommittee may co-opt up to two additional members from within or outside the University to advise it on architectural, planning, and environmental matters.

3.12. The subcommittee shall consider, and shall make recommendations to the Planning and Resource Allocation Committee on:

- (1) strategic proposals for the development of the University's functional estate, taking account of institutional plans and environmental, aesthetic, architectural, and heritage issues;
- (2) the acquisition, leasing, disposal, and allocation of functional land and property which neither form part of the University's investment portfolio nor are the responsibility of the Property Management Subcommittee of the Planning and Resource Allocation Committee;
- (3) all proposals for capital spending on the University's functional estate, including the initiation and management of major building projects.

3.13. The subcommittee shall oversee the security of the University's functional estate, the provision of telecommunications (excluding issues of telecommunications strategy), environmental issues, and arrangements for car parking and transport policy.

College Accounts Committee

3.14. The College Accounts Committee shall consist of:¹

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

3.15. The committee shall:

- (1) consider each year the audited accounts of each of the colleges and societies which are presented under the provisions of Statute XV and any associated regulations;
- (2) have power to call from a college or society for any explanations (including if necessary a supplementary certificate from its auditors) which the committee may consider necessary of matters contained in the financial statements presented to the committee;
- (3) subject only to any general powers of interpretation vested in other persons under Statutes I and XVII, have power to determine conclusively all questions and matters of doubt arising out of the operation of Statute XV and any associated regulations in relation to the accounts of the colleges and societies, except questions and matters of doubt relating to the ascertainment of the income on which college contributions are to be assessed;

¹Note. The membership set out above is as approved by Congregation on 12 December 2000, but is still subject to the approval of Her Majesty in Council.

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- (4) authorise the publication within the University of the audited annual accounts of the colleges and societies;
 - (5) report to Council at least once in every five years on the operation of the provisions of Statute XV and any associated regulations in relation to the accounts of the colleges and societies.

College Contributions Committee

3.16. The College Contributions Committee shall consist of:¹

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

The appointed members shall hold office for four years, provided that casual vacancies shall be filled for the remaining period of office of the member being replaced.

3.17. The committee shall be responsible for:

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

3.18. The committee shall have power:

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

Finance Committee

3.19. The Finance Committee shall consist of:

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

3.20. The committee shall be responsible for:

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

Health and Safety Management Committee

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

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

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

¹The deletion of the words in square brackets is subject to the approval of Her Majesty in Council.

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- (1) the determination of the health and safety management strategy and policies necessary for the University to discharge its legal obligations in that regard;
 - (2) the recommendation of appropriate action necessary to implement the University's Safety Policy, as designed to promote the safety of staff, students, authorised visitors, and members of the public lawfully on university property;
 - (3) the taking of action on all management matters of health and safety and within other areas of the committee's remit, including the control of such funds as may be allocated to it.

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

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

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

Committee on Honorary Degrees

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

Information and Communications Technology (ICT) Committee

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

- (1) the Pro-Vice-Chancellor (Academic Services and University Collections);
- (2) a vice-chairman appointed by Council;
- (3), (4) two persons appointed by Council, of whom one shall not be the holder of a teaching, research, or administrative post in the University or in any college, society, or Permanent Private Hall;
- (5)–(9) one person appointed by each of the divisional boards, normally from among the members of the board;
- (10) a person appointed by the Continuing Education Board;
- (11) a person appointed by the Curators of the University Libraries;
- (12) a person appointed by the Committee for the Museums and Scientific Collections;
- (13) a person appointed by the Conference of Colleges;
- (14) a person appointed by the Colleges' IT Group;
- (15) a person appointed by the IT Users' Group;
- (16) one of the Proctors or the Assessor as may be agreed between them;
- (17), (18) two student members appointed by the Oxford University Student Union, of whom one shall be a student member who is a graduate.

The committee shall have power to co-opt up to four additional members for such periods as it thinks fit, of whom one shall normally be a departmental administrator. The Director of the Computing Services shall be the technical secretary to the committee. The Director of Management Information Services, the Telecommunications Manager, and the Chairman of the IT Support Staff Group shall normally be invited to attend meetings of the committee.

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

- (1) the formulation and continued development of a strategy for information and communications technology in furtherance of the University's aims and objectives;
- (2) the strategic planning of the University's IT and telecommunications networks;
- (3) considering and advising Council and its committees, the divisional boards, extra-divisional departments, and the central and departmental administrations on all matters relating to information and communications technology, and co-ordinating on these matters with colleges, societies, and Permanent Private Halls;
- (4) in furtherance of the strategic development and co-ordination of ICT throughout the collegiate University and in the context of the University's ICT strategies, receiving and keeping under review the ICT elements of the strategic plans of the divisional boards, extra-divisional departments, and the central and departmental administrations, and co-ordinating on these matters with colleges, societies, and Permanent Private Halls, and commenting on them as appropriate; reviewing the planning statements and budgets of the divisional boards and other university bodies in so far as they concern developments relating to ICT, and commenting on them to Council and the divisional boards and other university bodies as part of the planning process and at other times as the committee shall think appropriate; and keeping under review the implementation of these plans in so far as they affect matters relating to ICT;
- (5) the strategic oversight of the operations and budget of the Computing Services, which shall include:

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

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

(6) making, amending, and publishing rules, subject to approval by Council, for the regulation and security of the use of the University's IT facilities;

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

3.29. The committee shall consider, and advise Council on, the strategic development of management information systems in the collegiate University. The committee shall approve the IT components of projects involving the development of management information systems, and associated budgetary proposals, and forward its comments on them to Council. The committee shall monitor the framework for the delivery of such projects, and their progress, commenting to Council as appropriate. The committee shall keep under review the performance of the IT components of the collegiate University's management information systems, and shall advise Council and other bodies in the collegiate University accordingly. The committee shall also advise the divisional boards, extra-divisional departments, and the central and departmental administrations, and co-ordinate with colleges, societies, and Permanent Private Halls, on these matters.

Investment Committee

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

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

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

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

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

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

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

Curators of the University Parks

3.33. The Curators of the University Parks shall consist of:

(1) the Vice-Chancellor, or a member of Convocation appointed by the Vice-Chancellor to act on his or her behalf;

(2), (3) the Proctors;

(4) the Assessor;

(5) the person appointed by the Planning and Resource Allocation Committee to act as Chairman of the Buildings and Estates Subcommittee (or another member of the subcommittee nominated by the chairman);

(6), (7) two members of Convocation appointed by Congregation;

(8), (9) two members of Convocation appointed by Council.

The members under (6)–(9) above shall hold office for six years and shall be re-eligible, provided that casual vacancies shall be filled for the remaining period of office of the member being replaced. The curators shall have power to co-opt not more than two persons as additional members for such periods as they shall think fit.

3.34. The curators, under Council, shall have charge of the Parks, of the fishery in the Cherwell, of the former Bathing-place and of any other land the care of which may be entrusted to them from time to time by regulation, and of all Walks repaired by the University. For these purposes they shall receive and apply the rents and profits of the premises and such other sums as may be determined from time to time by Council.

Risk Management Committee

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

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

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

Committee to Review the Salaries of Senior University Officers

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

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

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

3.39. The committee shall in the calendar year 2002 and every three years thereafter review, and then make recommendations to Council on, the salaries to be paid to the Vice-Chancellor, the Registrar, and such other senior officers of the University as Council may from time to time determine. The committee shall also carry out such reviews at any other time if requested by Council to do so.

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

Sports Strategy Committee

3.41. The Sports Strategy Committee shall consist of:

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

The members appointed under (1) and (2) above shall hold office for four years, provided that casual vacancies shall be filled for the remaining period of office of the member being replaced. The committee shall have power to co-opt up to three additional members for such periods as it shall see fit. The Director of Sport and the Development Executive (Sport) shall be entitled to attend meetings, but shall not be voting members, of the committee, provided that the committee may require either or both to withdraw for all or part of any meeting.

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

3.43. The committee shall receive an annual grant, of an amount determined by the Committee on the Council Departments, towards the costs of the staff of the Sports Department and the running and upkeep of its facilities. The committee shall have oversight of the use of the grant and any other income and funds for university sport received by the department, provided that the day-to-day running of the department shall be the responsibility of the Director of Sport in line with guidelines set from time to time by the Buildings and Estates Subcommittee in relation to buildings, and in accordance with agreements with the Curators of the University Parks for the use of facilities in the University Parks and with the Property Investment Committee for the use of the Marston Field.

Committee on Statutes before the Privy Council

3.44. The Committee on Statutes before the Privy Council (which shall consist of not more than five members appointed by Council) shall report whether statutes made by colleges under the Universities of Oxford and Cambridge Act, 1923, directly affect the University within the meaning of s. 46 of the Schedule to the Act, or constitute alterations of statutes which affect the University within the meaning of s. 7 (2) of the Act. It shall also draw attention to the implications, if any, which alterations to college statutes may have for the University and colleges as a whole.

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

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

The periods of office of the members of the committee appointed by Council, the Conference of Colleges, and the Association of Oxford College Medical Officers shall not normally be renewable beyond a total period of six years. The periods of office of the remaining appointed members of the committee shall be determined at the time of their appointment by the bodies appointing them. The committee shall have power to co-opt up to three additional members, who shall hold office for one year and shall be re-eligible.

3.46. The committee shall meet at least once in each term.

3.47. The committee shall have oversight of the provision of arrangements for the health of students based on the college doctor system.

3.48. The committee shall also be responsible for the management of a University Student Counselling Service. In this connection it shall in particular:

- (1) appoint and have charge of such staff as may in its opinion be required, and determine their duties, remuneration, and conditions of service subject to any statute or regulation of general application and to Council's approval;
- (2) have charge of, and make provision for the lighting, warming, water-supply, and cleaning of, any premises made available for the service.

3.49. The committee shall defray the cost of carrying out the functions of the University Student Counselling Service from such sums as may be placed at its disposal by the University or as may be accepted by Council on its behalf. It shall in Hilary Term in each year submit to Council estimates of receipts and payments in respect of the ensuing financial year.

3.50. The committee shall report both to Council and to the Conference of Colleges.

3.51. (1) There shall be an Executive Subcommittee for the Management of the University Student Counselling Service.

(2) The composition of the executive subcommittee shall be determined by the Committee on Student Health and Welfare.

(3) The Committee on Student Health and Welfare shall, at the beginning of each academic year, set policy objectives for the executive subcommittee, including those relating to the operation, staffing, and finances of the University Student Counselling Service, and shall delegate responsibility for executive decisions to the subcommittee, except those which involve a requirement for additional funding.

(4) Meetings of the executive subcommittee shall be held at least once in each term, and the subcommittee shall report in writing to the Committee on Student Health and Welfare immediately after each meeting.

Joint Committee with Student Members

3.52. The Joint Committee with Student Members shall consist of:

- (1) a chairman (who shall be the Vice-Chancellor or a member of Council appointed by the Vice-Chancellor);
- (2) one of the Proctors or the Assessor as may be agreed between them;
- (3)–(7) five members of Congregation appointed by Council, of whom at least two shall be members of Council;
- (8) the President of the Oxford University Student Union;
- (9) The Vice-President (Graduates) of the Oxford University Student Union;
- (10), (11) two student members appointed by the Executive of the Oxford University Student Union from among their own number;
- (12)–(14) three student members appointed by the Council of the Oxford University Student Union, of whom one shall be a student member who is a graduate.

3.53. The committee shall receive on behalf of Council all reports, budget estimates, constitutional amendments, and other business under Part A of Statute XIII and shall make recommendations to Council. Only those members appointed under regulation 3.52 (1)–(7) may vote on business under Part A of Statute XIII.

3.54. The committee shall consider and advise Council on any university matter which affects student members other than matters which fall within the scope of the joint committees of any of the university bodies set up under Statute VII or of the Curators of the University Libraries, or of the Rules Committee. The committee shall have power to consider matters which fall within the terms of reference of any joint committee other than the foregoing or of any committee which contains representatives of student members, but only if they have first been considered by that committee.

Committee on Value for Money

3.55. The Committee on Value for Money (VFM), shall consist of:

- (1) person appointed by the Vice-Chancellor as chairman of the committee;
- (2)–(6) five persons appointed by Council of whom at least one shall be a member of Council;
- (7) the Chairman of the Domestic Bursars' Committee;
- (8) the Director of Finance and Secretary of the University Chest;
- (9) the University Purchasing Officer.

The committee may co-opt up to two additional members. No person shall serve on the committee for more than six years in total. The persons appointed or co-opted need not be members of the University.

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

- (1) matters of policy and strategy in regard to obtaining VFM for the University;
- (2) keeping an overview of detailed work by the officers on VFM initiatives;
- (3) addressing any VFM questions not related to purchasing.

Statute VII

REGULATIONS FOR DIVISIONS

Made by Council on [date]

Composition

1. The Life and Environmental Sciences Division shall comprise the following sub-faculties and departments:

- (1) Anthropology;
- (2) Archaeology;¹
- (3) Biochemistry;
- (4) Geography;
- (5) Plant Sciences;
- (6) Zoology.

2. The Mathematical and Physical Sciences Division shall comprise the following faculties:

- (1) Mathematical Sciences;
- (2) Physical Sciences.

3. The Medical Sciences Division shall comprise the following faculty, sub-faculty, and departments:

- (1) Clinical Medicine;
- (2) Human Anatomy;
- (3) Pathology;
- (4) Pharmacology;
- (5) Physiology;
- (6) Psychology.

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

4. The Humanities Division shall comprise the following faculties, sub-faculties, departments, and subjects:

- (1) Ancient History;
- (2) Chinese Studies;
- (3) Classical Languages and Literature;
- (4) Comparative Philology and General Linguistics;
- (5) Drawing and Fine Art (Ruskin School);
- (6) English Language and Literature;
- (7) Medieval and Modern Languages;
- (8) Modern History;
- (9) Modern Middle Eastern Studies;
- (10) Music;
- (11) Oriental Studies;
- (12) Philosophy;
- (13) Theology.

5. The Social Sciences Division shall comprise the following faculties, sub-faculties, departments, and subjects:

- (1) African Studies;
- (2) Brazilian Studies;
- (3) Development Studies (Queen Elizabeth House);
- (4) Economics;
- (5) Educational Studies;
- (6) Japanese Studies;
- (7) Latin American Studies;
- (8) Law;
- (9) Management;
- (10) Politics and International Relations;
- (11) Slavonic and East European Studies;
- (12) Social Policy and Social Work;
- (13) Sociology;
- (14) South Asian Studies.

Heads of Division

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

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

provided that Council may appoint an additional member of a selection committee if such an appointment seems to Council to be desirable. A selection committee shall be appointed on, or in anticipation of, each vacancy in the headship to act on that occasion.

7. A member of a selection committee may resign from that committee in order to offer himself or herself as a candidate for the headship, provided that he or she does so before the published closing date for the receipt of applications, or that he or she is invited after that date by the other members to do so. If a member resigns in such circumstances, Council shall nominate a person to act in his or her place for the remainder of the proceedings to fill the vacancy.

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

9. Subject to the provisions of the statutes and regulations, the head of each division shall be appointed for a period of five years on each occasion. A person who holds, or has previously held, the headship shall be eligible for consideration for a further such appointment.

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

Functions and Powers

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

- (1) the oversight of the organisation, development, and delivery of curricula (with an equal focus on graduate and on undergraduate studies) in collaboration with the colleges, societies, and Permanent Private Halls, and oversight and development of the general context of research, in the broad subject area covered by the division concerned, in close consultation with the units of academic administration in the division (referred to in these regulations as 'sub-units');
- (2) the development and proposal, in collaboration with the colleges, societies, and Permanent Private Halls, the sub-units, and the academic services sector, of comprehensive and detailed strategic five-year plans and one-year operating statements covering academic, financial, information and communications technology, physical resource, and staffing issues, bearing in mind the particular needs of small units and interdisciplinary activities;
- (3) within the context of approved plans and statements, and of overall university policies, the general oversight of and responsibility for all matters concerning budgets, space, syllabus, and staffing, across the sub-units of the division, in consultation with the colleges, societies, and Permanent Private Halls, as thought appropriate by the board; provided that day-to-day operational responsibility for these matters shall be devolved to the sub-units, in the context of local plans and budgets delegated for that purpose, and that the board shall monitor the work of the sub-units against those plans and budgets;
- (4) the periodic strategic review of particular sub-units;
- (5) the approval of appointments and reappointments of academic staff made by the sub-units (but excluding appointments which are made by electoral boards established by statute or regulation), and of appointments of heads of department, the consideration of proposals from the sub-units on the payment of salaries within the incremental scale for university lecturers, and the keeping under review of the general terms and conditions of employment of academic staff in the broad subject area;
- (6) the settling, subject to ratification by a joint university/collegiate panel, of collegiate associations for new and vacant academic posts, on the recommendation of the sub-units following liaison with colleges, societies, and Permanent Private Halls;
- (7) the maintenance of educational quality and standards in the broad subject area;
- (8) the consideration of reports of examiners, including external examiners, on the advice of the relevant sub-unit or sub-units;
- (9) the oversight of relationships between the sub-units, and the consideration (for detailed and balanced recommendation to Council) of any proposals to reorganise the sub-units;
- (10) the division's relations with the colleges at the strategic and the broad subject level, and in cases in which individual problems cannot be resolved between the colleges, societies, and Permanent Private Halls and the University at the sub-unit level;
- (11) the division's relations with the other divisions on matters of common interest;
- (12) the division's relations with the Continuing Education Board on matters of common interest and in all cases in which planned developments relate to part-time provision, outreach, or other continuing education activities;
- (13) the division's relations with the Committee for Educational Studies on matters of common interest;
- (14) the division's relations with the academic services sector at the broad subject level;
- (15) the division's relations with external funding agencies, subject to overall university policies and practice;
- (16) the oversight of fund-raising in the broad subject area, subject to overall university policies and practice;
- (17) the regular review of the scope for further delegation of authority from the centre to the divisions, and from the divisions to the sub-units.

2. Each board shall make an annual report to Council on the activities of its division in the preceding academic year, measured against the division's agreed operating statement.

3. In addition to the functions and powers of divisional boards laid down under regulation 1 above, the Medical Sciences Board shall:

- (1) consider questions of medical policy affecting the relations of the University with NHS bodies within the region, and make recommendations, where appropriate, to Council and the committees of Council after such consultation as may be necessary with the NHS body concerned;
- (2) promote work in the field of medical research by the allocation, through a Medical Research Fund Committee, of that part of the annual income of the Nuffield Benefaction for the Advancement of Medicine approved for that purpose by the Trustees of the Benefaction, together with such other funds as may accrue in the General

Clinical Fund under the provisions of regulation [...], and any other contributions or donations for general medical research purposes. The Medical Research Fund Committee shall comprise:

- (a) the Head of the Medical Sciences Division or his or her nominee, who shall chair the committee;
- (b)–(d) three persons appointed by the Nuffield Benefaction Committee;
- (e)–(g) three persons appointed by the Medical Sciences Board from among the members of the Faculty of Clinical Medicine;

provided that at least four of the six persons appointed under (b)–(g) shall be the holders of one of the professorships listed in Schedule C to the Regulations for Professors, and at least one of those six persons shall be a person engaged in hospital laboratory work.

4. There shall be a standing committee of the Medical Sciences Board for the regulation of arrangements for the validation of the Oxford Doctoral Course in Clinical Psychology. The committee shall consist of two representatives of the Medical Sciences Board and two representatives of the Course Directorate. The committee shall have such powers and duties in respect of the Degree of Doctor of Clinical Psychology as may from time to time be laid down by the Medical Sciences Board. The representatives of the course shall have the right to attend any meeting of the divisional board for any item concerning the course.

5. The Medical Sciences Board shall be responsible for maintaining a University Medical Students' Register of students admitted to work in Oxford for the First Examination for the Degree of Bachelor of Medicine, and shall make such regulations as it shall deem necessary for the discharge of this responsibility. No person shall be admitted to the First Examination for the Degree of Bachelor of Medicine unless his or her name is on the register.

6. The Medical Sciences Board shall also maintain a Clinical Students' Register of students admitted to work in Oxford for the Second Examination for the Degree of Bachelor of Medicine, other qualifying medical examinations, or the Preliminary Examination in Medicine, and shall make such regulations as it shall deem necessary for the discharge of this responsibility. No person shall be admitted to the Second Examination for the Degree of Bachelor of Medicine unless his or her name is on the register. The Medical Sciences Board is empowered to remove any name from that register (in the case of a student member or former student member of the University, after consultation with the student's college, society, or Permanent Private Hall). The grounds and procedures for removal and the associated regulations, if not previously approved by Council, and amendments to the grounds, procedures, and regulations previously so approved, shall be subject to the approval of the General Purposes Committee of Council.

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

Membership

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

- (1) the Head of the Life and Environmental Sciences Division, who shall be chairman;
- (2), (3) two persons elected by and from among the members of the Sub-faculty of Anthropology;
- (4), (5) two persons elected by and from among the members of the Sub-faculty of Geography;
- (6), (7) two persons elected by and from among the members of a faculty or sub-faculty who at the time of the election are working in the Department of Biochemistry;
- (8), (9) two persons elected by and from among the members of a faculty or sub-faculty who at the time of the election are working in the Department of Plant Sciences;
- (10), (11) two persons elected by and from among the members of a faculty or sub-faculty who at the time of the election are working in the Department of Zoology;
- (12) a person elected by the Conference of Colleges from among the members of the sub-faculties in the Life and Environmental Sciences Division and from among the other members of a faculty or sub-faculty who at the time of the election are working in the departments in that division.

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

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

- (1) the Head of the Mathematical and Physical Sciences Division, who shall be chairman;
- (2)–(4) three persons elected by and from among the members of the Sub-faculty of Chemistry;
- (5)–(7) three persons elected by and from among the members of the Sub-faculty of Engineering;
- (8)–(10) three persons elected by and from among the members of the Sub-faculty of Physics;
- (11)–(13) three persons elected by and from among the members of the Faculty of Mathematical Sciences who at the time of the election are working in the Mathematical Institute;

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- (14), (15) two persons elected by and from among the members of the Sub-faculty of Earth Sciences;
 - (16), (17) two persons elected by and from among the members of the Sub-faculty of Materials;
 - (18), (19) two persons elected by and from among the members of the Faculty of Mathematical Sciences who at the time of the election are working in the Computing Laboratory;
 - (20) a person elected by and from among the members of the Faculty of Mathematical Sciences who at the time of the election are working in the Department of Statistics;
 - (21) a person elected by the Conference of Colleges from among the members of the faculties in the Mathematical and Physical Sciences Division.

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

10. The Medical Sciences Board shall consist of:

- (1) the Head of the Medical Sciences Division, who shall be chairman;
- (2) the Regius Professor of Medicine;
- (3) the Chairman of the Oxfordshire Health Authority, or his or her nominee;
- (4)–(8) five persons elected by and from among the members of the Faculty of Clinical Medicine;
- (9)–(13) five persons elected jointly by and from among the members of the Faculty of Physiological Sciences and the Sub-faculty of Psychology, of whom one shall be from the Department of Human Anatomy and Genetics, one from the Sir William Dunn School of Pathology, one from the Department of Pharmacology, one from the Department of Physiology, and one from the Department of Experimental Psychology;
- (14) a person elected by the Conference of Colleges from among the members of the faculties and sub-faculty in the Medical Sciences Division and from among the other members of a faculty or sub-faculty who at the time of the election are working in the departments in that division.

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

11. The Humanities Board shall consist of:

- (1) the Head of the Humanities Division, who shall be chairman;
- (2)–(4) three persons elected by and from among the members of the Faculty of English Language and Literature;
- (5)–(7) three persons elected by and from among the members of the Faculty of Literae Humaniores;
- (8)–(10) three persons elected by and from among the members of the Faculty of Medieval and Modern Languages;
- (11)–(13) three persons elected by and from among the members of the Faculty of Modern History;
- (14) a person elected by and from among the members of the Faculty of Music;
- (15) a person elected by and from among the members of the Faculty of Oriental Studies;
- (16) a person elected by and from among the members of the Faculty of Theology;
- (17) a person elected by the Conference of Colleges from among the members of the faculties and sub-faculties in the Humanities Division and from among the other members of a faculty or sub-faculty who at the time of the election are working in the departments and subjects in that division.

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

12. The Social Sciences Board shall consist of:

- (1) the Head of the Social Sciences Division, who shall be chairman;
- (2)–(5) four persons elected by and from among the members of the Faculty of Social Studies;
- (6)–(8) three persons elected by and from among the members of the Faculty of Law;
- (9), (10) two persons elected by and from among the members of the Faculty of Management;
- (11), (12) two persons elected by and from among the members of the academic staff holding established posts in the Department of Educational Studies;
- (13) a person elected by and from among the academic post-holders in Queen Elizabeth House and the members of the Congregation formally affiliated to that department;
- (14) a person elected jointly by the chairmen of the inter-faculty committees and the directors of the area studies centres for the subjects specified in regulation 5 (1), (2), (6), (7), (11), and (14) of the Regulations for Divisions;
- (15) a person elected by the Conference of Colleges from among the members of the faculties and sub-faculties in the Social Sciences Division and from among the other members of a faculty or sub-faculty who at the time of the election are working in the departments and subjects in that division.

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

13. Elected and co-opted members of the divisional boards shall serve for four years and shall be re-eligible, provided that casual vacancies shall be filled for the remaining period of office of the member being replaced.

14. If an elected or co-opted member shall cease to belong to the category of persons from among whom he or she was elected, his or her seat shall immediately be vacated.

Elections

15. The elections to the divisional boards, other than the elections by the Conference of Colleges and the elections under regulation 12 (14) above and regulations 27–35 below, shall be held annually in Trinity Term, and on such other occasions as may be necessary to fill casual vacancies, on days to be fixed by the Vice-Chancellor. The Secretary of Faculties and Academic Registrar shall give, in the *University Gazette*, at least twenty-eight days' notice of the day of election, and shall at the same time give notice of the constituencies by and from among which the members are to be elected, of the number of vacancies in each constituency, and of the latest days on which nominations of candidates must be delivered at the University Offices.

16. No candidate shall have votes reckoned to him or her at any election, unless he or she shall have been nominated in writing not later than 4 p.m. on the twenty-fourth day before that fixed for the election by two persons, other than the candidate, qualified under these regulations to vote for his or her election, or not later than the seventeenth day before that fixed for the election by six such persons other than the candidate.

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

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

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

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

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

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

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

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

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

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

22. If in any election a person is simultaneously elected to fill more than one vacancy, that person shall select the vacancy which he or she shall be deemed to have been elected to fill, and the other vacancy shall be filled by the candidate for that vacancy who has received the next highest number of votes. If there is no such other candidate, the provisions of regulation 20 above shall be applied to the filling of the other vacancy.

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

24. The elections to the Social Sciences Board under regulation 12 (14) above shall be held in such manner as the electors shall jointly determine.

Co-opted Members

25. Subject to the regulations 8–12 above, any divisional board may at any meeting, by a majority of votes, fill a vacant place for a co-opted member of that board, provided that notice of the intention to propose such a co-

optation and the name of the person to be proposed have been sent through the secretary to all the members of the board fourteen days at least before the day of the meeting.

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

Student Member Attendance

27. Student members shall have the right to be represented at meetings of each of the divisional boards under the arrangements set out below.

28. The student members shall be represented at each board by two members of the Oxford University Student Union who are working in the subject area of the division concerned, and of whom one in each case shall be a member who is registered as a graduate student. The representatives shall be elected by the appropriate body of the Student Union, as shall be determined by the Council of that union, provided that each such election shall be subject to ratification by the Council of the union.

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

30. If a casual vacancy occurs among the representatives, another person shall be elected under the provisions of regulation 28 above to serve for the remainder of the period of office of the vacating representative, provided that not more than one such replacement election may be made during any one period of office.

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

32. The student members shall be entitled to speak at meetings of divisional boards but not to vote.

33. No student member shall be present for the discussion of reserved business as defined in regulation 7 of the Regulations for Council.

34. The student members shall receive the full agenda paper for the relevant divisional board but not the papers or minutes relating to reserved business.

35. The student members shall respect the conventions of the relevant divisional board as set out in its standing orders.

Attendance by other Persons

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

Statute VII

REGULATIONS FOR FACULTIES

Made by Council on [date]

1. Subject to the approval of the relevant divisional board, a faculty board may divide its faculty into sub-faculties and may determine that functions normally performed by the whole faculty shall be performed by the sub-faculties severally.

2. Meetings shall be held, once at least in every term, in accordance with regulation 11 of the Regulations for Faculty Boards, of the members of each faculty or sub-faculty, to consider the proposed lecture lists for each ensuing term or year, as the case may be, before these are submitted to the board of the faculty for ratification and issue.

3. Each faculty, or where a faculty has been divided into sub-faculties each sub-faculty, shall elect a chairman annually. The chairman may, when he or she judges it expedient, summon meetings of the faculty or sub-faculty of which he or she is chairman, and shall do so on the requisition of not less than one-half of the members of the body to be summoned, or, if the number of members of that body exceeds thirty, on the requisition of not fewer than fifteen members. Each faculty or sub-faculty shall have power to regulate its proceedings by by-laws. The chairman of the meeting of any faculty or sub-faculty shall notify its decisions to the Secretary of Faculties and Academic Registrar, who shall preserve a record of those decisions.

4. The chairman of the board of any faculty which has been divided into sub-faculties may, if he or she judges it expedient, summon a meeting of the faculty, and shall do so on the requisition of not less than one-half of the members of the faculty, or, if the number of members of the faculty exceeds thirty, on the requisition of not fewer than fifteen members.

Statute VII

REGULATIONS FOR FACULTY BOARDS

Made by Council on [date]

1. There shall be a faculty board for each of the following faculties:

- (1) English Language and Literature;
- (2) Law;
- (3) *Literae Humaniores*;
- (4) Management;
- (5) Medieval and Modern Languages;
- (6) Modern History;
- (7) Music;
- (8) Oriental Studies;
- (9) Theology.

Functions and Powers

2. The functions and powers of each board of a faculty shall be:

- (1) to exercise supervision over such parts of the studies and examinations of the University as are or may be allotted to it by statute, regulation, or otherwise;
- (2) to prepare, whenever it appears desirable, and to present to the relevant divisional board a report on any matter relevant to that supervision, and generally to advise the divisional board on all such matters;
- (3) to frame lists of lectures in accordance with the provisions of regulations 8–17 below;
- (4) to receive and consider reports and representations from the faculty, sub-faculties, departments, and boards of examiners;
- (5) to make recommendations to the relevant divisional board for appointments of such readers as are not elected by special boards;
- (6) to appoint university lecturers in accordance with the provisions of [...];
- (7) to make recommendations to the relevant divisional board for:
 - (a) the payment of the stipends of university lecturers appointed by it;
 - (b) the provision of senior university studentships for the encouragement of advanced study or research;
 - (c) the provision and equipment of faculty rooms and libraries;
 - (d) other purposes of the faculty;(Recommendations made by a board of faculty under (a), (b), (c), and normally under (d) above shall be made in Hilary Term.)
- (8) to appoint members of the boards of electors to certain professorships under the provisions of [...];
- (9) to perform such other duties as are or may be assigned to it by statute, regulation, or otherwise.

3. The Board of the Faculty of English Language and Literature shall be responsible for the administration of the English Library, including the use, for the benefit of the library, of the English Fund.

4. Each board of a faculty shall elect a chairman from among its own members, who shall hold office for one year but shall be re-eligible for as long as he or she remains a member of the board. Any such chairman may be relieved, without loss of stipend, of such of his or her regular university duties as the relevant divisional board on the recommendation of the faculty board concerned may determine; and the divisional board shall be empowered to

make such financial provision as it thinks fit for the carrying out of any of the duties of which a chairman has been relieved either by the divisional board or by his or her college, society, or Permanent Private Hall.

5. Each board of a faculty may set up such committees, with such composition (provided that each committee shall contain at least one member of the board) and terms of reference, as it may from time to time think fit.

6. Each board of a faculty may from time to time delegate to any other body or person responsibility for any matter for which responsibility has been laid on it, and may delegate such powers (other than the power to make, amend, or repeal regulations) as it may consider necessary for the discharge of the responsibility, provided that:

- (1) any such delegations may be withdrawn (either generally or in respect of a specific item) at any time;
- (2) such delegations shall not relieve the board of general responsibility for the matters delegated.

Joint Committees with Student Members

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

Lectures and Instruction¹

8. Every professor and reader shall, on or before a day to be fixed by the Vice-Chancellor in each term, send to the Secretary of Faculties and Academic Registrar a schedule of the lectures and courses of instruction intended to be given by him or her, or by his or her deputy, or departmental lecturer, or assistant, during the ensuing term in the subjects of his or her faculty; and every university lecturer shall do the same in regard to the lectures intended to be given by him or her during the ensuing term in discharge of the obligations attached to his or her appointment by the relevant divisional or faculty board.

9. The head of every college, society, and Permanent Private Hall shall, on or before the day referred to in regulation 8 above, send to the Secretary of Faculties and Academic Registrar a similar schedule of the inter-collegiate lectures (if any) which are intended to be given during the ensuing term under the authority of the college, society, or hall.

10. Every schedule shall state the places, days, hours, and subjects of the lectures mentioned in it.

11. The board of each faculty shall, as soon as possible after the time appointed for sending in the schedules, consider the schedules of lectures in the subjects of the faculty.

12. If a faculty is divided into sub-faculties, a draft of the list to be framed by the board of the lectures in the subjects of each sub-faculty shall be submitted for consideration to the sub-faculty; and in other cases a draft of the list to be framed by the board of the lectures in the subjects of the faculty shall be submitted for consideration to the faculty.

13. The board of each faculty shall revise the days and hours proposed in the schedules in such manner as it may deem advisable for making the lectures more accessible to students. It may also, if it thinks fit, require an alteration of the subjects proposed, when it is satisfied that such an alteration is desirable for the proper teaching of subjects in which instruction ought to be given.

14. It shall be the duty of every professor, reader, university lecturer, and inter-collegiate lecturer, in arranging their lectures, to have due and reasonable regard to the recommendations of the board of the faculty to which they belong.

15. The board of each faculty shall, out of the schedules as revised, frame a list or lists of the lectures to be delivered under the authority of the board during the ensuing term in the subjects of the faculty. The board shall not alter any schedule without the consent of the person named in it, but if a recommendation made by the board is not acceded to, the board may, if it thinks fit, exclude the schedule (or the part of it affected by that recommendation) from the list. Any professor, reader, university lecturer, or inter-collegiate lecturer whose lecture has been excluded may appeal to the relevant divisional board, the decision of which shall be final.

16. The board of each faculty shall have power to include in the list or lists framed by it such other lectures to be given within the University in the subjects of the faculty as it thinks fit.

17. The board of each faculty shall also have power to frame a scheme of lectures for the whole academic year, and such information as may be necessary to enable it to do so shall, so far as possible, be given to the board, in the manner prescribed in regulations 8 and 9 above, regarding the lectures to be given during the ensuing academic year by any professor, reader, university lecturer, or inter-collegiate lecturer.

Membership

18. The persons qualified to be official members of the boards of the faculties (other than the Boards of the Faculties of Management, of Medieval and Modern Languages, and of Music) shall be:

- (1) the persons enumerated in the annexed schedule; and
- (2) the holders of posts in the following categories:

¹Note. Further consideration needs to be given by the Working Party to regulations 8–17, as there are now eight faculties in which the faculty board has been abolished.

- (a) the single-tenure and fixed-term professorships (including personal professorships, but excluding titular professorships conferred under the provisions of [...] and visiting professorships) which are on the establishment of the faculty board concerned;
- (b) the readerships to which appointments are made by the relevant divisional board (but excluding titular readerships conferred under the provisions of [...]) and which are on the establishment of the faculty board concerned; and
- (c) the headships of the departments, and the directorships of the groups or units with the standing of full departments, which are under the aegis of the faculty board concerned.

SCHEDULE OF PROFESSORS AND READERS

ENGLISH

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

LAW

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

LITERAE HUMANIORES

Archaeology and Art, Lincoln
 Archaeology of the Roman Empire
 Greek, Regius
 Byzantine and Modern Greek Language and Literature,
 Bywater and Sotheby
 History, Ancient, Camden
 History, Ancient, Wykeham
 History of Philosophy
 Latin Language and Literature, Corpus Christi
 Logic, Mathematical
 Logic, Wykeham
 Philology, Comparative
 Philosophy, Mental, Wilde
 Philosophy, Metaphysical, Waynflete
 Philosophy, Moral, White's

MODERN HISTORY

Archaeology, European
 Archaeology of the Roman Empire
 Economy, Political, Drummond
 Geography
 Government, Gladstone
 History, American, Harold Vyvyan Harmsworth
 History, American, Rhodes
 History, Ancient, Camden
 History, Ancient, Wykeham
 History, Ecclesiastical, Regius
 History, Economic, Chichele
 History, Irish, Carroll
 History, Medieval, Chichele
 History, Modern
 History, Modern, Regius
 History of Art
 History of the British Commonwealth, Beit
 History of Latin America
 History of Science
 History of War, Chichele
 International Relations, Montague Burton
 Japanese Studies, Modern, Nissan
 Jurisprudence
 Law, English, Vinerian
 Law, Public International, Chichele
 Race Relations, Rhodes
 Social and Political Theory, Chichele
 History, Economic, Reader in
 History, Modern South Asian, Reader in
 History, Recent Social and Economic, Reader in
 History of Medicine, Reader in
 Diplomatic, Lecturer (or Reader) in

ORIENTAL STUDIES

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

THEOLOGY

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

19. The ordinary members of the boards of faculties shall be members of the faculties concerned and shall be chosen from time to time in accordance with these regulations. A person shall be eligible as an ordinary member notwithstanding that he or she is qualified to be an official member.

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

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

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

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

	<i>Official members</i>	<i>Ordinary members</i>
English Language and Literature	8	12
Law	8	17 ¹
Literae Humaniores	8	15 ²
Modern History	8	12
Oriental Studies	8	12
Theology	6	10

provided that, if in the case of any board the number of persons qualified under regulation 18 above to be official members of the board is less than the number specified in this regulation 22, then the number of official members of the board shall be that smaller number.

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

	<i>Official members³</i>	<i>Ordinary members</i>
English Language and Literature	4	6
Law	4	7
Literae Humaniores	4	6
Modern History	4	6
Oriental Studies	4	6
Theology	3	5

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

25. The persons qualified to elect the ordinary members of the board of any faculty may, if they think fit, direct by by-law that no ordinary member shall serve for more than three successive periods of two years each. A meeting of such electors may be summoned at any time by the chairman of the faculty, or, if the faculty has been divided into sub-faculties, by the chairman of the board, for the purpose of making or rescinding such a by-law, and shall be so summoned by him or her on the requisition of not less than one-half of the total number of such electors, or, if the number of such electors exceeds thirty, on the requisition of not fewer than fifteen. Not less than seven clear days' notice shall be given of any such meeting. The chairman of the faculty or the chairman of the board shall (unless some other chairman is appointed by the meeting) preside at the meeting, but shall not (unless he or she is an elector) vote. The chairman of the meeting shall immediately notify to the Secretary of Faculties and Academic Registrar the decision of the meeting, which shall be published in the *University Gazette*.

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

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

- (1)–(3) three persons elected by the Council for the Saïd Business School from industry, government, public service, and the sponsors of the school, such persons not normally being members of Congregation;
- (4) a person appointed by the Benefactor of the Saïd Business School in accordance with [...];
- (5) the Peter Moores Director of the Saïd Business School;
- (6)–(9) the Deputy Directors of the Saïd Business School;
- (10) a person elected by the Social Sciences Board;
- (11) the President of Templeton College;

¹Of whom two shall be the faculty board's Directors of Graduate Studies, and one the chairman of the faculty.

²Of whom three shall be the faculty board's Directors of Graduate Studies.

³Where an election is required.

(12)–(15) four persons elected by members of the Faculty of Management in accordance with regulations 30–6 below;

(16) the Chairman of the Faculty of Management.

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

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

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

(a) the Sub-faculty of Italian;

(b) the Sub-faculty of Linguistics;

(c) the Sub-faculty of Modern Greek;

(d) the Sub-faculty of Portuguese;

(e) the Sub-faculty of Russian and other Slavonic Languages;

(f) the Sub-faculty of Spanish;

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

(15)–(16) two persons elected by and from among the members of the Sub-faculty of German holding posts on the establishment or under the aegis of the faculty board;

(17) the Jesus Professor of Celtic or his or her nominee.

The board may co-opt not more than four additional members in accordance with regulations 37–9 below. The period of office of elected members of the Modern Languages Board shall be three years, provided that no elected member shall serve for more than two successive periods of three years each. The arrangements for elections shall be laid down by standing order of the faculty board.

29. The Board of the Faculty of Music shall consist of:

(1) two official members, elected from among the following in accordance with regulations 30–6 below:

(a) the Heather Professor of Music;

(b) the Choragus;

(c) such other persons as shall from time to time be qualified for official membership by virtue of holding posts on the establishment or under the aegis of the faculty board in any of the categories laid down in regulation 18 above;

(2) the remaining members of the faculty if not more than six in number, or, if the remaining members of the faculty are more than six in number, then six of them elected in accordance with regulations 30–6 below, provided that the official members shall not nominate or vote at such an election;

(3) not more than four persons co-opted in accordance with regulations 37–9 below.

Elections

30. The elections to the boards of faculties shall be held annually in Trinity Term on days to be fixed by the Vice-Chancellor. The Secretary of Faculties and Academic Registrar shall give, in the *University Gazette*, at least twenty-eight days' notice of the day of election, and shall at the same time give notice of the number of official members, if any, and the number of ordinary members to be elected, and of the latest days on which nominations of candidates must be delivered at the University Offices.

31. No candidate shall have votes reckoned to him or her at any election, unless he or she shall have been nominated in writing not later than 4 p.m. on the twenty-fourth day before that fixed for the election by two persons, other than the candidate, qualified under these regulations to vote for his or her election, or not later than the seventeenth day before that fixed for the election by six such persons other than the candidate.

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

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

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

(1) The Secretary of Faculties and Academic Registrar shall send to every elector, not later than the fourth day before the day fixed for the election, a voting paper which shall list the names of those nominated and of the

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

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

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

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

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

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

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

Co-opted Members

37. The board of any faculty may at any meeting, by a majority of votes, co-opt an additional member or members; provided that notice of the intention to propose such a co-optation and of the name of the person to be proposed have been sent through the secretary to all the members of the board fourteen days at least before the day of the meeting, and that the number of co-opted members shall never exceed four. A person who is not a member of Convocation shall not be thereby disqualified for co-optation as a member of a board.

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

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

Statute VII

REGULATIONS FOR DEPARTMENTS

Made by Council on [date]

Heads of Department

1. Each department recognised by a divisional board under section 12 of Statute VII shall have a head of department, whose appointment shall be in accordance with arrangements laid down by Council by regulation (see [...]).¹

2. The head of each department shall have such functions and powers as are or shall be assigned to him or her by the statutes and regulations, or by Council.²

Departmental Committees

3. Each department recognised by a divisional board under section 12 of Statute VII shall have a departmental committee.

4. The membership of a departmental committee shall be confined to faculty members working in the department and to academic-related staff of grade RSII and above, or of grade ALC3 and above, who work in the department and have more than three years' service in the employment of the University in RS or ALC grades.

5. Subject to the provisions of regulation 4 above, the number of members of which a departmental committee is to consist, the balance between elected members and those who are members by virtue of holding any office (and the method of election of the former and the definition of the latter), and the provision (if any) for co-opted members, shall be matters for settlement within the department concerned, as the need arises, in the light of the

¹Note. These regulations will correspond to the present Ch. VII, Sect. I, § 5. A, cl. 8 and § 5. B, cl. 4–5 (*Statutes*, 2000, pp. 369, 377).

²Note. See *ibid.*, § 5. B, cl. 2 (p. 375).

circumstances in that department, subject in every case to the approval of the relevant divisional board, which shall have the right to modify a particular provision touching these matters if it shall think fit on grounds of general university policy.

6. The initial constitution of the departmental committee for any department shall be determined as follows. All the faculty members working in that department shall at a meeting (or meetings) to be summoned by the head of the department draw up for submission to the divisional board agreed proposals touching the matters specified in regulation 5 above. After the divisional board has approved these proposals (or such modification of them as it may think fit) they shall become the constitution for that department, and a committee constituted in accordance with them shall be set up immediately.

7. Subject to the approval of the relevant divisional board, a departmental committee may at any time amend its constitution.

8. The functions of a departmental committee shall be to advise the head of the department on all matters affecting the department, with particular reference to:

- (1) annual estimates;
- (2) allocation of resources and accommodation;
- (3) junior academic appointments.

9. Subject to the provisions of regulation 8 above, a departmental committee may make such rules regulating its proceedings as it thinks fit, provided that:

- (1) meetings shall be held not less than once a term;
- (2) minutes shall be kept of each meeting.

Statute VII

REGULATIONS FOR THE CONTINUING EDUCATION BOARD

Made by Council on [date]

1. The Continuing Education Board shall consist of:

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

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

2. Elected and co-opted members shall serve for three years and shall be re-eligible, provided that casual vacancies shall be filled for the remaining period of office of the member being replaced.

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

- (1) The board shall consider and advise Council on the funding requirements of continuing education across the University, with particular reference to the preparation of bids under HEFCE or any subsequent public funding system.

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