CONTENTS

Sidney Sussex
COLLEGE

COLLEGE ORDINANCES 2018

COLLEGE ORDINANCES 2018

This set of Ordinances were approved by Governing Body on 23 May 2018 pursuant to the Statutes being approved by Privy Council on 8 February 2018. Where there have been subsequent amendments to specific Ordinances, these are set out in the table below:

Ordinance	Name	Date Amendment Approved by Governing Body
A,II	Procedure of the Governing Body	12 Feb 2020
A,III	Council Procedure	22 May 2024
A,VII	Education and Pastoral Care Committee	04 Dec 2019
A,VII	Education and Pastoral Care Committee	10 Nov 2021
A,VII	Education and Pastoral Care Committee	23 Feb 2022
A,VII	Education and Pastoral Care Committee	22 May 2024
A,VIII	The Statutes and Ordinances Committee	22 Feb 2023
A,VIII	The Statutes and Ordinances Committee	22 May 2024
A,IX	Elections to Council – Members of the Governing Body	20 May 2020
A,IX	Elections to Council – Members of the Governing Body	22 May 2024
A,IX	Elections to Council – Members of the Governing Body	06 Nov 2024
B,I	Election Procedures for the Master	10 Nov 2021
B,VI	Tenure and Re-election of Fellows	25 May 2022
B,VI	Tenure and Re-election of Fellows	24 May 2023
B,VI	Tenure and Re-election of Fellows	22 May 2024
B,VI	Tenure and Re-election of Fellows	6 Nov 2024
B,VII	Retirement and Emeritus Fellowship	22 May 2024
B,VII	Retirement and Emeritus Fellowship	25 Jun 2025
B,VII	Retirement and Emeritus Fellowship	24 Jun 2026
B,X	Sabbatical Leave	20 Feb 2019
B,X	Sabbatical Leave	08 Nov 2023
B,XI	Tenure of Statutory College Offices	01 Jul 2020

CONTENTS

B,XI,1	Election of the Vice-Master	24 Feb 2021
B,XII	Academic Posts	06 Nov 2024
B,XVI	Tenure of Academic Posts and College Officers	11 Nov 2020
B,XVII	Honorary Fellows	08 Nov 2023
B,XVII	Honorary Fellows	06 Nov 2024
B,XX	Fellow Commoners	06 Nov 2024
B,XXI	Students – General Provisions	06 Nov 2024
B,XXIII	Membership of the College	08 Nov 2023
C,I	Conduct, Discipline and Removal	09 Nov 2022
C,II	Academic Staff: Procedures for Disciplinary Action	09 Nov 2022
C,VII	Employed Fellows on Fixed-term Contracts	23 May 2023
C,XI	Grievance Procedure	08 Nov 2023
C,XII	Student Academic Progress	06 Nov 2024
C,XIII	Student Welfare	04 Dec 2019
D,I	Finance and Remuneration	25 May 2022
D,II	Investment Committee	22 May 2024
D,IV	College Seal	22 May 2024
D,VI	Finance and Needs Committee	12 Feb 2020
D,VI	Finance and Needs Committee	22 May 2024
D,VII	Audit Committee	12 Feb 2020
D,VII	Audit Committee	08 Nov 2023
D,VII	Audit Committee	22 May 2024
D,VIII	Remuneration and Benefits Committee	22 May 2024
D,XI	Fellows' Accommodation and Commons	22 May 2024
D,XII	Grants, Awards and Student Support	22 May 2024
D,XII	Grants, Awards and Student Support	06 Nov 2024
D,XIII	Student Finance	06 Nov 2024

CONTENTS

ORDINANCES under STATUTE A **7**
CONSTITUTION AND GOVERNANCE 7
ORDINANCE I: The Visitor 7
ORDINANCE II: Procedure of the Governing Body 9
ORDINANCE III: Council Procedure 13
ORDINANCE IV: The Management of Conflicts of Interest 15
ORDINANCE V: Charity Trustees 19
ORDINANCE VI: Compliance with Statutes and Ordinances 23
ORDINANCE VII: The Education and Pastoral Care Committee 25
ORDINANCE VIII: The Statutes and Ordinances Committee 27
ORDINANCE IX Elections to Council – Members of the Governing Body 29
ORDINANCE X: Elections to Council – Student Members 33
ORDINANCES under STATUTE B **35**
MASTER, FELLOWS, OFFICERS AND COLLEGE MEMBERS 35
ORDINANCE I: Election Procedures for the Master 35
ORDINANCE II: Admission Procedures for the Master 39
ORDINANCE III: Tenure of the Master 41
ORDINANCE IV: Master's Leave and the Holding of College Offices 43
ORDINANCE V: Election, Admission and Seniority of Fellows 45
ORDINANCE VI: Tenure and Re-election of Fellows in Classes 1-3 47
ORDINANCE VII: Retirement and Emeritus Fellowships 51
ORDINANCE VIII: Academic Staff 55
ORDINANCE IX: Residence 57
ORDINANCE X: Sabbatical Leave 59
ORDINANCE XI Tenure of Statutory College Offices 61
ORDINANCE XII: Academic Posts 63
ORDINANCE XIII: Chaplain 65
ORDINANCE XIV: Dean 67
ORDINANCE XV: Praelector 69
ORDINANCE XVI: Tenure of Academic Posts and College Offices 71
ORDINANCE XVII: Honorary Fellows 73
ORDINANCE XVIII: Visiting Fellows 75
ORDINANCE XIX: Bye-Fellows 77
ORDINANCE XX: Fellow Commoners 79
ORDINANCE XXI: Students – General Provisions 81
ORDINANCE XXII: Student Societies 83
ORDINANCE XXIII: Membership of the College 87

CONTENTS

ORDINANCES under STATUTE C 89
CONDUCT, DISCIPLINE AND REMOVAL 89
ORDINANCE I: Procedures for Academic Staff: General Provisions 89
ORDINANCE II: Academic Staff: Procedures for Disciplinary Action 93
ORDINANCE III: Academic Staff: Procedures for Medical Matters 103
ORDINANCE IV: Academic Staff: Procedures for Redundancy 111
ORDINANCE V: Academic Staff: Appeals Procedures in Disciplinary, Medical and Redundancy Cases 115
ORDINANCE VI: Disciplinary and Medical Procedures for Fellows other than Academic Staff 119
ORDINANCE VII: Employed Fellows on Fixed-term Contracts 121
ORDINANCE VIII: Removal Procedures for the Master 125
ORDINANCE IX: Procedures for Officers and Post-Holders 127
ORDINANCE X: Procedures for Non-Foundation Fellows and other Members 129
ORDINANCE XI: Grievance Procedures: Master and Fellows 131
ORDINANCE XII: Student Academic Progress 137
ORDINANCE XIII: Student Welfare 139
ORDINANCE XIV: Student Discipline 143
ORDINANCES under STATUTE D 147
FINANCE AND REMUNERATION 147
ORDINANCE I: Investment and Expenditure Powers 147
ORDINANCE II: Investment Committee 151
ORDINANCE III: Administration of Trusts and Donations 153
ORDINANCE IV: College Seal 157
ORDINANCE V: Accounts and Financial Audit 159
ORDINANCE VI: Finance and Needs Committee 161
ORDINANCE VII: Audit Committee 163
ORDINANCE VIII: Remuneration and Benefits Committee 165
ORDINANCE IX: Remuneration during Sabbatical Leave 167
ORDINANCE X: Fellows' Pensions 169
ORDINANCE XI: Fellows' Accommodation and Commons 171
ORDINANCE XII: Grants, Awards and Student Support 173
ORDINANCE XIII: Student Finance 177

ORDINANCES under STATUTE A

CONSTITUTION AND GOVERNANCE

ORDINANCE I: The Visitor
(depending from Chapter II)

Devolution of powers

1. If the succession Viscountcy fails, the Chancellor of the University or his or her appointed Deputy shall exercise the powers and perform the duties and functions of the Visitor under these Statutes until other provision shall be made by the amendment of Statute A,II.

2. During any period when the Viscount de L'Isle is under the age of twenty-one years, the Chancellor of the University or his or her Deputy shall exercise the powers and perform the duties and functions of the Visitor.

3. If in the opinion of the Governing Body the Visitor is unwilling to act, or incapable of acting, the Chancellor of the University or his or her Deputy shall exercise the powers and perform the duties and functions of the Visitor until the Governing Body determines that the Visitor is again willing and able to act. Any decision of the Governing Body under this clause shall be made by a two-thirds majority of those members who are Fellows present at a meeting specially summoned for the purpose.

Jurisdiction

4. The Visitor shall exercise only such powers, duties and functions under these Statutes as are assigned to him under:
   (a) Statute A,I,3 (foundation of the College);
   (b) Statute A,VIII,9 or 10 and Ordinance VI,9 (interpretation or application of the Statutes);
   (c) Statute B,I,2 and Ordinance I,15 (election of the Master).

5. In accordance with the provisions of the *Higher Education Act 2004*, s.46 or any subsequent legislation the Visitor shall not have any jurisdiction to determine:
   (a) any dispute or hear any appeal relating to the appointment or employment, or the termination of the appointment or employment, of a member of staff; or
   (b) the application of the Statutes or Ordinances in relation to any such dispute or appeal.
   Provided always that the person who is the Visitor may nominate the Chair of an Appeal Panel under Ordinance C,V,5.

Procedures

6. For the proper discharge of his duties, the Visitor shall in all cases consider whether the nature of the decision reasonably requires that he obtain formal legal advice, and shall take

full and proper account of any advice received. The College shall defray any reasonable legal costs thereby incurred. The Visitor may, and where it is reasonably necessary for the proper determination of a case must, appoint a suitable deputy to act in his or her place.

7. No case referred to the Visitor shall be determined without an opportunity for representations to be made on behalf of the College, by a person or persons appointed by the Council, and by any other party or parties to the proceedings, either in person or through a representative approved by the Visitor. Such representations may be oral or written, at the discretion of the Visitor. The Visitor may make such further rules of procedure as he or she deems necessary or desirable in the circumstances of a case.

8. Within his jurisdiction under clause [4], the Visitor shall have power to review, amend or quash any act or decision of any person or body having authority in the College on the grounds that the act or decision, or some aspect of the act or decision was:
   (a) not taken in accordance with the provisions of the Statutes or Ordinances; or
   (b) unreasonable for being procedurally flawed; or
   (c) based on incorrect facts; or
   (d) unsatisfactory on some other substantial grounds.
   The Visitor shall have power to make such order as seems to him to be justified, including an order to refer a decision, or an omission or failure to make a relevant decision, to an appropriate person or body in the College, for further review.

ORDINANCE II: Procedure of the Governing Body
(depending from Chapters III and VI) *

Fellows in Class 4

1. Fellows in Class 4 shall be entitled to attend and speak, but not to vote, at any meeting of the Governing Body held to conduct the following business:
   (a) the presentation of the annual College Accounts at the Audit Meeting; or
   (b) any matter falling within Statutes A,III,5(c) or D,III,4 (College assets) or D,III,5 (College buildings); or
   (c) the determination of a particular question which has arisen concerning the interpretation or application of the Statutes, where the Master has summoned a meeting of the Governing Body for that purpose under Statute A,VIII,9 and/or A,VIII,10, and Ordinance VI.

Secretary

2. A Secretary to the Governing Body shall be appointed by the Governing Body, normally for a period of one year or more. The Secretary may be, but need not be, a member of the Governing Body.

3. The Secretary shall attend any meeting of the Governing Body and shall keep minutes of the proceedings, including a record of actions to be taken by College Officers or other persons or bodies. In the absence of the Secretary the Governing Body shall appoint a deputy for that meeting.

4. The Secretary to the Governing Body shall inform the Chair of the Statutes and Ordinances Committee, under Ordinance VIII, of any decision of the Governing Body which affects, or may affect, the Statutes or Ordinances.

Convening

5. Notice of any meeting of the Governing Body shall be given by the Secretary publishing, in whatever manner is conventional in the College:
   (a) an agenda specifying the day, time and place of the meeting, and the business to be conducted, with supporting papers, if any; and
   (b) a circular to all Fellows, and such further members of the College as the Governing Body deems appropriate, announcing the publication.

   Additional forms of notice may be agreed between the Secretary and individual Fellows.

* As amended by the Governing Body on 12 February 2020

6. The Governing Body may invite persons who are not members of the Governing Body to attend and speak at a meeting on a specified item or items of business, normally on the recommendation of an Officer.

Reserved and non-disclosable business

7. Reserved business and non-disclosable business, both reserved and unreserved, shall be marked on the agenda. Papers for non-disclosable business shall not be circulated in advance of a meeting. The Officer having conduct of business marked non-disclosable shall introduce the item orally and the Governing Body shall then take a decision whether the business should be:
   (a) conducted by the meeting on a non-disclosable basis; or
   (b) delegated, for stated reasons, either to a specific College committee or to a working group set up for the purpose; or
   (c) conducted as normal business, either unreserved or reserved, as appropriate.

8. In case 7(a), any relevant papers shall be tabled at the meeting by the appropriate Officer and all copies shall be returned to the Secretary at the end of the meeting for secure disposal. If any person has been invited to attend the meeting under clause [6], for the relevant item, he or she may, at the discretion of the Governing Body, review a copy of such papers.

9. In case 7(b), the Governing Body shall specify any terms for the conduct of the delegated business which it deems necessary or appropriate; in particular, it shall require a progress report to be made to the Governing Body at a suitable time, and may specify further terms concerning the nature of the report.

Minutes

10. Minutes of meetings shall be signed by the Master or other presiding Fellow and shall be kept in a Minute Book under the control of the Secretary. A copy of the minutes shall be published in accordance with clause [5].

11. Minutes of reserved business shall be recorded as reserved minutes; provided that where reserved business has issued in a decision for the public record that decision shall be recorded as an unreserved minute.

12. The minutes of non-disclosable business shall be recorded in full, as non-disclosable minutes. The published copy of the minutes shall note the existence of a non-disclosable minute in the form 'Item no. x is recorded as a non-disclosable minute'.

13. The minutes of non-disclosable business which is delegated shall record the fact, and terms, of the delegation, as unreserved or reserved minutes, as appropriate.

14. Any member of the Governing Body, and any Emeritus Fellow, may view the signed Minute Book; provided that a student member may only view unreserved minutes.

Annual Meeting

15. Business to be conducted at the Annual Meeting of the Governing Body shall include:
    (a) the election of Fellows to the Council;
    (b) the appointment of members of committees of the Governing Body;
    (c) express confirmation by a two-thirds majority of those members present and voting of such Public Benefit Statement as the Charity Commission requires from time to time; and
    (d) such other business as the Governing Body shall from time to time determine.

ORDINANCE III: Council Procedure
(depending from Chapter VII) *

Secretary

1. The Secretary to the Governing Body shall also be the Secretary to the Council. In the absence of the Secretary the Council shall appoint a deputy for the purpose of that meeting.

2. The Secretary shall maintain a record of annual and other regular business conducted by the Council, and shall ensure that such business is brought to the Council in a timely manner.

3. The Secretary to the Council shall inform the Chair of the Statutes and Ordinances Committee of any decision of the Council which affects, or may affect, any Statute, Ordinance or Regulation.

Convening

4. Notice of meetings of the Council shall be given by the Secretary publishing, in whatever manner is conventional in the College:
   (a) an agenda specifying the day, time and place of the meeting, and the business to be conducted, with supporting papers, if any; and
   (b) a circular to members of the Council, all Fellows, and such further members of the College as the Council deems appropriate, announcing the publication.
   Additional forms of notice may be agreed between the Secretary and individual Fellows.

5. The Council may invite persons who are not members of the Council to attend and speak at a meeting on a specified item or items of business.

Conduct of business

6. Clauses [3] and 7-14 of Ordinance II (Procedure of the Governing Body) shall apply, *mutatis mutandis*, to items of Council business; provided always that a non-disclosable minute of the Council shall not be made available to any person who is not a member of the Council. The published copy of the minutes shall note the existence of a non-disclosable minute in the form 'Item no. x is recorded as a non-disclosable minute'.

7. The Council shall submit the minutes of its meetings, other than non-disclosable minutes, to the next meeting of the Governing Body or as soon as practicable thereafter. The Council shall receive and consider all minutes of the Governing Body recorded since the previous meeting of the Council.

* As amended by the Governing Body on 24 May 2024.

8. The Bursar or Secretary, as appropriate, shall be responsible for ensuring that the Council is properly advised on the meaning and application of the Statutes, Ordinances and Regulations. Where the Council refers a matter to the Statutes and Ordinances Committee for further advice the Committee shall report back to the Council as directed or as soon as practicable.

Regulations

9. Where the Council wishes to exercise its power to make, amend or rescind a Regulation, under Statute A,IV,4(k) it shall refer the matter to the Statutes and Ordinances Committee or, in the case of financial Regulations made under Statute D,I,3 and D,II,13, to some competent person or persons, for recommendations. The Council may take action in accordance with any policy so referred, prior to the approval of any Regulation.

Annual Meeting

10. Business to be conducted at the Annual Meeting of the Council shall include:
    (a) the appointment of Officers;
    (b) the appointment of members of committees of the Council; and
    (c) such other business as the Council shall from time to time determine.

Committees

11. A Fellow on sabbatical leave, under the provisions of Statute B, Chapter II, other than any Fellow in Class 3 who has been granted sabbatical leave from ancillary responsibilities of teaching or research, shall not be entitled to serve as a member of any committee or other body of the College.

12. A standing committee of the College shall report regularly to the Governing Body or the Council, as appropriate, normally by submission of the minutes of committee meetings, and by any further reports as the committee deems necessary or desirable, or as required by the Governing Body or the Council, respectively.

13. The Council may at any time approve the conduct of business by any committee, including a committee of the Governing Body, by the electronic circulation of papers and/or by discussion and decision among members of the committee by electronic means; provided always that a committee which conducts business under this clause shall inform the Council accordingly, either in advance, by the Chair, or as soon as convenient thereafter, normally by a minute recording the fact.

14. Any conflict of interest held by any member of a committee shall be governed by Ordinance IV,19-20.

ORDINANCE IV: The Management of Conflicts of Interest
(depending from Chapter IV)

Material interests

1. A material interest is any matter which:
   (a) may influence the judgment of the person possessing it; or
   (b) may reasonably appear, to other persons, capable of influencing his or her judgment;
   such that his or her judgment may not be, or may appear not to be, exercised wholly and exclusively in the interests of the College. No interest shall be a material interest unless the person having the interest either knew about it or should reasonably have been aware of it.

2. The primary judgment of whether or not an interest is a material interest is that of the person whose interest it is; provided that every person shall have a conscientious regard to the proper management of conflicts of interest and his or her judgment shall be subject to the right of the Council to determine the matter under clause [12].

3. Material interests shall include interests arising from a person's connection with another person or body independent of the College, where:
   (a) there is a reasonable possibility that the person or body may be engaged in some business, appeal, or transaction involving the College; and
   (b) that connection might or might appear to give rise to the person receiving indirect financial gain or other benefit, or to a conflict of loyalties.

4. A Fellow or student who is a member of the Council shall have a material interest in any item of Council business that might result in that person receiving a benefit that would not be generally available to other Fellows or students, respectively.

Register of Interests

5. The Secretary to the Council shall maintain a Register of Interests of members of the Council. All members shall, upon election or *ex officio* appointment, register with the Secretary any material interests and any other information which may reasonably be required for the maintenance of the Register. The Secretary shall request the relevant information when a person first becomes a member, and in a general annual circulation. Members shall notify the Secretary of any changes as they occur.

6. The Register shall include a person's membership of any Faculty or Department in the University, and any office or position held in the University.

7. The Register shall record the nature of any material interest but not the quantum, if any, of that interest. In particular, a shareholding in a public company shall not be registered unless

it amounts to a material interest within clause [1], and the Register shall not include the number or value of the shares.

8. The Register shall be available to all persons properly having an interest in the information it contains. Such persons shall include all members of the College, any authorised officer of the Charity Commission, and members of the public requesting information under the *Freedom of Information Act 2000* ('FoIA'). Information on the Register shall be made available to persons making FoIA requests, to the extent required by and compatible with the legal obligations of the College. Accordingly, personal data supplied in connection with the Register shall be processed solely for the purposes of the Register, in accordance with the second data protection principle under the *Data Protection Act 1998*.

9. This Ordinance shall stand as notice to all Fellows and students of the College that the information recorded in the Register shall be used for the sole purpose of informing such persons as have a right to inspect it.

Declarations of interest in the Council

10. Every meeting of the Council shall contain an early item on the agenda for "Declaration of Interests".

11. Any member of the Council who has a material interest in an item of business on the agenda, other than business solely for report, shall declare that fact whether or not the interest is registered under clauses 5-7 or is a matter otherwise known to members of the Council.

12. If the Master or other Chair of the meeting, or any two members of the Council, considers that another member may have a material interest which has not been declared under clause [11] the matter shall immediately be referred to the decision of the Council. The Council shall hear the member's views but shall determine the matter in his or her absence. The determination of the Council shall be binding on the member concerned.

13. A member of the Council who declares or is found to have an interest which is a pecuniary interest shall normally withdraw from any part of a meeting at which the business is under consideration and shall neither speak nor vote on the matter. Exceptionally, the Council may resolve, in the interests of the full and proper conduct of the business, that the member may address the meeting solely for the purpose of providing the Council with relevant information. In no circumstances shall the member vote on the matter.

14. Where a member of the Council declares or is found to have an interest which is not a pecuniary interest, the Council may resolve that the member may remain present, and may further resolve to permit the member to speak or to vote on the matter.

15. The minutes of every Council meeting shall record any material interest declared, the withdrawal of any member from the meeting, and any resolution of the Council made under clause [14], but not normally the reasons for it.

Special decisions

16. A special decision of the Council, made in accordance with clause [18], shall be required when the number of members who declare a material interest in a matter, or who for any other reason are disentitled from voting on it, would, if those members were to withdraw from the decision, reduce the remaining number of members, present and entitled to vote on the matter, below the number required for a quorum.

17. Clauses [13] and [14] shall not apply when a special decision of the Council is required.

18. Where a special decision of the Council is required it may, having full regard to all the circumstances of the matter, determine that:
    (a) the nature of the conflict of interest is so pervasive that the Council has no alternative but to surrender its discretion by seeking the direction of the Charity Commission, by an application in writing; or
    (b) notwithstanding the conflict of interest, the Council is able fairly and reasonably to take a decision, but should, before making the decision, seek the advice of the Charity Commission by an application in writing; or
    (c) the Council is able fairly and reasonably to take a decision without making any application to the Charity Commission.

Committees and other bodies

19. Clauses 1-15 shall apply, *mutatis mutandis*, to any meeting of the Governing Body, and to any committee, working party or other body within the College, as they apply to the College Council, except insofar as they are expressly dis-applied, either generally or for specified items of business, by decision of the Council.

20. For the purposes of clause [12], it shall be the Chair of the relevant committee or body who may refer a question concerning the declaration of a material interest to the committee or body concerned.

ORDINANCE V: Charity Trustees
(depending from Chapter V)

Eligibility

1. The College shall take reasonable steps to ensure that any person who stands for membership of the Council is eligible to act as a Charity Trustee of the College. Such steps shall include relevant checks against official registers of disqualified persons, such as the Individuals Insolvency Register, the register of disqualified company directors, and the Charity Commission register of persons who have been removed as a charity trustee. The College shall also undertake relevant Criminal Records Bureau checks where a need to do so is indicated under the terms of the College Child Protection Policy.

2. No person shall be elected as a member of the Council, or be appointed a member *ex officio*, unless that person confirms, by a signed declaration made prior to such election or appointment, that:
   (a) he or she is willing to act as a Trustee and is fully aware of the charitable objects of the College, as set out in the Charter and Statutes and in the Charity Commission Registration Form;
   (b) he or she is not disqualified for any reason from acting as a Trustee, such as:
      (i) having a conviction for an offence listed under charity legislation;
      (ii) being disqualified from working with children;
      (iii) being barred by the Protection of Vulnerable Adults list;
   (c) he or she is aware of, and accepts, the responsibilities and liabilities, including personal liabilities, of acting as a Trustee of the College in accordance with charity law.

3. Where the College Chaplain or any other person holds, by virtue of his or her role in the College, a duty of confidentiality towards members of the College, and such duty might conflict with the duty of a charity trustee to inform the Council of matters adverse to the interests of the College, the Chaplain or such other person shall not be eligible for election to the Council; and where already a member he or she shall resign from the Council upon election or appointment to the role. Where such a person declines nomination for election to the Council, on such grounds, it shall not constitute a breach of Statute A,V,2.

4. Any member of the Council who:
   (a) becomes aware that he or she is ineligible to act as a Trustee, shall notify the Master;
   (b) is found to be ineligible following some relevant check, shall be notified by the Master.
   In either case, the Trustee shall be deemed to have immediately vacated membership of the Council. A by-election to replace the unexpired potion of that member's tenure shall normally be held as soon as practicable, in accordance with procedures laid down under Ordinance IX or X.

Election

5. Any person who stands for election to the Council shall, at or before the time when he or she is formally nominated, be provided with appropriate information concerning the charitable status, and the charitable objects and activities, of the College, and the role, duties and liabilities of a Trustee.

6. At the election of Fellows to the College Council under Ordinance IX, the Master shall draw the attention of the Annual Meeting of the Governing Body to the role of the Council as the College's Charity Trustees, and to the desirability of electing persons with a broad range of skills, knowledge and experience.

Training and support

7. So far as reasonably practicable, the College shall provide annual practical training in charity law and best practice for members of the Council. All members of the Council shall normally attend any such courses as are provided.

8. The College shall, as far as reasonably practicable, indemnify any Trustee against any reasonable legal costs he or she incurs in the course of defending an action which concerns his or her performance of the duties of a Trustee, provided that in the circumstances the indemnity is consistent with the requirements that:
   (a) any private benefit to the Trustee shall be incidental to the charitable activities of the College; and
   (b) the Trustee shall not be subject to any material conflict of interest.

Removal of Trustees

9. If the Master, or any two or more Fellows, considers that a Trustee has or may have failed in or breached any of his or her duties, then the Master shall refer the matter to the Council, under reserved business, either at its next ordinary meeting, or at an extraordinary meeting summoned for the purpose. In either case, at least six calendar days' notice shall be given. The Trustee concerned shall have the opportunity of being heard by the Council on the matter.

10. Where a majority of those members of the Council who are Fellows considers that the acts or omissions of the Trustee amount to a failure to carry out or comply with the duties of the position, in such manner or to such a degree as warrants his or her removal, then the Council shall make such a recommendation to the next meeting of the Governing Body. The Governing Body may confirm, reverse or modify the recommendation of the Council.

11. Where the Council recommends to the Governing Body that a Trustee should be removed, that Trustee shall not attend any meetings of the Council, nor be party to any transaction of Council business, until the Governing Body shall have made a decision on the matter.

ORDINANCE VI: Compliance with Statutes and Ordinances
(depending from Chapters IV & VIII)

Scope of Authority

1. Where the Master considers that a matter either requires an urgent decision or raises no substantive issue of policy, he or she shall have authority to approve on behalf of the Council any recommendation made by at least two College Officers which the Council has power to approve. Any such case shall be reported to the next meeting of the Council.

Review of compliance

2. Any Fellow may make a representation to the Master that there has been a contravention of or a failure to comply with the Statutes, Ordinances or Regulations, by an act done or decision taken, or a failure or omission to act or decide, by any relevant person or body.

3. Nothing in this Ordinance shall render any act or decision invalid unless and until:
   (a) a representation has been made which complies with clause [4]; and
   (b) the procedures set out in clauses 5-11 have been completed; and
   (c) there has been a final determination that the act or decision is invalid.

Procedures

4. Any representation under clause [2] shall give a full account of the act or matter referred to, and shall specify the alleged contravention or failure to comply, and shall be made in writing within three months of the later of:
   (a) the date of the relevant act, decision or alleged failure to comply; or
   (b) the date upon which information concerning the relevant act, decision, or failure to comply was published, or otherwise became publicly available, to the Fellowship; or
   (c) the earliest date upon which the Fellow making the representation ought reasonably to have been aware of such information.

5. Where the Master receives a representation which complies with clause [4], he or she shall enquire into the matter and shall report to the Council, with recommendations and reasons within twenty-eight calendar days after the first day of the following Full Term. The Council shall make such determinations and directions in the matter as it thinks fit.

6. The Council shall determine, under clause [5], whether:
   (a) there has been no contravention or failure to comply; or
   (b) the relevant act or decision is a material contravention but has not affected the outcome, and shall therefore be held to be valid; or
   (c) the relevant act or decision is a material contravention which has affected the outcome, and shall therefore be held to be invalid.

7. For the purposes of clause [6], a material contravention shall be held not to have affected the outcome where, in the opinion of the Council, the same outcome would have ensued if the contravention had not taken place.

8. Where the Council determines that a material contravention has affected the outcome of an act or decision, it shall make such further, consequential directions in the matter as it thinks fit.

9. If any Fellow is dissatisfied either:
   (a) that no report to the Council has been made in due time under clause [5]; or
   (b) with the determinations and directions of the Council made under clauses 6-8;
   he or she may within a reasonable time thereafter refer the matter to the Governing Body, which shall make such determinations and directions as it thinks fit. If no such reference is made, the determinations and directions of the Council shall be final.

10. In the case of an alleged contravention of, or failure to comply with, the Statutes the Master, or any three Fellows who are dissatisfied with the determinations or directions of the Governing Body made under clause [9], may no later than three months thereafter, appeal in writing to the Visitor, subject to Ordinance I,5. The determination of the Visitor shall be final. If no such appeal is made within the prescribed period, and in any case which does not concern the Statutes, the determinations and directions of the Governing Body shall be final.

11. Where the representation under clause [4] concerns any act, decision or failure of the Master, references to the Master in clauses [2] and [5] shall be read as referring to the Vice-Master.

ORDINANCE VII: The Education and Pastoral Care Committee
(depending from Chapter IV) *

Ordinance VII was removed by decision of the Governing Body on 22 May 2024. The current Terms of Reference for The Education and Pastoral Care Committee [succeeded by the Academic Committee and the Student Wellbeing Committee by decision of the Council on 22 May 2024] are available in the 'Key Documents' section of this committee's Sidnet page, and upon request from the Registrar.

* As amended by the Governing Body on 4 December 2019, 10 November 2021, 23 February 2022 and 24 May 2024.

ORDINANCE VIII: The Statutes and Ordinances Committee
(depending from Chapters III and VIII) [*]

Ordinance VII was removed by decision of the Governing Body on 22 May 2024. The current Terms of Reference for The Statutes and Ordinances Committee are available in the 'Key Documents' section of this committee's Sidnet page, and upon request from the Registrar.

[*] As amended by the Governing Body on 22 February 2023 and 24 May 2024.

ORDINANCE IX Elections to Council – Members of the Governing Body
(depending from Chapter IV) *

Vacancies and tenure

1. At the Annual Meeting the Governing Body shall elect Fellows to the College Council in category (b) of Statute A,IV,1. The number of Fellows to be elected shall be sufficient to ensure that, in addition to the continuing members of the Council in this category, there will be at least nine but no more than twelve members for the forthcoming academic year.

2. For each elected Fellow, membership shall run from the 1st of September following the Annual Meeting for one, two or three years, as determined by the Governing Body, and shall normally be for a period of three years. The guiding principle for the determination of Fellows' tenure shall be to ensure an appropriate balance of continuity and change in the composition of the Council from year to year.

3. If any elected Fellow attends fewer than half the meetings of the Council in any academic year then, unless the cause of absence is declared sufficient by the Council, he or she shall cease to be a member from the end of the Annual Meeting of the Council for that year, and shall not be eligible for re-election until the Annual Meeting of the Governing Body in the year next but one.

Nominations

4. There shall be an Appointment Recommendations Committee, which shall be a standing committee of the Governing Body.

5. The Appointment Recommendations Committee shall encourage members of the Governing Body to stand for election to the Council and to make nominations for election. During the Easter Term the Committee shall ensure that all members of the Governing Body are reminded of the Statutes and Ordinances governing the election of members of the Council, including in particular the provisions governing the Charity Trustees.

6. Nominations shall be proposed and seconded in writing by Fellows who are members of the Governing Body and shall be accompanied by the written consent of the nominee. Nominations, other than for bye-elections under clause [13], shall be submitted to the Secretary of the Governing Body by the latest date upon which notice must be given of the Annual Meeting. Where the number of valid nominations is less than the required minimum

* As amended by the Governing Body on 20 May 2020, 22 May 2024 and 6 Nov 2024.

number of Fellows to be elected the Council shall seek further nominations until the required number is obtained.

Conduct of elections

7. The Secretary to the Governing Body shall be the returning officer for elections to the Council, and shall have conduct of the annual elections and of elections to casual vacancies.

Annual elections

8. A poll or polls shall take place at the Annual Meeting of the Governing Body, in accordance with clauses 9-11.

9. Each member of the Governing Body who is a Fellow may, but need not, cast as many votes as the maximum number of Fellows to be elected, provided that not more than one vote may be cast for any one Fellow nominated. Each vote shall be made in writing and signed by the Fellow voting, unless otherwise determined by the Governing Body upon a motion from two Fellows who are not standing for election.

10. A Fellow shall not be elected unless the number of votes cast in his or her favour is equal to at least half the number of Fellows present at the Annual Meeting. Subject to the foregoing, the following procedures shall apply:
    (a) Fellows shall be declared elected, one by one, in the order of the number of votes cast for each Fellow, from highest to lowest, until at least the minimum and no more than the maximum number of Fellows is elected;
    (b) if there is a tie for the election of the final Fellow, a further poll shall be held to break the tie;
    (c) if the minimum number of Fellows is not elected by the first poll, a further poll or polls shall be held among the remaining nominated Fellows until the minimum number of Fellows is declared elected or none of the remaining nominated Fellows secures the required number of votes.

11. Where polling in accordance with the above procedures fails to secure the minimum number of elected Fellows, the Annual Meeting shall be adjourned to a date determined there and then by the Governing Body, for the purposes of seeking further nominations in accordance with the procedures for bye-elections under clause [13], and for holding further polls in accordance with this Ordinance at the adjourned meeting.

Bye-elections

12. If an elected Fellow should cease to be a member of the Governing Body, die, resign from the Council, become an *ex officio* member of the Council, cease to be eligible as a charity trustee,

or be removed from the Council under Ordinance V,9-11 , or for any other reason vacate membership of the Council, and the number of elected members thereupon falls below nine, the Governing Body shall hold a bye-election to replace that Fellow for the remaining portion of his or her tenure; provided that if the vacancy arises less than six calendar weeks before the Annual Meeting of the Governing Body, and the period of tenure is due to expire on the 31st August following, no bye-election shall be held.

13. Where a casual vacancy arises under clause [12] the Appointment Recommendations Committee, and if necessary the Council, shall seek nominations forthwith. Nominations shall be in the form prescribed by clause [6] and shall normally be submitted to the Secretary to the Governing Body within three calendar weeks of the vacancy occurring. The bye-election shall be held in accordance with clauses 9-11 at the next meeting of the Governing Body unless an earlier meeting is summoned for the purpose.

ORDINANCE X: Elections to Council – Student Members
(depending from Chapter IV)

Election and tenure

1. The tenure and methods for election of the student members of the Council shall be specified by the Constitution and Standing Orders of the Sidney Sussex College Student Union ('SSCSU'). Any changes to those methods of election shall require the approval of the Council.

Bye-elections

2. If an elected student member of the Council should cease to be a student of the College, die, resign from the Council, cease to be eligible as a charity trustee, be removed from the Council under Ordinance V,9-11, or for any other reason vacate membership of the Council, there shall be a bye-election held in accordance with the procedures for bye-elections specified in the Constitution and Standing Orders of SSCSU.

ORDINANCES under STATUTE B

MASTER, FELLOWS, OFFICERS AND COLLEGE MEMBERS

ORDINANCE I: Election Procedures for the Master
(depending from Chapter I)

1. A person shall not be elected Master unless either he or she is:
   (a) a Master of Arts or of some equal or superior degree in the University of Cambridge or another University; or
   (b) otherwise qualified to hold Office by virtue of his or her personal experience or achievements.

2. Where the Vice-Master is a candidate in the election of the Master, he or she shall not conduct the election procedures under this Ordinance; a deputy for the Vice-Master shall be appointed by the Governing Body, and all references to the Vice-Master shall be read accordingly.

Standard procedures

3. The Vice-Master shall initiate proceedings for the election of a Master:
   (a) at normally no later than, or as soon as practicable after, the Annual Meeting of the Governing Body in the penultimate year of the tenure of the current Master, as determined under Ordinance III,1[*]; or
   (b) upon the Governing Body receiving twelve calendar months' written notice of the Master's resignation under Ordinance B,III,2.

4. The Governing Body shall determine the procedures to be followed for the conduct of the election, upon recommendations from the Vice-Master; provided that:
   (a) unless the Governing Body approves otherwise, the first formal meeting summoned for the purpose of conducting a formal vote or votes shall be held not later than two calendar months before the end of the current Master's tenure, or the date of his or her resignation or retirement;
   (b) unless the Governing Body approves otherwise, no formal meeting shall be held during the period between the end of an Easter Term and the start of the next following Michaelmas Term;
   (c) a formal meeting shall be held within the precincts of the College;
   (d) a formal meeting shall be chaired by the Vice-Master or, in his or her absence, by a deputy elected by the meeting, and may be adjourned from time to time, provided that it shall be concluded within six calendar days of its commencement;

[*] As amended by the Governing Body on 10 November 2021.

(e) any formal vote shall include an option for reopening nominations;
(f) notices specifying the day, time, place and purpose of any meeting, formal or informal, shall be sent to all members of the Governing Body who are Fellows, in accordance with the provisions of Ordinance A,II,5; no notice shall be sent to the Master, who shall not attend any such meetings;
(g) unless the Governing Body approves otherwise, the periods of notice shall be:
  (i) at least seven calendar days for an informal meeting; and
  (ii) at least two calendar months for the first formal meeting.

5. In accordance with Statute A,VI,6, all Fellows who are members of the Governing Body, other than any Fellow who has declared himself or herself to be a candidate in the election, shall be entitled to receive notice of and to attend and vote at any informal or formal meeting of the Governing Body under this Ordinance.

6. A formal meeting shall not be quorate unless a majority of the members of the Governing Body who are Fellows and eligible to vote are present. No Fellow who is a candidate in the election may participate in any vote, appointment or request to the Chair.

7. A formal vote shall be taken in the following order and manner:
(a) each Fellow present at the meeting who wishes to vote shall sign the following declaration: 'I do solemnly declare that in the vote or votes I am about to give I will have regard only to the welfare of the College';
(b) the meeting shall appoint two Fellows as tellers to conduct the count of the votes;
(c) each vote shall be made in writing in the terms: either 'I, A.B., choose C.D. to be Master in this College' or 'I, A.B., wish to reopen nominations';
(d) the Vice-Master, or such other Fellow who is Chair, shall act as returning officer and shall declare the number of votes cast for each candidate, and the name of the successful candidate;
(e) any Fellow may once only request a recount; the Chair shall make a ruling, provided that consent shall not unreasonably be refused;
(f) if a majority of votes cast are in favour of reopening nominations, the Chair shall so declare and voting shall be closed;
(g) if a candidate secures a majority of votes cast he or she shall be declared duly elected; and
(h) in accordance with Statute A,I,4, the Governing Body shall determine the tenure of the Master-elect.

8. Where no candidate secures a majority in the first formal vote, and nominations are not reopened under clause 7(f), then steps 7(b) through (e) shall be repeated until:
(a) nominations are declared to be reopened under step (f) and voting is closed; or
(b) a candidate is declared elected under steps (g) and (h); or

(c) the Chair declares that in his or her opinion no majority can be obtained at the first formal meeting (including any adjournment under clause 4(d)) and that voting is closed.

9. Where voting is closed under clause 8(a) then clause 11(d) shall apply.

10. Where voting is closed under clause 8(c), the Governing Body shall approve a date and time for a second formal meeting to be held within two calendar months of the first formal meeting, subject to clause 4(b). At least six calendar days' notice shall be given of any second formal meeting, at which further votes shall be taken in accordance with clauses [7] and [8].

Exceptional circumstances

11. Where:
    (a) the Governing Body receives less than twelve calendar months' notice of the Master's resignation; or
    (b) the Master is removed from Office under Statute C,III; or
    (c) for any reason the Office of Master becomes immediately vacant; or
    (d) nominations are reopened under clause 8(a); then
    the Vice-Master and the Governing Body shall as far as reasonably practicable adopt the provisions of clauses 1-10 and adapt them to the exceptional circumstances with a view to securing an election as expeditiously as possible.

12. Where at any time prior to his or her admission a Master-elect declines the Office, the Vice-Master, or in his or her absence the most senior Fellow in residence who is a member of the Council, shall within seven calendar days thereof give notice to all members of the Governing Body who are Fellows of a meeting to be held for the purpose of electing a new Master. This meeting shall be held not earlier than two calendar months nor later than three calendar months from the date of the notice, subject to clause 4(b).

13. Where a Master-elect is not admitted within fifteen months after his or her election, or after the Office becomes vacant, whichever is the later, the election shall be void.

14. If at any time the Office of Master becomes vacant, an Acting Master shall be elected for the duration of the vacancy, under the provisions of Statute B,I,10, and proceedings for an election shall be initiated or continued under this Ordinance.

Failure to elect

15. If no person is elected by the Governing Body at a second formal meeting under clause [10], or if no such second formal meeting is held within six months after the date upon which nominations are first reopened under clause [7] or [8], the power to appoint a Master shall devolve upon the Visitor under Statute B,I,2. The Vice-Master, and any other Fellow who has

been Chair of a formal meeting, shall certify to the Visitor in writing that the procedures prescribed in this Ordinance have been followed and that no election has been made.

ORDINANCE II: Admission Procedures for the Master
(depending from Chapter I)

1. The admission of the Master-elect shall take place at a meeting, normally held in the first week of September, to which all members of the Governing Body, and Fellows in Class 4, and Honorary Fellows, and any other guests of the Governing Body shall be invited, with at least six calendar days' notice.

2. The admission of the Master-elect shall be made in the following manner:
   (a) the Master-elect shall declare: 'I, A.B., elected Master of the College of the Lady Frances Sidney Sussex, do solemnly declare that I will observe and cause to be observed the Statutes and Ordinances of the College, and will to the utmost of my power promote its aims, interests and welfare';
   (b) the Vice-Master, or in his or her absence the most senior member of the Governing Body present, shall declare: 'I, C.D., Vice-Master (or Fellow) of the College of the Lady Frances Sidney Sussex, admit you, A.B., to be Master in this College'.

ORDINANCE III: Tenure of the Master
(depending from Chapter I)

1. The tenure of the Master shall commence on the date of admission and shall expire on the 31st August of the final year of Office, as determined by the Governing Body at the time of election in accordance with Statute B,I,3.

2. The Governing Body may dismiss the Master by giving him or her not less than twelve calendar months' written notice. The Master may at any time resign by giving not less than twelve calendar months' written notice to the Governing Body or such other notice as the Governing Body may by Ordinance determine.

ORDINANCE IV: Master's Leave and the Holding of College Offices
(depending from Chapter I)

Leave

1. The Governing Body may grant the Master leave of absence for reasons of illness or other special cause for a period not exceeding one year, on such conditions as it shall determine; and may grant a further period or periods of such leave up to a total of two years in total during his or her tenure.

2. Subject to the consent of the Council, which shall not unreasonably be withheld, the Master may take sabbatical leave of absence in accordance with Ordinance X.

College Offices

3. A Master-elect shall vacate any Statutory College Office under Statute B,VI,1, or any Academic Post under Statute B,VI,2, or any other post or appointment, which he or she holds when elected, either upon 31st August next after the election or upon earlier resignation.

4. The Master may be appointed to any Office, or Academic Post or other post or appointment in the College, in accordance with these Statutes and Ordinances.

ORDINANCE V: Election, Admission and Seniority of Fellows
(depending from Chapter II)

Eligibility for election

1. Further to Statute B,II,4, the responsibilities of a Fellow in Class 1 shall include but shall not be limited to any of the following:
   (a) teaching or direction of studies, as the Council may from time to time reasonably require;
   (b) the associated learning and study necessary to the proper performance of teaching or direction of studies;
   (c) academic research;
   (d) pastoral or administrative responsibilities directly associated with the pursuit of education, learning or research;
   (e) any further functions, appropriate to and consistent with the Fellow's primary responsibilities, as determined by the Council from time to time.

   Where a Fellow in Class 1 holds a University appointment the responsibilities and functions specified by the Council shall not exceed the amount of work permitted by the conditions of tenure of his or her University appointment.

2. Further to Statute B,II,6-7, the responsibilities of a Fellow in Class 3 shall normally be associated with a College Office, Academic Post or other post or appointment, established in Ordinances or Regulations, and shall include but shall not be limited to any of the following:
   (a) financial administration of the college;
   (b) fundraising and other work connected with the development of the endowment;
   (c) academic-related administrative or managerial responsibilities;
   (d) pastoral or religious responsibilities;
   (e) teaching or direction of studies;
   (f) responsibilities ancillary to the pursuit of education, religion, learning or research;
   (g) managerial or administrative responsibilities in support of the College community;
   (h) any further functions, as determined by the Council from time to time.

Election

3. The election of any person who is not a Fellow of the College, or of a Fellow in Class 2 into another Class, shall be made by the Council in the following manner:
   (a) each Fellow, starting with the most junior and proceeding through the seniority to the most senior, shall declare in turn either 'I cast my vote in favour of this election' or 'I cast my vote against this election';
   (b) the Master shall cast his or her vote last;
   (c) the Master shall count the votes and if a majority of votes cast are in favour of the election, the Master shall declare the person duly elected.

4. The re-election of any Fellow into any Class, other than the election of a Fellow in Class 2 into another Class, shall be made by a simple vote of the Council.

Admission and annulment

5. A Fellow-elect of the College shall be admitted into his or her Fellowship, at a meeting of the Governing Body to which guests may be invited by the Council, as follows:
   (a) the Fellow-elect shall declare: 'I, A.B., declare that I will observe the Statutes and Ordinances of the College, and will endeavour to the utmost of my power to promote its aims, interests and welfare';
   (b) the Master, or the Vice-Master or such other Fellow who is Chair of the meeting, shall declare: 'I, C.D., Master (or Vice-Master or Fellow) of the College of the Lady Frances Sidney Sussex, admit you, A.B., to be a Fellow in this College';

   provided always that no admission shall be conducted where a current Fellow of the College is re-elected into the same or another Class.

6. If a Fellow-elect who is eligible for admission under clause [5] does not present himself or herself for admission within three months of the date fixed for the commencement of his or her tenure under Ordinance VI,1, the Council may annul the election.

Seniority

7. The seniority of each Fellow shall be determined by the date of commencement of his or her first tenure, either as a Fellow or, if earlier, Master of the College, provided that such Fellowship, or the Mastership, is followed by continuous service in any one of more of Classes 1-4 or as Master.

8. Where two or more persons would have equal seniority under clause [7] then the seniority of each shall be determined by the date of his or her election, and if necessary by the order of their respective elections on that date.

9. During any period for which a person is the Master, or holds a Fellowship, of the College, he or she shall accrue Terms of seniority, calculated in whole University Terms. Where a former Fellow or former Master is elected to a Fellowship discontinuous with the former Fellowship or Mastership, his or her seniority shall be augmented by the total number of Terms he or she accrued at any previous time.

ORDINANCE VI: Tenure and Re-election of Fellows in Classes 1-3
(depending from Chapter II) *

Tenure: general provisions

1. The tenure of any Fellow in Class 1, 2 or 3 shall commence on the date, and shall be held for the period, determined by the Council at the time of his or her election, in accordance with the provisions of this Ordinance.

2. A Fellowship may be held as a named Fellowship where the Council by Regulation so determines.

3. A Fellow may at any time resign from his or her Fellowship by giving not less than three months' written notice to the Master as Chair of the Council.

Re-election procedures

4. In accordance with Statute B,II,13, a Fellow in Class 1, 2 or 3 may be re-elected by the Council into the same or any other Class except Class 4. The re-election of a Fellow in Class 1 or Class 3 who is employed on a fixed-term contract shall, subject to the terms of the contract, be considered in accordance with the procedures laid down in Ordinance C,VII. The re-election of any other Fellow in Classes 1-3 shall be considered in accordance with procedures determined by the Council under this Ordinance.

5. Re-election procedures established under this Ordinance shall include a review comprising:
   (a) a Fellow's general conduct;
   (b) a Fellow's capability, willingness and availability, irrespective of age, for discharging the responsibilities of the Class or Classes of Fellowship under consideration; with particular reference, where applicable, to the amount and standard of teaching and direction of studies, and research, which the College expects him or her to provide;
   (c) a Fellow's commitment to participating in the governance of the College;
   (d) a Fellow's commitment to the work and life of the College community, including such matters as admissions, outreach and financial development;
   (e) teaching and other College needs;
   (f) the financial context of the review.

6. When conducting a review under clause [5] the Council shall consult appropriate Officers, and other Fellows and committees, of the College. The consultation shall normally include the Finance & Needs Committee, and the Appointment Recommendations Committee or any other similar or equivalent Committee established by the Governing Body or the

* As amended by the Governing Body on 24 May 2024 and 6 November 2024.

Council; and may include an *ad hoc* Review Committee appointed to consider the re-election of an individual Fellow.

7. The Appointment Recommendations Committee shall advise the Council on the re-election of Fellows in Classes 1, 2, and 3, other than Fellows referred to Ordinance C,VII, under clause [4], above.

Class 1

8. A Fellowship in Class 1 shall be held for an initial term of not less than one year nor more than six[**] years. It may be renewed immediately following the initial term for successive fixed-term periods of not less than one year nor more than six[**] years. A Fellowship shall be vacated at once:
   (a) if any condition for holding the Fellowship fails or ceases to hold;
   (b) upon retirement, either mandatory under Ordinance VII or voluntary;
   (c) at the expiry of any period of notice given under clause [3].

9. Except in the case of a Fellow referred to Ordinance C,VII, the following timetable for the consideration of the re-election of Fellows in Class 1 shall apply:
   (a) where the initial tenure is three years or less, the Council shall make a decision not later than its first meeting of the final Term of the initial tenure; provided that the Council shall use its best endeavours to give at least one complete Term's notice of any decision not to re-elect a Fellow;
   (b) where the initial tenure is more than three years, the Council shall normally make:
      (i) a preliminary decision not later than its first meeting of the third Term of the penultimate twelve calendar months of the initial tenure; and
      (ii) a final decision not later than its first meeting of the third Term of the final twelve months of the initial tenure;
   (c) the Council shall normally make a decision on any second and any subsequent renewal not later than the end of the Lent Term of the final academic year of the current tenure;
   (d) any Fellowship renewed for the first and for any subsequent time shall expire on the 31st August of its final calendar year, whether or not the initial tenure expired on the 31st August.

Class 2

10. A Fellow in Class 2 shall engage in research or study in any academic field, including the arts and humanities, social sciences, sciences (including mathematical and medical sciences), or technology and engineering.

[**] As amended by the Governing Body on 24 May 2023

11. A Fellowship in Class 2 shall be held for a fixed-term period not exceeding three years, and shall not normally be renewed; provided that:
    (a) the Council may, in exceptional circumstances and where it considers it to be in the best interests of the College, renew a Fellowship immediately following the initial term for successive fixed-term periods of not less than one year nor more than three years, up to a maximum tenure of six years; and
    (b) the Governing Body may, upon the recommendation of the Council made in accordance with the provisions of clauses 4-7, and by a two-thirds majority, extend the maximum tenure for such period as it shall determine.

12. A Fellowship in Class 2 may be either stipendiary or non-stipendiary, as determined by the Remuneration and Benefits Committee. A Fellow in Class 2 may:
    (a) teach in the College or the University for no more than 120 hours per annum; and/or
    (b) hold a College Office or Academic Post or other post or appointment in the College;
    but shall not otherwise engage in any work outside the research or study for which he or she was elected, without the permission of the Council.

13. Where a Fellow in Class 2 is appointed to a position in the University he or she shall immediately vacate the Fellowship unless the Council determines otherwise. He or she may be elected into a Fellowship in another Class.

Class 3

14. A Fellowship in Class 3 shall be held for an initial term of not less than one year nor more than three years. It may be renewed immediately following the initial term for successive fixed-term periods of not less than one year nor more than five years. A Fellowship shall be vacated at once:
    (a) if any condition for holding the Fellowship fails or ceases to hold;
    (b) upon retirement, either mandatory or voluntary;
    (c) at the expiry of any period of notice given under clause [3].

15. Except in the case of a Fellow referred to Ordinance C,VII the following timetable for the consideration of the re-election of Fellows in Class 3 shall apply:
    (a) where the initial tenure is three years or less, the Council shall make a decision not later than its first meeting of the final Term of the initial tenure; provided that the Council shall use its best endeavours to give at least one complete Term's notice of any decision not to re-elect a Fellow;
    (b) where the initial tenure is more than three years, the Council shall normally make:
        (i) a preliminary decision not later than its first meeting of the third Term of the penultimate twelve months of the initial tenure; and

(ii) a final decision not later than its first meeting of the third Term of the final twelve months of the initial tenure;

(c) the Council shall normally make a decision on any second and any subsequent renewal not later than the end of the Lent Term of the final academic year of the current tenure;

(d) any Fellowship renewed for the first and for any subsequent time shall expire on the 31st August of its final calendar year, whether or not the initial tenure expired on the 31st August.

ORDINANCE VII: Retirement and Emeritus Fellowships
(depending from Chapter II) *

Mandatory retirement

1. Any Fellow holding a Fellowship in Class 1 or 2* shall retire from that Fellowship on 31st August of the academic year in which he or she reaches the age of sixty-nine**, and shall simultaneously retire from any statutory College Office, Academic Post or other post or appointment then held where such post or appointment is specified in Ordinances.

2. Any Fellow holding a Fellowship in Class 3 shall retire from that Fellowship on 31st August of the academic year in which he or she reaches the age of sixty-nine, but such retirement shall not require retirement from any statutory College office, academic post, or other post or appointment†.

Fellowships in Class 4 (Emeritus Fellowships)

3. Pursuant to Statute B,I,12 and B,II,9 and 10, a retiring Master or former Master who has less than twenty years' seniority and who has:
   (a) completed his or her term as Master shall be elected into a Fellowship in Class 4 tenable for life;
   (b) not completed his or her term as Master shall be elected into a Fellowship in Class 4 tenable for life provided that he or she shall have held Office as Master for at least five years;
   (c) not completed his or her term as Master and has held Office for less than five years may be elected into a Fellowship in Class 4, normally with renewable fixed tenure, at the discretion of the Council; provided that the Council when exercising its discretion shall take into account the total seniority of the Master and the principles in clauses 4-8, governing the election of Fellows into Class 4.

4. A Fellow who satisfies the conditions of Statute B,II,8 shall be eligible to hold a Fellowship in Class 4. Where such Fellow is not eligible to proceed without election into a Fellowship tenable for life, under Statute B,II,9, he or she may be elected into a Fellowship with renewable fixed tenure ('with tenure'), in accordance with Statute B,II, 10 and clauses 4-8, below.

---

* As amended by the Governing Body on 24 May 2024.
* As amended by the Governing Body on 25 June 2025.
* As amended by the Governing Body on 24 June 2026.
† As amended by the Governing Body on 24 June 2026.

5. A Fellow who in the opinion of the Council is of exceptional distinction in academic or public life, or who has provided exceptional service to the College, shall normally be elected into a Fellowship in Class 4 tenable for life; provided that he or she shall have held a Fellowship for at least five years.

6. A Fellow with at least fifteen years' seniority may be elected into a Fellowship in Class 4 tenable for life where:
   (a) he or she voluntarily resigns, or retires, or declines an offer to renew his or her existing Fellowship, in order to facilitate the purposes of the College, and would otherwise have been entitled to hold a Fellowship for a period totalling twenty years or more; or
   (b) he or she resigns, retires or is removed, in all cases on the grounds of ill-health, and it may reasonably be assumed would otherwise have held a Fellowship for a period totalling twenty years or more.

7. A Fellow with at least five years' seniority shall normally be elected into a Fellowship in Class 4 with tenure, for a fixed-term period of five years. The Fellowship may be renewed for successive fixed-term periods of not less than one year nor more than five years, where, in the opinion of the Council, a Fellow has provided significant service to the College during the initial and any subsequent term, and undertakes to continue to do so. Such service may include, but shall not be limited to:
   (a) holding an Academic Post or other substantial post or appointment;
   (b) substantial supervision or other teaching;
   (c) substantial participation in the governance of the College.

8. A Fellowship in Class 4 with tenure shall transfer automatically to a Fellowship in Class 4 tenable for life at the end of the academic year in which the Fellow has achieved twenty years in total of Fellowship.

9. The Council may elect a Fellow in Class 4 with tenure into a Fellowship tenable for life prior to twenty years' tenure in total where, in the opinion of the Council, there are reasonable grounds to do so, consonant with the principles of this Ordinance.

10. A Fellow with fewer than five years' seniority shall not normally be elected into a Fellowship in Class 4; provided that a Fellow may be elected into a Fellowship in Class 4 with tenure where he or she is appointed to an Academic Post or other substantial post or appointment which shall be held co-terminously with the Fellowship.

11. For the purposes of applying clauses 3-10 the Council shall conduct a review, normally during the Lent Term:
   (a) in the final year of the Master's tenure;

(b) in the academic year in which a Fellow in Class 1, 2 or 3 reaches the age of sixty-nine;
(c) in the final year of tenure of a Fellow in Class 4;
(d) as soon as practicable for a Fellow in Class 1, 2 or 3 who gives notice of resignation under Ordinance VI,3 and who satisfies the conditions of Statute B,II,8.

Post-retirement work

12. A Fellow who is required to retire from his or her Fellowship under clause [1] may request to be appointed to alternative paid work in the College beyond the date of retirement, in accordance with procedures established by the Council.

13. A retiring Fellow shall not be appointed to alternative work under clause [12] unless it is in the objective best interests of the College; in particular, any appointment must be:
(a) the best way of meeting the College's teaching or other needs, either on a temporary or longer-term basis; and
(b) consistent with the financial interests of the College.

Review

14. The Governing Body shall review this Ordinance as regularly as circumstances require, normally at least once every five years. In particular, it shall undertake such review if and when the University, or a significant number of Cambridge colleges, amend their policies regarding a mandatory age of retirement for University staff or college Fellows.

ORDINANCE VIII: Academic Staff
(depending from Chapter II)

1. Pursuant to Statute B,II,12, the academic staff of the College shall comprise all and only the Fellows in Class 1, and not the Master nor any Fellow in any other Class.

2. For the avoidance of doubt:
   (a) a person who is employed by the College in teaching or research but does not hold a Fellowship in Class 1, is not, by virtue of that employment, a member of the academic staff;
   (b) a Research Fellow in Class 2 is not a person employed by the College to carry out teaching or research on its behalf, and is not by virtue of such Fellowship a member of the academic staff.

ORDINANCE IX: Residence
(depending from Chapter II)

1. The Master shall reside in College during at least two-thirds of each University Term, and for at least 210 calendar days in each academic year unless prevented by illness or other cause, or for other sufficient reason which the Council approves.

2. For the purposes of Statute B,I,5(a) and II,19, the Master, or any Fellow in Classes 1, 2 or 3, or any College Officer or Academic Post-holder or other post- or appointment-holder who is not a Fellow, may be required by the Council to reside in College property during the whole or such parts of each Full Term, and during such part of the Long Vacation, as the Council determines. In particular, the Council shall ensure that at least one such person shall be in residence in College each night during that portion of each Term which is appointed by the College for the residence of undergraduate Students.

ORDINANCE X: Sabbatical Leave
(depending from Chapter II) *

Remuneration

1. The provisions of this Ordinance shall take effect in conjunction with Ordinance D, IX.

Sabbatical leave

2. Permission for sabbatical leave shall be requested from the Council no later than the end of the first Friday of Full Term next but one preceding the proposed leave.

3. Any Fellow in Class 1 who is a University Teaching Officer, but not the Master, shall be granted sabbatical leave co-terminous with any period for which he or she is granted sabbatical leave by the University. Any such Fellow, and the Master, may be granted sabbatical leave in the same circumstances and under the same conditions as apply under this Ordinance to Fellows in Class 1 who are not University Teaching Officers.

4. Any Fellow in Class 1 who is not a University Teaching Officer shall, and the Master and any Fellow in Class 3 may, be granted sabbatical leave on such conditions as the Council shall determine; provided that:
   (a) leave shall not unreasonably be withheld;
   (b) any Fellow on a fixed-term appointment shall normally take leave only in the final year of tenure;
   (c) it shall be reasonable to withhold permission in any case where the Council is not satisfied that adequate alternative arrangements are in place for the discharge of the Fellow's or the Master's responsibilities.
   (d) the Council shall apply any of clauses 5-9, below, which are apt in a particular case.

5. For the purposes of calculating entitlement to sabbatical leave, and the appropriate period of such leave, the Council shall normally apply the same rules, *mutatis mutandis*, as the University applies to University Teaching Officers.

6. The maximum period of sabbatical leave that the Master or any Fellow may be granted at one time is one Term for every six Terms of service. In exceptional circumstances, the Council may take into account a Term or Terms not yet served; in any such case the Council shall set such financial or other conditions for the redemption of a Term or Terms so mortgaged as it sees fit.

7. For the purposes of clause [6], no Term shall count which:

* As amended by the Governing Body on 20 February 2019 and 8 November 2023.

(a) accrued more than six years previously; or
(b) was taken as sabbatical leave under the provisions of this Ordinance; or
(c) is excluded by the Council, in whole or in part, on the grounds that the Fellowship was intermitted for the Term, or the Term was taken as special leave, or sick leave, or some other form of leave, and it is reasonable in the circumstances to exclude all or part of the Term.

In addition, clauses 8-9 shall further apply, as appropriate.

8. Where the primary responsibilities of a Fellow in Class 1 or 3 are divided between academic teaching and research, on the one hand, and administrative, managerial or pastoral responsibilities, on the other:
   (a) each Term of service shall normally accrue in part, according to the proportion of such academic responsibilities; and
   (b) leave shall normally be granted from all responsibilities, whether academic, administrative or managerial, or pastoral; but
   (c) pursuant to clause 4(b), leave shall not normally be granted for more than one Term at a time.

9. Where the primary responsibilities of a Fellow in Class 3 are administrative, managerial or pastoral, but he or she undertakes ancillary responsibilities of academic teaching or research:
   (a) each Term of service shall accrue towards entitlement to sabbatical leave; but
   (b) leave shall only be granted for such ancillary academic responsibilities.

10. As a condition of its consent under clause [4], the Council may require the Master or any Fellow to provide it with a report of the manner in which the sabbatical leave is to be or was used, or its research outcome.

11. During a period of sabbatical leave the Master or a Fellow shall not, except where he or she is a Fellow in Class 3 who has been granted leave under clause 9(b):
   (a) hold any other College Office, or Academic Post or other post or appointment;
   (b) carry out any work other than research work for the University;
   (c) carry out any work for another College;
   (d) attend any meeting of the Governing Body, the Council or any College committee other than for the purposes of the election or removal of the Master or the alteration of the Statutes, in accordance with Statute A,VI,6.

12. Without prejudice to Statute A,III,1 and clause 11(d), a Fellow who takes sabbatical leave for two terms or more shall resign his or her membership from the College Council.

ORDINANCE XI Tenure of Statutory College Offices
(depending from Chapters III-V) *

Vice-Master

1. The Vice-Master shall be elected at the Annual Meeting of the Governing Body in accordance with clause [3] for a term of office of one year. Tenure shall commence either on a date determined by the Governing Body at the time of the election, or on the 1st of September of the year of election if not otherwise determined.

2. Unless the Governing Body decides otherwise, normally at a meeting in the Lent Term, tenure of the office of Vice-Master shall renew annually on the 1st of September; provided that no person elected to the office of Vice-Master shall be renewed for more than two additional terms of office, unless the Governing Body exceptionally decides otherwise.

3. If an election to the office of Vice-Master is to be held, the Governing Body shall, normally at a meeting in the Lent Term, determine the procedure for the election.

4. The Vice-Master may resign by giving not less than one Term's written notice to the Governing Body. The Governing Body may hold a bye-election at the earliest opportunity to replace the Vice-Master for the remaining portion of his or her tenure, or it may proceed to the election of a new Vice-Master in accordance with clause [3].

Senior Tutor and Bursar

5. The Senior Tutor and Bursar shall each be appointed for an initial term of not less than one year nor more than three years, which may be renewed immediately following the initial term for successive fixed-term periods of not less than one year nor more than five years, or on a permanent basis until retirement. Tenure shall commence on a date determined by the Council at the time of appointment, and shall normally be 1st of September. The Senior Tutor and the Bursar may resign by giving not less than one Term's written notice to the Council.

* As amended by the Governing Body on 1 July 2020.
Election of Vice Master subsequently amended on 24 February 2021.

ORDINANCE XII: Academic Posts
(depending from Chapter VI) *

Directors of Studies

1. There shall be one or more Directors of Studies in each subject for which the College admits undergraduate students; and in any further subjects for which the College admits postgraduate students, as the Senior Tutor deems necessary or desirable. Directors of Studies shall be appointed by the Council, on the recommendation of the Senior Tutor in consultation with Fellows who provide College teaching in the relevant subject.

2. A Director of Studies shall ensure that each student who is assigned to his or her care is provided with College teaching, of a nature and quantity appropriate to the course, unless in the view of the Director of Studies a student is receiving sufficient teaching from the University.

3. A person appointed as a Director of Studies shall normally hold either a foundation or non-foundation Fellowship of the College, but may be a member of another college or none.

Tutors

4. There shall be such number of Tutors as the Council shall from time to time determine. Tutors shall be appointed by the Council, on the recommendation of the Senior Tutor, in accordance with such procedures as the Council shall from time to time determine.

5. A Tutor shall promote the studies, and watch over the welfare and conduct, of the tutorial students assigned to his or her care.

6. A person appointed as a Tutor shall normally hold either a foundation or non-foundation Fellowship of the College, but may be a member of another college or none.

* As amended by the Governing Body on 6 November 2024.

ORDINANCE XIII: Chaplain
(depending from Chapter VI)

Responsibilities

1. The Chaplain shall have oversight of the spiritual care of the Christian community in the College and shall have charge of the College Chapel. He or she shall ensure, in person or otherwise, that the College complies with its obligations under the *Universities Tests Act 1871*; in particular, the Chaplain shall provide for the preaching of a sermon in the Chapel on at least two Sundays in every Term.

2. The Chaplain shall foster the well-being of, and good relations among, all the spiritual and faith communities of the College; and shall support ecumenical and other faith links within the wider collegiate University.

3. The Chaplain shall provide leadership in supporting the well-being of members of the whole College community, of any faith or none. He or she shall, in consultation as appropriate with the Tutors, the College Nurse, the Students' Union, the Bursar or the Domestic Bursar, undertake such responsibilities of a pastoral or welfare nature for all members and staff of the College, including the provision of care on-call, or one-to-one care, or hospitality, as the Council shall from time to time determine.

4. The Chaplain may with the consent of the Council undertake such academic or other responsibilities in the College or the University as are compatible with discharging the other responsibilities of the Office.

Nomination and appointment

5. The Chaplain shall be an ordained priest of the Church of England. The appointment or re-appointment of the Chaplain shall be conducted in accordance with such procedures as the Council shall from time to time determine.

6. The Chaplain shall:
   (a) if not a Fellow in Class 1, 2 or 3 when appointed as Chaplain, be elected into a Fellowship in Class 3, which shall be held co-terminously, in accordance with Statute B,II,7; or
   (b) if a Fellow in Class 1 or 2 when appointed as Chaplain, hold such Fellowship concurrently with the Chaplaincy; provided that where the tenure of the Fellowship expires prior to the expiry of the Chaplaincy, he or she shall thereupon be elected into a Fellowship in Class 3, which shall be held co-terminously with the remainder of the tenure of the Chaplaincy, in accordance with Statute B,II,7.

ORDINANCE XIV: Dean
(depending from Chapter VI)

Nomination and appointment

1. There shall be one or more Deans of the College, who shall be appointed in accordance with such procedures as the Council shall from time to time determine.

Responsibilities

2. A Dean shall oversee the discipline and good order of the students of the College, as required by the relevant provisions of Statutes B,VIII and C,VI. For these purposes, a Dean shall have the power to conduct such investigation or inquiry, in accordance with Regulations, as he or she shall think necessary or desirable.

3. Any person appointed as a Dean shall normally hold either a foundation or non-foundation Fellowship of the College.

ORDINANCE XV: Praelector
(depending from Chapter VI)

Nomination and appointment

1. There shall be one or more Praelectors of the College, who shall be appointed in accordance with such procedures as the Council shall from time to time determine.

2. Any person appointed as a Praelector shall normally hold either a foundation or non-foundation Fellowship of the College, but may be a member of another college or none.

Responsibilities

3. A Praelector shall present students of the College, and any other members who are qualified under the Statutes of the University, for matriculation as members of the University; and shall present for admission to degrees those persons who are approved by the College.

4. A Praelector shall have authority to refuse to present for any degree, diploma or certificate awarded by the University any person who is in breach of any University Regulation respecting such presentation including in particular any person who is in debt to the College or the University at the date upon which such presentation would otherwise take place.

5. The Praelector shall ensure that a record is kept of all Students admitted to the College, and of the degree or degrees, if any, to which they proceed.

ORDINANCE XVI: Tenure of Academic Posts and College Offices
(depending from Chapters III-VI)*

Director of Studies, Tutor, Dean and Praelector

1. Any Director of Studies or Tutor, and the Dean and the Praelector, shall each be appointed annually for a period of one year. Tenure shall commence on a date determined by or by the Council at the time of election, and shall normally be 1st of September. Resignation from Academic Post or Office may be effected by giving not less than one Term's written notice to the Council.

Chaplain

2. The Chaplain shall be appointed for an initial term of not less than one year nor more than three years, which may be renewed immediately following the initial term for successive periods of not less than one year nor more than five years, or on a permanent basis until retirement. Tenure shall commence on a date determined by the Council, and shall normally be 1st of September. The Chaplain may resign by giving not less than one Term's written notice to the Council.

* As amended by the Governing Body on 11 November 2020

ORDINANCE XVII: Honorary Fellows
(depending from Chapter VII) *

Nominations

1. Nominations for elections to Honorary Fellowships shall be made by the Appointment Recommendations Committee, which shall be a standing committee of the Governing Body appointed annually at the Annual Meeting. The Committee may make such number of nominations to the Governing Body at any one time as it wishes, without regard to clause [3].

2. In furtherance of the charitable aims of the College, the Committee may nominate any former Fellow, or any other person of national or international distinction; provided that it shall take into account the following general and specific aims:
   (a) to enhance the range and quality of relationships with appropriate persons and bodies beyond the College;
   (b) to achieve a balanced representation of such relationships among the academic world, creative and performing arts, public service and politics, the professions, and finance and industry;
   (c) to enhance recognition of and respect for the College's most distinguished alumni/ae;
   (d) to encourage alumni/ae to maintain their existing connections with the College;
   (e) to encourage any person who is not an alumnus/a of the College to establish or develop his or her connections with the College.

Election

3. The number of Honorary Fellows holding Honorary Fellowships at the same time shall not normally exceed one-third of the total number of foundation Fellows in all Classes, and the number of elections which the Governing Body may make shall be restricted accordingly.

4. Nominations for election shall be given to the Secretary to the Governing Body at least three calendar weeks prior to the meeting, which may be a special meeting summoned for the purpose, at which they are to be considered; and the Secretary shall give at least fourteen calendar days' notice of the nominations to all members of the Governing Body who are Fellows.

5. Nominations shall be accompanied by a short statement of relevant facts, including the curriculum vitae of the person nominated, and reasons in support of the nomination, in line with the criteria set out in clause [2].

* As amended by the Governing Body on 8 November 2023 and 6 November 2024.

6. Elections shall be made in accordance with such procedures as the Governing Body shall from time to time determine.

Tenure

7. An Honorary Fellowship shall be tenable for life, subject to his or her resignation, or deprivation of his or her Honorary Fellowship under Statute C,V,1.

ORDINANCE XVIII: Visiting Fellows
(depending from Chapter VII)

Nomination and election

1. The Council may elect into a Visiting Fellowship any person of high academic, artistic or cultural standing whose temporary association with the College will be to the College's benefit.

2. Persons shall be nominated for election by a Fellow of the College. Nominations shall be accompanied by a short supporting statement, which shall normally include the curriculum vitae of the person nominated and the purposes for which he or she is visiting Cambridge and wishes to be associated with the College.

Tenure

3. A Visiting Fellow shall be elected for an initial period of not less than one Term and not more than one year and may be re-elected for a further Term or Terms, not exceeding one year in total.

4. A Visiting Fellow may resign at any time and may be deprived of his or her Fellowship in accordance with Statute C,V,2 and Ordinance C,X.

ORDINANCE XIX: Bye-Fellows
(depending from Chapter VII)

Nomination and election

1. The Council may elect into a Bye-Fellowship any person undertaking substantial responsibilities for the College, whether academic or non-academic, which the Council deems of sufficient standing to merit such election. Such responsibilities shall normally include either:
   (a) academic responsibilities, such as direction of studies or supervision, at a level determined by the Council; or
   (b) senior employment with the College, comprising academic-related, administrative or managerial duties.

2. A Bye-Fellow shall not be a member of the Governing Body and shall not normally participate in the government of the College except insofar as his or her responsibilities or duties under clause [1] so require.

3. Nominations for election to a Bye-Fellowship shall be made by the Master, normally upon the recommendation of a College Officer.

Tenure

4. A Bye-Fellow shall be elected for an initial term of not less than one year nor more than five years, which may be renewed immediately following the initial term for successive fixed-term periods of not more than five years in total. The Council shall decide whether to renew a Bye-Fellowship not later than its first meeting of the final Term of the current period of tenure; provided that the Council shall use its best endeavours to give at least one complete Term's notice of any decision not to re-elect a Bye-Fellow.

5. The name of a Bye-Fellow who is not otherwise eligible to be entered onto the Roll of the Regent House of the University may, at the discretion of the Council, be submitted to the Registrary of the University under the provisions of the relevant University Statute.

6. A Bye-Fellow may resign at any time and may be deprived of his or her Fellowship in accordance with Statute C,V,2 and Ordinance C,X.

ORDINANCE XX: Fellow Commoners
(depending from Chapter VII)*

Nomination and election

1. The Council may elect as a Fellow Commoner any person who in furtherance of the charitable aims of the College is providing or has provided voluntary service of a substantial nature or to a significant extent. The Council shall normally make no more than two new elections each year.

2. Persons shall be nominated for election as a Fellow Commoner either:
   (a) in the case of a Fellow Commoner for life, under clause [3], by the Appointment Recommendations Committee; or
   (b) in the case of a Fellow Commoner with limited tenure, under clause [4], by the Master or Vice-Master, normally upon the recommendation of a College Officer.

Fellow Commoner for life

3. The Council may at any time elect a person as a Fellow Commoner for life, where the service provided is or has been of an exceptional nature, either as regards length or distinction. The Council may elect any person recommended for life tenure as a Fellow Commoner with limited tenure, in accordance with clause [4].

Fellow Commoner with tenure

4. The Council may, during the period when a person is currently providing voluntary service under clause [1], elect him or her as a Fellow Commoner with limited tenure, for an initial term of not less than one year nor more than five years, which may be renewed immediately following the initial term for successive fixed-term periods of not more than three years. Tenure may be extended by up to five years beyond the date when the Fellow Commoner has ceased to provide the qualifying service.

5. A Fellow Commoner may resign at any time and may be deprived of his or her Fellowship in accordance with Statute C,V,2 and Ordinance C,X.

* As amended by the Governing Body on 6 November 2024.

ORDINANCE XXI: Students – General Provisions
(depending from Chapter VIII)*

Admission of students

1. The Council shall approve policies for the admission of undergraduate students, within the framework of government regulations and University admissions policies. College policies shall be reviewed annually and shall include, *inter alia*:
   (a) procedures for making final decisions on the admission of individual undergraduate students; and
   (b) the delegation of authority to make such final decisions, to appropriate Officers and/or other persons holding appointments in the College, and/or to a committee or other body.

2. The Council shall approve policies for the admission of postgraduate students, within the framework of government regulations and University admissions policies. College policies shall be implemented by the Postgraduate Tutors, who shall have delegated authority to make final decisions for the admission of individual graduate students.

Residence of students

3. Residence requirements under University Regulations, for both undergraduate and postgraduate students, shall be met by residing in College or an approved residence, as prescribed by College Regulation. Failure to keep residence in accordance with this Ordinance may result in a student being ineligible to take an examination or to proceed to a degree.

4. Procedures for coming into residence, absence during Term, and going out of residence shall be prescribed by College Regulation.

5. A student who has been excluded from residence in the University (rustication, as defined in University Regulations), whether by the University or the College, and whether temporarily or permanently, shall not, for the period of that exclusion, reside in College or any residence approved by the College under clause [3].

Pastoral provision

6. For any period during which a student is temporarily out of residence in the University, as determined by University Regulations, such as any period where leave to disregard terms ('intermission') has been granted by the University following an application under College Ordinance C,XIII,11-12, the provision of pastoral care and support by the College shall be at the discretion of the Senior Tutor unless expressly provided for otherwise by Ordinance or

* As amended by the Governing Body on 6 November 2024

Regulation. When a student completes the course of study for which he or she was admitted to the College, whether or not he or she is admitted to the related degree, or when a student withdraws or is withdrawn from his or her course, or when for any other reason he or she no longer appears on the University Student Register of persons pursuing a course of study in the University, any obligation of the College to provide pastoral care or support to that student shall cease.

College and University rules

7. Every student shall be deemed to be aware of the Statutes, Ordinances, Regulations and Notices of the College that are in force from time to time, as officially published on Sidnet. For the convenience of students, the College shall also maintain on Sidnet a compendium of relevant Statutes, Ordinances and Regulations known as the *Student White Book*, and such other *College Handbooks* for undergraduate and postgraduate students as it thinks desirable. Any document published on Sidnet shall also be available in hard copy in the Tutorial Office.

8. Every student shall further be deemed to be aware of the Statutes and Ordinances of the University that are in force from time to time, as published by the University. For the convenience of students, the College may provide links from Sidnet to relevant pages of the University website.

9. It shall be the responsibility of each individual student to make himself or herself familiar with the existence and contents of the documents referred to in clauses [7 and 8].

10. The Ordinances and Regulations of the College that apply to students shall be read with, and shall take effect in conjunction with, the Ordinances and Regulations of the University, and shall so far as reasonably practicable be interpreted and applied in a manner consistent therewith. Where any conflict arises between the Ordinances and Regulations of the College and those of the University, the Ordinances and Regulations of the University shall take precedence. Accordingly:
    (a) no Ordinance or Regulation of the College shall at any time or for any reason be held to supersede or substitute for any requirement on a student to comply with the Ordinances and Regulations of the University; and
    (b) where no College Ordinance or Regulation applies in particular circumstances, University Ordinances or Regulations may nonetheless be applicable.

ORDINANCE XXII: Student Societies
(depending from Chapter VIII)

SSCSU

1. There shall be a students' union of the College, which shall be known as the Sidney Sussex College Students' Union ('SSCSU').

2. The Council shall make such allocation of funds to SSCSU, and for such purposes, as the Council shall from time to time determine. The Council shall normally make an allocation annually, in the Lent Term. SSCSU shall present its annual accounts, and budget, to the Council for approval in the Michaelmas Term.

3. It is the duty of the College, under the *Education Act 1994* ('the Act'), section 22, to take such steps as are reasonably practicable to secure that SSCSU operates:
   (a) in a fair and democratic manner, and
   (b) is accountable for its finances.
   Accordingly, the activities of SSCSU shall be regulated by its Constitution, which shall be approved every five years by the Council, and by the College Code of Practice for SSCSU, as prescribed by Regulation.

4. This Ordinance and Regulations made hereunder shall be published to all students in whatever manner is conventional in the College, and shall be drawn to the attention of all students by annual notification from SSCSU.

College clubs and societies

5. SSCSU shall be responsible for the annual allocation of funds to any student club or society whose members are members of the College, and for approving the constitution, list of officers and annual accounts for each such club or society.

6. The officers and members of a student club or society shall comply with any relevant Ordinances or Regulations and with any associated notice or other publication issued by the Council or under the authority of any College Officer. An officer shall be designated by each club or society (the 'designated officer') who shall, unless otherwise provided for, act as its representative in any communications or other dealings between the club or society and the Officers or staff of the College.

7. A club or society which receives an allocation of funds greater than ten per cent of the total funds allocated to all clubs and societies shall have a Senior Treasurer, who shall be a Fellow of the College or a person of similar standing, approved by the Senior Tutor. The Senior Treasurer shall:

(a) ensure the proper management of the financial accounts;
(b) provide general advice and assistance to the officers and members; and
(c) promote discipline and good order by the members, and compliance with such Ordinances or Regulations as apply to the club or society, or its officers or members.

The Students' Bar

8. The Council shall determine from time to time:
(a) the Premises Supervisor for the College, who shall also be a Personal Licence Holder, in accordance with the requirements of the Local Licensing Authority; and
(b) the person(s) or body responsible to the Council for managing the Students' Bar.

9. The Premises Supervisor shall have responsibility for promoting compliance with licensing objectives by the College. Such objectives shall include the prevention of crime and disorder, public safety, prevention of nuisance and the protection of children. The Premises Supervisor shall have ultimate authority for the management of the Students' Bar and may authorise action on his or her behalf by the College Porters or other members of staff.

10. SSCSU shall be responsible for the day-to-day management of the Students' Bar, and shall therefore ensure that suitable management systems and personnel are in place, and oversee them, in accordance with Regulations made hereunder. SSCSU may delegate management to a Bar Committee or to appropriate SSCSU Officers, but shall at all times remain responsible to the Premises Supervisor and the Council for the good management of the Bar.

Freedom of speech and related matters

11. Every student shall have such rights and obligations in regard to:
(a) freedom of speech and expression;
(b) freedom from unlawful discrimination;
(c) protection from radicalisation, understood as the attempt by others to gain the student's support for or promotion of terrorist activities; and
(d) any matters associated with or of a like nature to such rights;
as are established by the Council from time to time, whether in Regulations or otherwise, in accordance with its responsibilities under *The Education (No. 2) Act 1986 section 43, The Equality Act 2010, the Counter-Terrorism and Security Act 2015,* and any subsequent applicable legislation.

12. Further to clause [11], SSCSU, every College club or society and every student shall comply with the Regulations, Notices or other policies or procedures established by the Council for the management of:

(a) College events, whether held on College premises or elsewhere, at which controversial views will or may be expressed; and
(b) visiting speakers, and their conduct, at meetings held on College premises.

13. In particular, SSCSU, every College club or society and every student shall:
(a) comply with the Code of Practice for Section 43 Meetings, as laid down in Regulations;
(b) not attempt to deny any person or body of persons access to any premises of the College solely on the grounds of the beliefs or views, or the policies or objectives, which that person or body of persons holds or pursues; provided that the College reserves the right to refuse access to its premises where it reasonably believes that a visiting speaker, or the purpose of a meeting, is likely to give rise to the incitement of crime and/or to cause a breach of the peace.

ORDINANCE XXIII: Membership of the College
(depending from Chapter IX) [*]

1. In addition to those persons who are members of the College under Statute B,IX,1(a) and 1(b), membership of the College may be granted by the Council, whether in accordance with any policy and procedures established in Regulations, or otherwise.

2. Any person granted membership of the College may resign from or be deprived of such membership in accordance with Statute C,V,3 and Ordinance C,X.

3. Any person granted membership of the College may have the privileges and benefits of membership permanently or temporarily withdrawn in accordance with a determination made under Ordinances or Regulations.

[*] As amended by the Governing Body on 8 November 2023

ORDINANCES under STATUTE C

CONDUCT, DISCIPLINE AND REMOVAL

ORDINANCE I: Procedures for Academic Staff: General Provisions
(depending from Chapter I)*

Committees, Panels and hearings

1. No member of academic staff may be dismissed without an appropriate oral hearing by or personal meeting with such Committee, or where an appeal is lodged such Appeal Panel, as is specified in Ordinances II-V and VII. The member of academic staff, together with any representative appointed under clauses 13-15, shall be entitled to be present at any oral hearing or personal meeting and, where Ordinances so specify, to examine witnesses.

2. The members of a Committee shall be selected from among those Fellows who are members of the Governing Body, other than Fellows in Class 2, save where in the opinion of the Council the circumstances call for the appointment of one or more external members. The members of an Appeal Panel shall be appointed in accordance with Ordinances V or VII, as appropriate. So far as reasonably practical, a Committee or Panel shall include at least one man and at least one woman.

3. A hearing or meeting held under clause [1] shall be valid and effective provided that the Chair is present. The Chair shall ensure that any matter is heard and disposed of as expeditiously as is reasonably practicable and consistent with fairness; provided that the individual parties, including the College, shall make all the necessary arrangements for the proper presentation of their respective cases, including the production of documents, and, where relevant, the summoning of witnesses. A disciplinary or medical case brought by the College may be dismissed for serious or unwarranted delay in its presentation.

4. A Committee or Appeal Panel shall regulate its own procedures, subject to clause [3] and Ordinances II-V and VII. Where not otherwise provided for, the Chair may make such administrative arrangements as he or she thinks appropriate. In particular, he or she may set time-limits for each stage of proceedings, and may postpone or adjourn any hearing or meeting at his or her discretion; provided that any time-table for the conduct of proceedings laid down in Ordinances shall be adhered to as strictly as is reasonably possible. Consent to any application, or to the exercise of any discretion, may be made subject to such conditions as the Chair shall think fit.

* As amended by the Governing Body on 9 November 2022

5. Without prejudice to clauses 3-4, the Chair of a hearing or meeting shall, when necessary, make reasonable adjustments to the conduct of the proceedings, so as to ensure that, in the circumstances known or which ought reasonably to be known to him or her, no party who has a characteristic protected in law is placed at a substantial disadvantage compared with a party who does not share such characteristic. No adjustment need be made where the standard procedures are objectively justifiable in the circumstances.

6. Reasonable adjustments under clause [5] may include, but shall not be limited to:
   (a) the date, time or location of a hearing or meeting;
   (b) the format in which documents are provided;
   (c) the support or other representation permitted under clause [13].

7. The Council may, but need not, appoint a legal adviser to provide assistance to any Committee or Appeal Panel, provided that the Committee or Appeal Panel shall alone make any findings, decisions or recommendations. Where appointed, a legal adviser shall normally be present at any meeting or hearing of the Committee or Panel.

8. The Council shall appoint an administrative secretary to any Committee or Appeal Panel. The secretary shall normally be present at any meeting or hearing, and shall keep a proper written record of all proceedings. The Chair and the member of academic staff concerned shall review and agree such record, which shall include any points of disagreement by either party.

9. Notwithstanding clause [1], a Committee or Appeal Panel shall have power to proceed with an oral hearing or meeting in the absence of any person entitled to be present, provided that such person has been duly notified of such hearing or meeting in accordance with Ordinances; and the Chair may exclude any person, including any member of academic staff concerned, where such exclusion is reasonably necessary for the maintenance of order.

10. Decisions of a Committee or Appeal Panel shall be taken by a majority vote; provided that if it comprises only two members, and it is unable to reach a unanimous decision, it shall be discharged and a new Committee or Panel duly appointed to hold the hearing or meeting afresh.

11. The College shall meet all proper costs incurred by a Committee or Appeal Panel, or its secretary, or any legal adviser. Expenditure commitments shall be reported to the Bursar's Office on a monthly basis for approval.

12. No person, other than any person entitled under Statute C and these Ordinances to attend a hearing or meeting of a Committee or Appeal Panel, shall be admitted to such hearing or meeting without the Chair's consent.

Support and representation

13. A member of academic staff, and any person who is added to proceedings under Ordinance II,22, may be accompanied to any hearing or meeting by a person in support. A supporter shall not be a witness in the proceedings and shall have no right to address a Committee or Appeal Panel. Alternatively, a representative of the member or other party may be appointed for the purposes of the hearing or meeting. A representative may be, but shall not be limited to:
    (a) a member of the Regent House;
    (b) an officer of a trade union; or
    (c) a lawyer.

14. The following persons may also appoint a representative under clause [13]:
    (a) any person having authority in law to act on behalf of a member of academic staff or on behalf of any person added to proceedings under Ordinance II,22;
    (b) with the consent of the Council, any person appointed by the Council to present disciplinary charges, or a medical case, or to act as the respondent in an appeal.

15. Any notice of representation, or any revocation of such notice, shall be given in writing by the represented party to the person instructed by the Council, under Ordinances II, III or V, to act on behalf of the College in the conduct of the hearing or meeting. The notice shall specify whether papers and other documents in a case should be sent to a representative in substitution for, or in addition to, the represented party.

Delivery of Notices

16. Notice or delivery of a document shall be given in writing and, with his or her previous written consent, sent to the member of academic staff concerned, by email, fax or other electronic medium. Subject to any express limitations, previous consent may be implied from the member's use of the email, fax or other address, in correspondence with the College in the relevant matter. In the absence of such consent, a hard copy shall be:
    (a) delivered into the member's hands;
    (b) delivered into the hands of his or her authorised representative, where so specified under clause [15]; or
    (c) posted by recorded delivery (or equivalent service) to his or her last recorded address or that of such authorised representative.

Delegation and alternates

17. The Master may delegate to a suitable person, who may be a College Officer, any power or duty assigned to the Master under Ordinances II-V and VII.

18. Except where otherwise provided for in these Statutes and Ordinances, the Council shall appoint an alternate to replace any person appointed to a Committee or Appeal Panel, or assigned a power or duty under Ordinances II-V and VII, where such person has a material interest in the matter, or is otherwise unwilling or unable to act. An alternate shall satisfy any qualifications specified to be held by the person so replaced.

Implementation

19. An appropriate Officer, which shall normally be the Bursar, designated by and acting under the authority of the Council, shall give effect in accordance with law to any final decision to dismiss a member of academic staff; and shall inform him or her of the date upon which the dismissal takes effect.

Governance

20. During any period for which a member of academic staff is:
    (a) suspended from his or her Fellowship or employment; or
    (b) the subject of any decision by a Committee or Appeal Panel to dismiss the member from his or her Fellowship or employment;

    he or she shall not, irrespective whether an appeal is lodged, attend any meeting of the Governing Body or the Council, or any other committee of the College, nor participate in the governance of the College in any other respect, unless the Governing Body or the Council, as relevant, so approves.

ORDINANCE II: Academic Staff: Procedures for Disciplinary Action
(depending from Chapter I)*

Misconduct

1. Conduct which may warrant disciplinary proceedings under Statute C,I,10-11 shall include misconduct, serious misconduct or gross misconduct, as construed and applied in accordance with national employment legislation:
   (a) misconduct means poor performance or conduct which if proven would not, unless it is a repetition of poor performance or conduct, provide sufficient grounds in law for a fair dismissal;
   (b) serious misconduct means conduct which if proven would provide sufficient grounds in law for giving notice to dismiss;
   (c) gross misconduct means conduct which if proven would provide sufficient grounds in law for summary dismissal, without notice.

2. Without prejudice to the generality of clause [1], disciplinary proceedings may be taken in cases of:
   (a) conduct resulting in a conviction for a criminal offence of such a nature that it renders the person convicted unfit for the performance of his or her responsibilities or for employment as a member of academic staff;
   (b) conduct resulting in an investigation for an offence falling under sub-clause (a) where the investigation puts at risk the College's trust and confidence in the person;
   (c) conduct incompatible with a person's responsibilities or employment, including conduct bringing the College into disrepute;
   (d) conduct constituting repeated or consistent failure, refusal, neglect or inability to perform all or part of a person's responsibilities or duties, or to comply with conditions attached to them, or performing or complying in an unsatisfactory or inadequate manner;
   (e) repeated, persistent or wanton disruption of the activities of the College;
   (f) serious breach of or failure to comply with the Statutes or Ordinances of the College.

3. A charge may reasonably be considered to be a charge of gross misconduct where it comprises theft, fraud, physical or sexual violence or bullying, gross negligence, serious insubordination, persistent misconduct coupled with a failure to comply with a final written warning, deliberate damage to or serious misuse of College property, serious misuse of the College or University internet communications, including accessing obscene or offensive material, unlawful discrimination, serious incapacity through the use of drink or drugs or other substance misuse, serious breach of health and safety measures, serious breach of

* As amended by the Governing Body on 9 November 2022

confidentiality, or any other conduct of similar or equivalent culpability. Conduct may amount to gross misconduct whether or not it is attributable to medical grounds.

Initial complaints

4. A complaint, or a charge of misconduct including serious or gross misconduct, against a member of the academic staff may be laid by any Fellow, including a non-foundation Fellow, or any student, or any member of the assistant staff of the College. The complaint or charge shall be made to the Master, or to such appropriate deputy as the Master appoints for this purpose.

5. The Master, or his or her deputy, shall either:
   (a) treat the complaint as an individual grievance raised under Ordinance XI, if satisfied that the subject matter is appropriate; or
   (b) refer a charge of misconduct to the Council, for consideration under this Ordinance.

6. A charge of misconduct may be considered by the Council either under clause 5(b), or of its own motion. It shall proceed in the matter in accordance with clauses 7-40, as appropriate.

Proceedings in less serious cases: misconduct

7. Where the Council considers a charge of misconduct which would not, even if proven, provide sufficient reason in law to dismiss the member of academic staff concerned, the Council shall investigate the matter by delegation to a designated Officer, or other suitable person, giving the member a fair opportunity to respond to the charge, either in person or in writing. In the light of such investigation the Council may:
   (a) dismiss the charge and, where appropriate, advise the complainant to raise a grievance under Ordinance XI;
   (b) give the member a first written warning, in accordance with clause [8]; or
   (c) in an appropriate case, such as following a previous written warning, give the member a final written warning, in accordance with clauses 9-10.

8. A first written warning shall be given by the Master on behalf of the Council and shall include the Council's reasons for giving the warning, and notice that it may be followed by further disciplinary procedures in accordance with this Ordinance.

9. A final written warning shall be given by the Master on behalf of the Council and shall include:
   (a) the nature of the complaint;
   (b) the improvements or remedies required;
   (c) the period within which such improvements or remedies should be effected;

(d) notice that if they are not effected, either at all or in a timely manner, the Council may refer the matter to a Disciplinary or Medical Committee for Academic Staff, in accordance with clause 13(c) or 13(d); and
(e) notice that the member of academic staff concerned has a right to appeal against the warning to a Warnings Appeal Panel, under clause [11];

10. A record of any warning given under clause [8] or [9] shall be kept in the member's College file. A warning shall not be taken into account in any disciplinary proceedings held more than one year, for a first written warning, or two years, for a final written warning, after it was given.

11. Notice of appeal against a final written warning may be served on the Master no later than fourteen calendar days after the warning is given. The appeal shall be heard by a Warnings Appeal Panel, comprising three Fellows of the College appointed for the purpose by the Council. The Panel's decision shall be final. If the appeal is allowed, the warning shall be disregarded for all purposes and any record removed from the member's College file; provided that a note of the warning and the appeal may be kept as a separate College record.

Proceedings in more serious cases: serious and gross misconduct

12. Where the Council is notified under clause 5(b) of a charge of misconduct which would, if proven, constitute a sufficient reason for the dismissal of a member of academic staff, including a failure to improve his or her conduct or performance following a first written warning, the Council shall write formally to the member stating the charge and that this may constitute a sufficient reason for his or her dismissal. The Council shall invite the member to make a formal response in writing within four calendar weeks.

13. As soon as practicable after any written response made under clause [12], and normally no later than five calendar weeks after the formal notification has been given, the Council shall consider the charge and may at its discretion hear representations in person from the member of academic staff concerned. The Council shall within not more than four calendar weeks after it has completed such consideration:
(a) dismiss the charge where it reasonably considers either that the grounds stated, or the evidence in support of those grounds, would be insufficient, even if substantiated, to justify imposing any penalty; or
(b) give a final written warning in accordance with clause [9]; or
(c) appoint a Disciplinary Committee for Academic Staff (an 'Academic Disciplinary Committee'), in accordance with clauses 18-21, to consider and make a determination in the case; or
(d) appoint a Medical Committee for Academic Staff (an 'Academic Medical Committee'), under Ordinance III.

It shall notify the member of academic staff in writing, accordingly. Where the Council considers that the matter should be dealt with by a relevant public authority it shall take appropriate action.

14. The Council may appoint an Academic Disciplinary Committee to conduct proceedings under this Ordinance notwithstanding that the member of academic staff concerned has been or is liable to be prosecuted in a court of law in respect of the charge alleged. The Committee may, however, adjourn its proceedings for a reasonable period, pending the completion of any such prosecution. Where the Committee considers that a matter should be dealt with by a relevant public authority it shall refer the matter to the Council for appropriate action.

Suspension

15. Where an Academic Disciplinary Committee is appointed, the Council may, at any stage prior to a final determination in the matter, suspend the member of academic staff concerned, pending such determination, provided that:
    (a) it reasonably considers that the charge alleged would, if proven, amount to gross misconduct as defined under clause [3];
    (b) the member shall be suspended on full pay, or on such sick pay as is authorised by College policy, as appropriate, and on such other conditions as the Council thinks fit; and
    (c) the Council may revoke the suspension at any time.

16. The member of academic staff may appeal against a suspension imposed under clause [15] to the appointed Academic Disciplinary Committee, which shall hear the appeal as expeditiously as is practicable, and its decision shall be final. The appellant shall be given a fair opportunity to make representations to the Committee, whether in person or in writing, and may be supported or represented in accordance with Ordinance I,13-15.

Emergency suspension

17. The Master or the Vice-Master may, with the concurrence of at least two further members of the Council, immediately suspend a member of academic staff in any case where a charge of conduct amounting to gross misconduct, as defined under clause [3], is made, and where it is reasonable to consider that suspension is necessary for the protection of the College and its interests, or of any member of the College, or of any member of the College assistant staff; provided that:
    (a) the member of academic staff shall be suspended on full pay, or on such sick pay as is authorised by College policy, as appropriate, and on such other conditions as the Council thinks fit; and

(b) other than in exceptional circumstances, the suspension shall continue for no longer than fourteen calendar days; and, accordingly,

(c) the charge and the suspension shall normally be considered by the Council, under clauses [12] and [13], within fourteen calendar days after the suspension.

Disciplinary Committee for Academic Staff

18. An Academic Disciplinary Committee of three suitable persons shall normally be constituted under Ordinance I,2 within fourteen calendar days after the decision to appoint it. One person shall be designated the Chair.

19. The member of academic staff concerned shall be notified of those persons appointed to the Academic Disciplinary Committee under clause [18], and may within two days, excluding weekends and public holidays:

(a) challenge one such nomination without giving cause;

(b) challenge any initial or alternate nomination by giving good cause.

The Council shall rule on any objection for good cause, and its decision shall be final. An alternate shall be appointed under Ordinance I,18 to replace any person successfully challenged. Where necessary a new Chair shall be designated.

20. Where, prior to the date appointed for the hearing under clause [25], any person appointed to the Committee is or becomes unwilling or unable to act, or is excluded from acting, then an alternate shall be appointed by the Governing Body under Ordinance I,18. An alternate may be challenged for good cause, under clause [19]. Where necessary a new Chair shall be designated.

21. Where, on or after the date appointed for the hearing under clause [25], any person appointed under clause [18] becomes unwilling or unable to act, or is excluded from acting, a Committee of two members may continue to sit, provided that the remaining members are willing and able to act; where necessary the Council shall designate a new Chair. Otherwise, the Committee shall be discharged and a new Committee duly appointed; any hearing which has commenced under clauses 23-29 shall be discontinued and a fresh hearing shall be held.

Oral hearings

22. An Academic Disciplinary Committee shall have power, where it considers appropriate in the interests of justice, or to give effect to the guiding principles stated in Statute C,I,1, to:

(a) consolidate proceedings against two or more members of academic staff into a single hearing;

(b) add another member of the academic staff as a party to proceedings, either on application by the Council or by any person affected by the proceedings, or on its own motion;

(c) add a Fellow who is not a member of the academic staff, or add a student of the College, as a party to proceedings, either on application by the Council or by any person affected by the proceedings, or on its own motion; provided that in such case the Committee shall be deemed to be constituted concurrently as a Fellows' Disciplinary Committee under Statute C,II,7-8 and/or such student disciplinary body as is provided for in Ordinances or Regulations.

23. Where an Academic Disciplinary Committee is appointed the Council shall instruct a suitable person (the 'Presenting Officer') to act on behalf of the College and to:
(a) formulate in writing a charge or charges against the member of academic staff concerned;
(b) present them before the Committee;
(c) make or supervise all necessary administrative arrangements for the fair and expeditious conduct of the hearing; including the summoning of witnesses and the production of documents.

24. On behalf of the Presenting Officer, the administrative secretary to the Committee shall, as soon as practicable, send to the members of the Committee, to the person charged, and to any party added under clause [22] a copy of:
(a) Statute C and these Ordinances;
(b) the charge or charges preferred, with particulars;
(c) any documents referred to in the charge or charges;
(d) a list of witnesses to be called on behalf of the College;
(e) witness statements containing the evidence that it is expected the witnesses will give.

25. In consultation with the person charged, the Presenting Officer, and any other party, the Chair shall set a date, time and place for the hearing. He or she may, if circumstances so require, postpone the hearing and set a different time, date or place.

26. Not later than fourteen calendar days before the date set for the hearing, or such shorter period as may be mutually agreed, the secretary shall send a notice of hearing to the person charged, to the Presenting Officer, and to any other party. The notice shall contain information and guidance regarding:
(a) attendance at the hearing;
(b) the calling of witnesses and the production of witness statements;
(c) the production of other documents and the use of written submissions;
(d) support or representation by another person, under Ordinance I,13-15.

27. Not later than seven calendar days before the date set for the hearing, a person charged and any other party shall send to the administrative secretary, to the Presenting Officer, and to each other:

(a) a copy of any document to be submitted at the hearing; and
(b) a list of any witnesses to be called, with a copy of the witness statements of evidence.

28. No witness or documentary evidence other than that specified under clause [27] may be introduced by the Presenting Officer without the consent of the Chair. Consent may be given only for good reason and on condition that the hearing shall be adjourned for a period sufficient to allow the person charged to consider and respond to it, and, if appropriate, to introduce further evidence in rebuttal.

29. The person charged, the Presenting Officer, and any other party, or their representatives, if any, may each:
(a) make an opening statement;
(b) give evidence;
(c) call witnesses;
(d) cross-examine and re-examine witnesses;
(e) address the Committee after the evidence has been heard; and
(f) address the Committee on penalties, in respect of any charge found to be proved.

Determinations

30. An Academic Disciplinary Committee may conduct deliberations in private at any stage of the hearing up to and including the formulation of its final recommendations.

31. If at any stage of proceedings under this Ordinance the Chair of a Committee deems it appropriate, in particular where an alleged charge may be connected with or arise from a disability, the case may be transferred to medical proceedings under Ordinance C,III. The disciplinary proceedings, including any hearing in session, shall be adjourned *sine die*. For the purposes of such medical proceedings, the administrative secretary shall make available to the Council, and to the member of academic staff concerned, the written records of the case, with any corrections deemed necessary by the Chair, other than any notes of confidential deliberations made under clause [30].

32. If a person charged chooses not to give evidence, or refuses without good cause to answer any question, the Committee may draw such inferences as appear proper.

33. A Committee may, for the purpose of proving that a person charged has committed a relevant offence or was guilty of some relevant act or conduct, admit evidence that:
(a) a court of law has convicted him or her of such offence; or
(b) he or she was charged with an offence in respect of such act or conduct and a court of law has found the offence proved.

34. An Academic Disciplinary Committee shall not find a charge proved unless it is satisfied beyond reasonable doubt.

35. After conducting an oral hearing, an Academic Disciplinary Committee may make any of the following recommendations:
    (a) to dismiss a charge the Committee has found to be unproved; or
    (b) to not apply any penalty to a charge the Committee has found to be proved; or
    (c) to apply an appropriate penalty or penalties, as recommended by the Committee, to a charge the Committee has found to be proved;
    (d) to dismiss a member of academic staff under Statute C,I,20 for some other substantial reason specified by the Committee.

36. Penalties, and other action, which may be applied under clause [35] shall include but shall not be limited to:
    (a) a first or final written warning;
    (b) a process, including monitoring and review, for encouraging and supporting a member of academic staff to improve his or her performance;
    (c) removal from any College Office, Academic Post or other post or appointment;
    (d) dismissal within the meaning of Statute C,I,4, with notice;
    (e) summary dismissal within the meaning of Statute C,I,4, without notice, for gross misconduct.

37. An Academic Disciplinary Committee shall make such further recommendations as it considers necessary or desirable for the fair and reasonable disposition of ancillary matters, including:
    (a) suspending or revoking the suspension of the member of academic staff, in accordance with clauses 15-17, for such period and on such conditions as the Committee shall consider appropriate;
    (b) the payment of compensation by the member of staff in respect of any loss or damage he or she caused;
    (c) any further or other action permissible under the member of staff's terms of election, appointment or employment.

38. The administrative secretary shall record the determinations of the Academic Disciplinary Committee, in a document signed by the Chair, containing:
    (a) its findings of fact;
    (b) the reasons for its decisions; and
    (c) its recommendations.

39. The administrative secretary shall send a copy of the signed record under clause [38] to:
    (a) the Council;
    (b) the person charged;
    (c) any other party added to proceedings under clause [22];
    (d) any representative appointed under Ordinance I,13-15; and
    (e) the Presenting Officer.

    The secretary shall at the same time separately notify the person charged:
    (f) that a copy of the signed record will be placed on his or her College file; and
    (g) of the period of time within which notice of any appeal must be served under Ordinance V,2.

Disciplinary Appeal Panel

40. A member of academic staff or any other party to the proceedings may appeal to a Disciplinary Appeal Panel against any finding, decision or recommendation made by an Academic Disciplinary Committee, by serving notice in accordance with Ordinance C,V; provided that no appeal shall lie against a finding of fact, save where fresh evidence is submitted with the consent of the Chair of a Disciplinary Appeal Panel.

ORDINANCE III: Academic Staff: Procedures for Medical Matters
(depending from Chapter I)

Relationship with disciplinary proceedings

1. A member of academic staff may be dismissed or otherwise disciplined under Statute C,I 14-15 notwithstanding that any relevant matter of conduct or capacity is or may be attributable, in whole or in part, to medical grounds. A finding or decision made by an Academic Disciplinary Committee or Disciplinary Appeal Panel, including any decision on penalty, may be relied on notwithstanding that the case might have been heard by a Medical Committee for Academic Staff under Statute C,I,14.

2. Without prejudice to clause [1], disciplinary proceedings may be adjourned, and a case referred to medical proceedings under this Ordinance, where the Chair of an Academic Disciplinary Committee deems it appropriate, in accordance with Ordinance II,31.

Appointment of Medical Oversight Group

3. Where it appears to the Council, whether by a reference from the Chair of an Academic Disciplinary Committee or otherwise, that the dismissal of a member of academic staff on medical grounds should be considered, the Council shall appoint a Medical Oversight Group comprising three Fellows who are members of the Governing Body. An Oversight Group shall have power and responsibility, on behalf of the Council, for overseeing medical proceedings conducted under these Ordinances. It shall regulate its own proceedings, provided that the Council may stipulate such chairing, reporting or other similar requirements as it considers appropriate.

4. Where a Medical Oversight Group is appointed under clause [3] the Chair shall write formally to the member of academic staff concerned informing him or her that:
   (a) medical issues have arisen, and that these may constitute a sufficient reason for his or her dismissal;
   (b) the Oversight Group has been appointed by the Council to conduct enquiries in the matter;
   (c) where the member is absent on sick leave, he or she may not return to work without an official medical certificate of fitness to return;
   (d) the Oversight Group seeks the member's consent to an application for a medical report, made to the member's medical practitioner and/or any other appropriate person who has knowledge of his or her medical history, such as an occupational health adviser;
   (e) the Oversight Group may request the member to undergo a medical examination;
   (f) the Oversight Group may, if it considers it necessary, suspend the member in accordance with clause [9].

The member of academic staff shall be invited to make a formal response in writing within three calendar weeks.

5. The College shall meet the reasonable costs of any medical report, or examination to which the member of academic staff consents under clause 4(d) or 4(e).

Initial review

6. An Oversight Group may, in the light of any medical reports obtained under clause 4(d) or 4(e), and after having given the member of academic staff a fair opportunity to comment on any reports, determine that he or she has, or may reasonably be considered to have, a disability; and that in consequence of such disability he or she is not capable of performing his or her responsibilities under present circumstances. If it so determines, it shall seek to agree with the member concerned reasonable adjustments to his or her terms and conditions of work, or working environment, so that he or she may be enabled to remain in his or her current or an appropriate alternative employment or other position.

7. Where no adjustments under clause [6] can reasonably be made, or no agreement is reached within a reasonable time, the Oversight Group shall seek to agree with the member of academic staff concerned appropriate terms for his or her resignation or retirement, on medical grounds.

8. The Oversight Group shall request the Council to appoint a Medical Committee for Academic Staff (an 'Academic Medical Committee'), in accordance with clauses 12-14, in any case where the member of academic staff concerned does not consent to one or more of the following:
   (a) an application for a medical report, or examination, under clause 4(d) or 4(e); or
   (b) reasonable adjustments offered under clause [6]; or
   (c) his or her resignation or retirement on terms offered under clause [7].
   The Academic Medical Committee shall hold an oral hearing to consider the case, in accordance with Ordinance I and clauses 16-22, below.

Suspension

9. Where an Academic Medical Committee is appointed under clause [8], the Medical Oversight Group may, at any stage prior to a final determination in the matter, suspend the member of academic staff concerned, pending such determination; provided that:
   (a) it reasonably considers that the grounds upon which his or her dismissal is being considered would, if substantiated, amount to gross misconduct, as defined under Ordinance II,3; and

(b) the member shall be suspended on full pay, or on such sick pay as is authorised by College policy, as appropriate, and on such other conditions as the Oversight Group thinks fit; and
(c) the Oversight Group may revoke the suspension at any time.

10. The member of academic staff may appeal against a suspension imposed under clause [9] to the appointed Academic Medical Committee, which shall hear the appeal as expeditiously as is practicable, and its decision shall be final. The appellant shall be given a fair opportunity to make representations to the Committee, whether in person or in writing, and may be supported or represented in accordance with Ordinance I,13-15.

Emergency suspension

11. The Master or the Vice-Master may, with the concurrence of at least two further members of the Council, immediately suspend a member of academic staff in any case where conduct amounting to gross misconduct, as defined under Ordinance II,3, is alleged, and where it is reasonable to consider that suspension is necessary for the protection of the College and its interests, or of any member of the College, or of any member of College assistant staff; provided that:
(a) the member of academic staff shall be suspended on full pay, or on such sick pay as is authorised by College policy, as appropriate, and on such other conditions as the Council thinks fit; and
(b) other than in exceptional circumstances, suspension shall continue for no longer than fourteen calendar days; and, accordingly,
(c) the charge and the suspension shall normally be considered by the Council, under clause [3], within fourteen calendar days after the suspension.

Medical Committee for Academic Staff

12. An Academic Medical Committee of three suitable persons shall be constituted under Ordinance I,2 as soon as reasonably practicable after the decision to appoint it, and shall comprise:
(a) a medically qualified Chair jointly appointed by the Council and the member of staff concerned, or, in default of agreement, a person appointed by the President of the Royal College of Physicians;
(b) one person appointed by the Council;
(c) one person appointed by the member of academic staff concerned or, in default of such appointment, by the Council.

13. Where a member of an Academic Medical Committee becomes unwilling or unable to act a Committee of two members shall continue to sit, provided that:
(a) one member is the Chair and both members are willing to continue; and

(b) the Council and the member of academic staff concerned each consent to the reduced Committee.

In any other case, the Committee shall be discharged and a new Committee shall be duly appointed.

14. Where a new Academic Medical Committee is appointed under clause [13] after an oral hearing under clauses 16-22 has commenced, the hearing shall be discontinued and a fresh hearing shall be held.

Oral hearings

15. For the purposes of proceedings before an Academic Medical Committee or Appeal Panel, any reference in Statute C,I,14-15 and this Ordinance to a member of academic staff shall include any person with legal authority to act in the proceedings on the member's behalf, whether in addition to or instead of the member concerned.

16. Where an Academic Medical Committee is appointed the Medical Oversight Group shall instruct a Presenting Officer to:
    (a) present the case before the Committee;
    (b) make or supervise all necessary administrative arrangements for the fair and expeditious conduct of the hearing, including the summoning of witnesses and the production of documents on behalf of the College.

17. On behalf of the Presenting Officer, the administrative secretary to the Committee shall as soon as practicable send to the members of the Committee and to the member of academic staff concerned a copy of:
    (a) Statute C and these Ordinances;
    (b) a written statement of the case;
    (c) any supporting medical evidence, including any evidence previously provided under clause 4(d) or 4(e);
    (d) any documents to be presented;
    (e) a list of witnesses to be called on behalf of the College;
    (f) witness statements containing the evidence that it is expected the witnesses will give.

18. In consultation with the member of academic staff concerned and the Presenting Officer, the Chair shall set a date, time and place for the hearing. He or she may, if circumstances so require, postpone the hearing and set a different time, date or place.

19. Not later than fourteen calendar days before the date set for the hearing, or such shorter period as may be mutually agreed, the secretary shall send a notice of hearing to the member

of academic staff concerned, and to the Presenting Officer. The notice shall contain information and guidance regarding:
(a) attendance at the hearing;
(b) the calling of witnesses and the production of witness statements;
(c) the production of other documents and the use of written submissions;
(d) support or representation by another person, under Ordinance I,13-15.

20. Not later than seven calendar days before the date set for the hearing, the member of academic staff concerned shall send to the secretary and to the Presenting Officer:
(a) a copy of any document to be presented at the hearing; and
(b) a list of any witnesses to be called, with a copy of the witness statements of evidence.

21. No witness or documentary evidence other than that specified under clause [20] may be introduced by the Presenting Officer without the consent of the Chair. Consent may be given only for good reason and on condition that the hearing shall be adjourned for a period sufficient to allow the member of academic staff concerned to consider and respond to it, and, if appropriate, to introduce further evidence in rebuttal.

22. The member of academic staff concerned and the Presenting Officer, or their representatives, if any, may each:
(a) make an opening statement;
(b) give evidence;
(c) call witnesses;
(d) cross-examine and re-examine witnesses;
(e) address the Committee after evidence has been heard; and
(f) address the Committee on its proposed recommendations.

Determinations

23. An Academic Medical Committee may conduct deliberations in private at any stage of a hearing up to and including the formulation of its final recommendations.

24. An Academic Medical Committee shall not recommend that a member of academic staff should be dismissed by reason of incapacity on medical grounds unless it is satisfied that such incapacity has been proved beyond reasonable doubt.

25. After conducting an oral hearing, an Academic Medical Committee may make any of the following recommendations:
(a) to declare that the member of academic staff concerned has been found to have the capacity to perform work of the kind which he or she was elected, appointed or employed to do; or

(b) to take further appropriate action, as indicated in accordance with clause [26], in the light of the Committee's medical findings.

26. Action which may be recommended under clause [25] shall include but shall not be limited to:
(a) reasonable adjustments to a member of academic staff's terms and conditions of work, or working environment, such that he or she may be enabled to remain in his or her current or an appropriate alternative employment or other position;
(b) a process, including monitoring and review, for encouraging and supporting a member of academic staff to improve his or her performance; such process may include a first or final written warning;
(c) removal from any College Office, Academic Post or other post or appointment;
(d) dismissal within the meaning of Statute C,I,4, with notice.

27. An Academic Medical Committee shall make such further recommendations as it considers necessary or desirable for the fair and reasonable disposition of ancillary matters, including:
(a) suspending or revoking the suspension of the member of academic staff, in accordance with clause [9], for such period and on such conditions as the Committee shall consider appropriate;
(b) the payment of compensation by the member of staff in respect of any loss or damage he or she caused;
(c) any further or other action permissible under the member of staff's terms of election, appointment or employment.

28. The administrative secretary shall record the determinations of the Academic Medical Committee, in a document signed by the Chair, containing:
(a) its medical findings;
(b) its other findings of fact;
(c) the reasons for its decisions; and
(d) its recommendations.

29. The administrative secretary shall send a copy of the signed record under clause [27] to:
(a) the Medical Oversight Group;
(b) the member of academic staff concerned;
(c) any representative appointed under Ordinance I,13-15; and
(d) the Presenting Officer.
The secretary shall at the same time separately notify the member concerned:
(e) that a copy of the signed record will be placed on his or her College file; and
(f) of the period of time within which notice of any appeal must be served under Ordinance V,2.

Medical Appeal Panel

30. A member of academic staff may appeal to a Medical Appeal Panel against any finding, decision or recommendation made by an Academic Medical Committee, by serving notice in accordance with Ordinance V,2; provided that no appeal shall lie against a medical finding or other finding of fact, save where fresh evidence is submitted with the consent of the Chair of a Medical Appeal Panel.

ORDINANCE IV: Academic Staff: Procedures for Redundancy
(depending from Chapter I)

1. Procedures for redundancy initiated under Statute C,I,16 shall be implemented in accordance with law and good professional practice, including in particular any formal guidelines issued by a competent body, which are in force at the relevant time. Subject thereto, this Ordinance shall apply.

Initial redundancy decision

2. Where the Council contemplates a reorganisation or restructuring of the academic staff, or their respective responsibilities, it shall appoint a suitable working party, including at least one Fellow of the College, to review the relevant areas of College activity, and/or the requirements for academic staff to carry out those activities.

3. A review under clause [2] shall include a process of consultation, both individual and collective, with all members of academic staff carrying out work in the relevant areas of activity. It shall take place over an appropriate period and shall include, *inter alia*, an account of the background and reasons for the review, options for restructuring, possible new posts, alternative employment or appointments, criteria for the selection of members of staff for redundancy, and the terms of any redundancy.

4. Where, in the light of such review and consultation, the Council concludes that members of academic staff ('affected members') are at risk of dismissal (a 'redundancy decision'), the Council shall:
   (a) adopt fair and reasonable selection criteria for dismissal; and
   (b) appoint a Redundancy Committee for Academic Staff (an 'Academic Redundancy Committee'), in accordance with clauses 5-6, to apply such criteria and to make recommendations.

Redundancy Committee for Academic Staff

5. An Academic Redundancy Committee appointed under Ordinance I,2 shall comprise at least three and no more than five persons, one of whom shall be designated the Chair. No more than two members of the Committee may be Statutory Officers of the College.

6. Where at any time a person appointed under clause [5] is or becomes unwilling or unable to act an alternate may be appointed under Ordinance I,18; provided that the Council may determine that the Committee shall act, or continue to act, where at least two remaining members are willing, able and qualified so to do. Where necessary a new Chair shall be designated.

Selection

7. When adopting selection criteria under clause 4(a) the Council shall have regard, *inter alia*, to:
   (a) the relevant areas of activity;
   (b) the appropriate pool of academic staff from which members may be selected, which may be a pool of one where a unique role has been abolished by the Council;
   (c) prospective role or job descriptions in any revised structure;
   (d) suitable alternative employment or other positions for affected members;
   (e) the length and quality of experience, and the knowledge, skills and qualifications, of affected members; including, in particular, a member's capacity to undertake successful training or re-training for prospective roles or jobs;
   (f) the length of service of affected members;
   (g) appraisal, disciplinary and other personnel records of affected members;
   (h) the scope for voluntary redundancy.

8. An Academic Redundancy Committee shall regulate its own procedures and, subject to clause [13], shall formulate a timetable for the conduct of its business; provided that it shall:
   (a) inform all affected members of the timetable and procedures, in a timely manner;
   (b) inform all affected members of the adopted selection criteria;
   (c) make appropriate arrangements for any affected member to make, and to discuss with the Committee, individual representations, whether made in person and/or by written submission and/or through an authorised representative, at the member's choice;
   (d) separately notify any and each affected member whom the Committee selects for dismissal.

9. An Academic Redundancy Committee shall select affected members for dismissal by applying the adopted criteria in the light of any representations which an affected member may make concerning their application, either generally or individually.

10. A notification under clause 8(d) shall provide:
   (a) a summary of the procedures and criteria implemented by the Academic Redundancy Committee; and
   (b) a statement explaining the Committee's view that the dismissal is fair and reasonable.

11. The appropriate Officer, under Ordinance I,19, shall inform any affected member who has been selected for dismissal of:
   (a) his or her redundancy rights, including payment and notice rights, under relevant legislation;
   (b) proposed terms for his or her dismissal;
   (c) proposed terms for any appointment to an alternative employment or other position;

(d) his or her right to appeal to a Redundancy Appeal Panel against dismissal, or the proposed terms of the dismissal, or the proposed terms of an alternative appointment;
(e) the period within which any appeal must be served.

Redundancy Appeal Panel

12. A member of academic staff who has been selected for dismissal under clause [9] may appeal to a Redundancy Appeal Panel in accordance with Ordinance V; provided that no appeal shall lie against an initial redundancy decision of the Council under clause [4].

Final recommendations

13. An Academic Redundancy Committee or Redundancy Appeal Panel shall, by the date specified by the Council in accordance with legal requirements, recommend to the Council which affected members should be selected for dismissal.

ORDINANCE V: Academic Staff: Appeals Procedures in Disciplinary, Medical and Redundancy Cases

(depending from Chapter I)

Jurisdiction

1. An Appeal Panel constituted under clauses 4-7 shall hear any appeal against a decision of the following:
   (a) an Academic Disciplinary Committee, under Statute C,I,15 and Ordinance II,40;
   (b) an Academic Medical Committee, under Statute C,I,15 and Ordinance III,30;
   (c) an Academic Redundancy Committee, under Statute C,I,19 and Ordinance IV,13;
   (d) a Disciplinary or Medical Committee for the Master, under Statute C,III,6-7 and Ordinance VIII;
   (e) any person or body taking disciplinary action against a member of academic staff otherwise than in accordance with Statute C and Ordinances made thereunder;

   An Appeal Panel shall be known as a Disciplinary Appeal Panel, a Medical Appeal Panel, or a Redundancy Appeal Panel, as appropriate.

2. An appeal under clause [1] shall be lodged within four calendar weeks after the date on which the decision appealed from was notified to the appellant, by serving notice on the Secretary to the Council, setting out the grounds of appeal; provided that the Council may permit an appeal to proceed, notwithstanding late service, if it considers that justice or fairness so requires in the circumstances of the case.

3. A Disciplinary Appeal Panel shall have power, where it considers appropriate in the interests of justice, or to give effect to the guiding principles stated in Statute C,I,1, to:
   (a) consolidate appeals by two or more persons into a single hearing;
   (b) add another member of the academic staff, or a Fellow who is not a member of the academic staff, or a student of the College, to an appeal hearing.

Appeal Panels

4. Where a notice of appeal is lodged under clause [2], the Council shall appoint the Chair of an Appeal Panel, under Statute C,I,8, who shall be legally qualified and neither a Fellow nor an employee of the College. He or she shall be appointed jointly by the Council and the appellant or, in default of agreement, shall be nominated by the person who is the Visitor upon the advice of such appropriate body, or officer, of the University as that person shall choose. The appointment of the Chair shall normally be completed within three calendar weeks of the notice of appeal being lodged.

5. Within three calendar weeks of his or her appointment under clause [4], the Chair shall normally appoint two further members selected at his or her discretion, provided that:

(a) the appellant may consent that the Chair shall sit alone; and
(b) where two further members are appointed, at least one such member shall be a member of the Regent House of the University.

6. Where the Appeal Panel comprises three members and one member becomes unwilling or unable to act, a Panel of two members shall continue to sit, provided that:
(a) one such member is the Chair and both members are willing to continue; and
(b) the Council and the appellant consent to the reduced Panel.
In any other case, either the Chair shall nominate an appropriate alternate third member or, where the Chair ceases to act, the Panel shall be discharged and a new Chair duly appointed as soon as practicable.

7. Where a new Chair is appointed under clause [6] after an oral hearing under clauses 8-12 has commenced, the hearing shall be discontinued and a fresh hearing held.

Oral hearings

8. The Council shall appoint a suitable person to act as respondent in the appeal on behalf of the College.

9. The administrative secretary to the Appeal Panel shall send to the members of the Panel, to the appellant or his or her representative, if any, to the respondent, and to any party added under clause [3], copies of:
(a) the papers received in the case by the relevant Committee of first hearing;
(b) the record of the proceedings of the Committee;
(c) the record of the determinations and decisions appealed against;
(d) the grounds of appeal as contained in the notice of appeal.

10. In consultation with the appellant or his or her representative, if any, the respondent, and any other party, the Chair shall determine:
(a) a date, time and place for the hearing of the appeal;
(b) whether fresh evidence may be submitted;
(c) whether consent shall be given for any, and if so which, witnesses to be heard, and on which issues. An appeal hearing shall not involve witnesses other than in exceptional circumstances.

11. Not later than fourteen calendar days before the date set for the hearing, the appellant or his or her representative, if any, the respondent and any other party shall send to the secretary and to each other:
(a) a copy of any document to be submitted at the hearing;
(b) a list of any witnesses to be called, with a copy of the witness statements of evidence;

(c) a list of any legal authorities to be cited at the hearing.

12. The appellant or his or her representative, if any, the respondent and any other party may each make an opening statement and address the Appeal Panel during the course of the hearing. Witnesses, if any, may be questioned on matters permitted under clause 10(c) and shall be subject to cross-examination and re-examination. Evidence or legal authority of which notice has not been given under clause 11(c) may be submitted at the discretion of the Chair, subject to any necessary adjournment to allow other parties to consider the new material and, if desired, to introduce further evidence or authority in rebuttal.

Determinations

13. The members of an Appeal Panel shall seek to give effect to the guiding principles stated in Statute C,I,1 or, in the case of an appeal by the Master, Statute C,III,1. For the avoidance of doubt, this clause shall not override any provisions of Statute C or these Ordinances which provide that there shall be no right of appeal against a finding of fact, including a medical finding, except where fresh evidence is adduced with the consent of the Chair of the Appeal Panel.

14. An Appeal Panel may make such determination or determinations as are provided for in Statute C,I,15, or C,I,19, as appropriate.

15. The administrative secretary, on behalf of the Chair, shall give written notice of the Appeal Panel's determinations and reasons to the Council, any Medical Oversight Group concerned in a case, the appellant, the respondent and any other party.

ORDINANCE VI: Disciplinary and Medical Procedures for Fellows other than Academic Staff (depending from Chapter II)

Initial proceedings

1. Any proceedings against a Fellow in Class 2, 3 or 4, in respect of disciplinary or medical grounds under Statute C,II,2, shall be conducted, *mutatis mutandis*, in accordance with Ordinances I-III; provided that any reference, express or implied, to:
   (a) a member of academic staff shall be read as a reference to a Fellow who is not a member of academic staff;
   (b) dismissal or removal shall be read as removal from a Fellowship during its term;
   (c) a Disciplinary or Medical Committee for Academic Staff shall be read as a reference to a Disciplinary or Medical Committee for Fellows; and
   (d) a right of appeal shall be omitted, except in the case of an appeal:
      (i) under Ordinance II,11 against a final written warning; or
      (ii) under Ordinance II,16 or III,10 against suspension.

Appeals

2. Any appeal to the Council under Statute C,II,8 from a decision of a Disciplinary or Medical Committee for Fellows shall be lodged within four calendar weeks after the date on which the decision appealed from was notified to the Fellow, by serving notice of appeal on the Secretary to the Council, setting out the grounds of appeal; provided that the Council may permit an appeal to proceed, notwithstanding late service, if it considers that justice or fairness so requires in the circumstances of the case.

3. No appeal shall lie against a finding of fact, including a medical finding, made by a Disciplinary or Medical Committee for Fellows, save where fresh evidence is submitted with the consent of the Council.

4. Upon receiving a notice of appeal under clause [2], the Council shall prescribe an appeal procedure appropriate to the disciplinary or medical nature of the case, which may include the appointment of a suitable Appeal Panel. In all cases the appellant shall have a fair opportunity to make representations to the Council or, if appointed, the Appeal Panel, whether in person or in writing. The Council may make such provision for legal advice or legal representation in the proceedings as it deems necessary or desirable.

5. The Council or, if appointed, the Appeal Panel, may review the conduct of any hearing, and all decisions, of a Disciplinary or Medical Committee for Fellows. It may allow or dismiss an appeal, in whole or in part, and in particular it may recommend substituting any penalty that might have been imposed, or any recommendation that might have been made, by the

Committee. If appointed, an Appeal Panel shall make recommendations to the Council, whose decision shall be final.

ORDINANCE VII: Employed Fellows on Fixed-term Contracts
(depending from Chapters B,II; C,I and C,II)*

1. Where a Fellow is employed under a contract which specifies an initial term or a fixed-term period of employment co-terminous with his or her Fellowship ('a fixed-term employee'), then, subject to any relevant terms of the contract, this Ordinance shall apply in substitution for Ordinance B,VI.

2. The College Offices, Academic Posts, and other posts and appointments which shall normally be held in conjunction with a contract of employment specifying an initial term or fixed-term period, shall be determined by the Council from time to time; and shall normally include the Senior Tutor, Bursar, Chaplain, College Teaching Officers, Admissions Director, Development Director and Director of Music.

Grounds for termination of employment

3. A determination under Statute C,I,20-21 or C,II,2 and 9, that a fixed-term contract should be terminated at the expiry of its term may be made where, in the light of one or more of the grounds listed in clause [4], it is inexpedient or undesirable to do any of the following:
   (a) renew the contract for a further fixed-term; or
   (b) confirm a permanent contract of employment; or
   (c) offer the employee further or alternative employment.

4. A fixed-term employee's contract may be terminated under clause [3] on the following grounds:
   (a) the nature of his or her employment, where either:
      (i) it is of an inherently temporary or time-limited duration; or
      (ii) there is compelling reason for making rotating appointments;
   (b) the availability of external funding for an employment;
   (c) the financial position of the College;
   (d) the desirability of making the employment permanent and appointing to it by public competition;
   (e) the performance of his or her existing duties, as assessed in accordance with clause [10];
   (f) any other legitimate objective of the College, where termination of employment is a necessary and proportionate means to achieve it.

Procedure for review of employment

5. The Council shall, in a timely manner prior to the end of a fixed-term employee's contract:

* As amended by the Governing Body on 24 May 2023

(a) determine, after appropriate consultation in the College and where appropriate in the University, whether there is a continuing need for an employee of the College to carry out the duties of his or her employment;
(b) appoint a Fixed-Term Review Committee under clause [8], to conduct a review of his or her performance following clauses 9-13, according to the time-table set out in clauses 6-7, and to make recommendations to the Council;
(c) where necessary, appoint a Fixed-Term Appeal Panel under clauses 14-17;
(d) make a final decision in the matter under clause [18], as soon as practicable and no later than the first meeting of the Council held in the final Term of the initial term or fixed-term period.

Timetable for reviews

6. Where an initial term or a fixed-term period is three years or more, the Council shall appoint a Fixed-Term Review Committee at such suitable time as shall ensure that the Committee is in a position to make:
   (a) a preliminary recommendation, not later than the end of the second Term of the penultimate twelve months of the initial term or fixed-term period; and
   (b) a second, formal, recommendation, not later than the end of the second Term of the final twelve months of the initial term or fixed-term period.

7. Where an initial term or a fixed-term period is less than three years, the Council shall appoint a Fixed-Term Review Committee at such suitable time as shall ensure that a formal recommendation from the Committee, and any appeal against such recommendation, and a final decision by the Council, may be reached in a fair and reasonable, and timely, manner.

Fixed-Term Review Committee: composition and proceedings

8. A Fixed-Term Review Committee appointed under Ordinance I,2 shall normally comprise:
   (a) the Vice-Master or another member of the Council who is a Fellow, acting as Chair; and
   (b) two further persons other than any member of the Council.

9. In accordance with a time-table arranged under clause [6] or [7], the Fixed-Term Review Committee shall hold at least one consultation meeting to which the employee shall be sent a written invitation notifying him or her of the right to be supported or represented. The Review Committee shall take note of such evidence as it deems relevant, which may include an employee's Annual Personal Development Reviews, if any, and references from any College Officer or other Fellow or committee who has knowledge of the employee in his or her employed capacity. The employee shall have a right to see all submissions received by a Review Committee.

10. The Fixed-Term Review Committee shall take into account, but shall not be limited to, evidence of:
    (a) general conduct;
    (b) capability, willingness and availability for discharging the duties of the employment;
    (c) where the employee is a member of the academic staff, the amount and standard of teaching, direction of studies and research undertaken;
    (d) commitment to participation in College governance;
    (e) commitment to the life and work of the College community, including such matters as pastoral care, admissions, outreach and development;
    and any other relevant circumstances, as provided for under clause [4].

11. The Fixed-Term Review Committee may recommend that:
    (a) the fixed-term contract should be renewed for a further fixed-term; or
    (b) a permanent contract of employment should be confirmed; or
    (c) the initial term or the fixed-term contract should be terminated and the employee dismissed; or
    (d) the initial term or the fixed-term contract should be terminated and the employee offered a new employment under a different contract.

12. The Fixed-Term Review Committee shall keep a written record of its proceedings, of any submissions made to it by any person, of its preliminary and formal recommendations, with its reasons. As soon as reasonably practicable, the fixed-term employee shall be notified in writing of the Committee's recommendations and reasons, and of the right of appeal under clause [15].

13. Where a Fixed-Term Review Committee makes a preliminary recommendation that confirmation of a permanent contract may be appropriate, if certain conditions are fulfilled, notification under clause [12] shall include a statement explaining such conditions, in particular any timetable of targets or improvements which must be achieved before any confirmation can formally be recommended. Such conditions shall be kept confidential to the employee, the Review Committee, the Council and any Fellow whom the Council appoints as mentor to the employee.

Appeals

14. There shall be no appeal by an individual employee against:
    (a) a decision of the Council under clause 5(a) that there is no continuing requirement for an employee of the College to carry out the duties of an employment; or
    (b) any preliminary recommendation of a Fixed-Term Review Committee.

15. An appeal against a formal recommendation of a Fixed-Term Review Committee may be lodged by giving written notice to the Secretary to the Council within seven calendar days of notification under clause [12]. An appeal shall normally be heard not later than seven calendar days prior to the meeting at which the Council makes a final decision under clause 5(d).

16. Where an appeal is lodged, a Fixed-Term Appeal Panel shall be appointed by the Council. The Panel shall not include any member of the Review Committee and shall normally comprise:
    (a) the Master or another member of the Council who is a Fellow, acting as Chair; and
    (b) two further members of the Governing Body who are Fellows, other than any Fellow in Class 2.

17. The Fixed-Term Appeal Panel shall consider the written record of the formal recommendations of the Review Committee made under clause [11]. The employee shall be given an opportunity to address the Panel, either in person and/or by written submission, at his or her choice. The Panel shall recommend to the Council either that:
    (a) the recommendations of the Review Committee should stand; or
    (b) some other action should be taken under Statute C,I,22 or C,II,9, as recommended by the Appeal Panel.

Council's final decision

18. The Council, excluding any member who was Chair either of the Review Committee or of any Appeal Panel, shall make a final decision under clause 5(d). The Council shall normally approve the recommendations of the Review Committee or, where relevant, the Appeal Panel; provided that, where there are reasonable grounds for departing from such recommendations, the Council may make any alternative decision consistent with Statute C,I,22 or C,II,9.

Termination of employment

19. Where the Council makes a final decision that an employment should be terminated, and an employee dismissed, it shall thereupon notify him or her accordingly and shall include:
    (a) a statement explaining the Council's view that the dismissal is fair and reasonable;
    (b) formal notification that his or her employment will be terminated, and upon what date.

ORDINANCE VIII: Removal Procedures for the Master
(depending from Chapter III)

Complaints of misconduct

1. Under Statute C,III,3, the Council may raise a charge of serious or gross misconduct against the Master before the Governing Body. Where the misconduct is or may be attributable to medical grounds the Council shall appoint a Medical Oversight Group, which shall proceed in accordance with Ordinance III.

2. Any complaint by a Fellow or Fellows of the College, regarding the conduct of the Master or the performance of his or her responsibilities, shall be made to the Vice-Master. The Vice-Master shall:
   (a) refer to the Council any charge stated in writing by ten Fellows of the College under Statute C,III,3; and either
   (b) treat any other complaint as an individual grievance, provided that the Vice-Master is satisfied that so doing is appropriate to the subject matter; in such case, the Vice-Master shall adopt such informal processes for resolving the grievance as he or she thinks suitable in the circumstances, having regard to but not being bound by the provisions of Ordinance XI; or
   (c) refer to the Council any complaint which he or she considers should not be treated as an individual grievance.

3. Where a complaint is referred to the Council under section [2] it shall take such action as it considers appropriate, which may include:
   (a) treating the complaint as an individual grievance; or
   (b) appointing a Medical Oversight Group, which shall proceed in accordance with Ordinance III; or
   (c) laying a charge of serious or gross misconduct before the Governing Body;
   provided always that, if required to do so by ten Fellows who have raised a written charge of serious or gross misconduct, the Council shall lay such charge before the Governing Body.

Charges of serious or gross misconduct

4. Where the Council lays before the Governing Body a charge of serious or gross misconduct against the Master, which the Council considers is not attributable to medical grounds, the Secretary to the Governing Body shall formally notify the Master of any such charge, notify him or her that it may constitute sufficient grounds for removal from Office, and invite the Master to make a formal response in writing within three calendar weeks.

5. As soon as practicable after the Master's response, if any, under clause [4] and normally no later than four calendar weeks after formal notification, the Governing Body shall consider

the charge raised, at a meeting specially called for the purpose under Statute C,III,4. The Master may be supported or represented at the meeting in accordance with Ordinance I,13-15.

6. The Governing Body shall consider whether the Master has a case to answer, taking into account Ordinance II,1-3, and may either:
   (a) dismiss the charge, where it reasonably considers that the grounds stated, or the evidence in support of those grounds, would be insufficient, even if substantiated, to justify imposing any penalty on the Master; or
   (b) upon a two-thirds majority of those members present and voting, appoint a Disciplinary or Medical Committee for the Master.

   The Secretary to the Governing Body shall notify the Master, in writing, accordingly.

Disciplinary or medical proceedings

7. Subject to Statute C,III, disciplinary or medical proceedings against the Master shall be conducted in accordance with Ordinances I,II, III and V, *mutatis mutandis*; provided always that any reference, express or implied, to:
   (a) a member of academic staff shall be read as a reference to the Master;
   (b) an Academic Disciplinary or Medical Committee shall be read as a reference to a Disciplinary or Medical Committee for the Master;
   (c) the Council, in respect of the appointment of, or the appointment or designation of a member of, or a consent to the membership of, a Committee or Appeal Panel, shall be read as a reference to the Governing Body.

8. Further to clause [7]:
   (a) Ordinance I,2 (composition of Committees and Appeal Panels) shall be read subject to Statute C,III,7;
   (b) Ordinance I,19 (Officer effecting dismissals) shall be read as referring to the Vice-Master;
   (c) Ordinance II,15 (suspension by the Council) shall be read as a reference to suspension by the Governing Body by not less than a two-thirds majority;
   (d) Ordinance II,1-13 (initial proceedings and less serious matters) shall be omitted;
   (e) Ordinance II,18 (appointment of Disciplinary Committee), the reference to fourteen calendar days shall be read as a reference to four calendar weeks.

ORDINANCE IX: Procedures for Officers and Post-Holders
(depending from Chapter IV)

1. Under Statute C,IV,1, and subject to clauses 2-3, below, the Council may by a simple majority suspend, remove or dismiss any person, other than the Master or Vice-Master, from any College Office or Academic Post or other post or appointment, on the grounds that he or she has failed or is failing to carry out properly the responsibilities or duties attached thereto; provided that:
   (a) where such removal or dismissal would entail the loss of a person's Fellowship or primary employment, proceedings shall be taken under Statute C, Chapter I (Academic Staff) or Chapter II (other Fellows), as appropriate; or
   (b) in any other case, a person shall be informed of the grounds for, and any conditions imposed on, such suspension, removal or dismissal; and shall have a fair opportunity to make representations to the Council in the matter, whether in person or in writing.

2. Where the Council contemplates removing or dismissing a person under clause [1] it shall wherever appropriate seek to support an improvement in his or her performance through an informal process of monitoring and review, which may include the Council giving one or more formal warnings. Where any such informal process is instituted the Council may only remove or dismiss a person where no sufficient improvement results within a reasonable time.

3. Subject to clause [2], the Council may at any stage suspend a person under clause [1] from his or her College Office or Academic Post or other post or appointment, on full pay for that position, pending the next meeting, which may be an extraordinary meeting, of the Council.

4. Under Statute C,IV,1(c), the Governing Body may by a simple majority suspend or dismiss the Vice-Master from Office in accordance with clauses 1-3, *mutatis mutandis*.

ORDINANCE X: Procedures for Non-Foundation Fellows and other Members
(depending from Chapter V)

1. The Council may deprive a non-foundation Fellow other than an Honorary Fellow, of his or her Fellowship on the grounds set out in clause [2]; provided that it shall:
   (a) conduct a proper inquiry, in accordance with such arrangements as it shall reasonably determine, into the alleged grounds for such deprivation;
   (b) give a Fellow a fair opportunity to make representations to the Council in the matter, whether in person or in writing.

2. The grounds referred to in clause [1] are:
   (a) in any case, that the Fellow has brought the College into disrepute or is otherwise unfit to hold the Fellowship;
   (b) in the case of a Visiting Fellow, that the Council elected the Fellow on the basis of information which is untrue or was misrepresented, or that the Fellow has lost his or her tenure of a position in the University with which the tenure of the Fellowship is associated;
   (c) in the case of a Bye-Fellow, on disciplinary or medical grounds or for ceasing to carry out the responsibilities or duties for which he or she was elected;
   (d) in the case of a Fellow Commoner with tenure, upon cessation of his or her voluntary service to the College.

3. The Council may in its absolute discretion deprive any member of the College of his or her membership, other than the Master, any Fellow or non-foundation Fellow, or any student.

ORDINANCE XI: Grievance Procedures: Master and Fellows
(depending from Chapter VII)*

Scope

1. The Master, or any foundation Fellow, may in writing raise a grievance falling under Statute C,VII,1 with the Council, or with the Master, respectively. Issues which it would be appropriate to raise as grievances include, but are not limited to, matters concerning the terms and conditions of an employment or Fellowship or other Office or position with the College, changes in working practices, the impact of health and safety requirements, conflictual relationships such as bullying or harassment, the working environment, the impact of organisational changes, equal opportunities or discrimination.

2. A person who is not affected himself or herself may not raise a grievance on behalf of another individual; nor may he or she raise a collective grievance on behalf of himself or herself and one or more other persons.

3. If the Council or the Master, respectively, consider that a person raising a grievance should properly raise it under Chapters I-V of Statute C, or that the grievance has been so raised, he or she shall be so advised, and no further action shall be taken under this Ordinance.

4. If it appears to the Council or the Master, respectively, that the grievance has been finally determined under Statute C, or is trivial or otherwise without basis, it shall be dismissed summarily and no further action taken on it. A summary dismissal shall include a 'Completion of Procedures Letter' for the purposes of any further complaint made to the Office of the Independent Adjudicator for Students in Higher Education (OIA). Where it appears that the grievance which has been so dismissed is malicious or vexatious, appropriate disciplinary procedures against the person raising it may be initiated.

Informal resolution

5. If it appears to the Council or the Master, respectively, that the grievance raised requires action to be taken, the Council, normally by delegation to a designated Officer, or the Master shall normally, unless informal resolution processes are inappropriate to the case, seek to resolve it informally through:
   (a) consultation with the person raising the grievance and any other affected person;
   (b) mediation and conciliation among all those affected, on any issues identified by the consultation;
   (c) formulation of mutually agreed terms or conditions.

* As amended by the Governing Body on 8 November 2023

6. The Master or designated Officer may, but need not, undertake such consultation, mediation or conciliation in person; otherwise, he or she shall nominate a mediator or conciliator, normally within ten working days of the grievance being raised, for acceptance by all persons involved. The Master or designated Officer may seek advice, and/or authority to proceed, from the Council. The person raising the grievance and any other affected person may be supported during an informal resolution process by another person who is a member, or member of staff, of the College.

Formal determination

7. Where informal resolution processes are inappropriate to the case or the grievance cannot be resolved informally within a reasonable period, normally no more than fifteen working days from the appointment of, or failure to agree upon, any mediator or conciliator under clause [*6*], the Master or designated Officer shall issue a formal written decision, where possible with proposals for redress of the grievance, which shall be sent to the person raising the grievance and any other affected person. The formal written decision shall include a 'Completion of Procedures Letter' for the purposes of any further complaint made to the OIA[1]

Grievance Panel

8. Where the person raising the grievance or any person against whom the grievance is raised is dissatisfied with the formal determination made under clause [*7*], he or she may appeal within ten working days of the date of the formal determination to a Grievance Panel, comprising at least three suitable persons appointed by the Council. One person shall be designated the Chair.

9. The person raising the grievance and any person against whom the grievance is raised shall be notified of those persons appointed to the Grievance Panel, and may within two working days make objection for good cause to any such appointment. The Council shall rule on any such objection and its decision shall be final; if any objection is sustained, an alternate member shall be appointed.

Hearings

10. The person raising the grievance and any person against whom the grievance is raised may be accompanied during the hearing convened under clauses 8-9 by a friend or representative other than a legal representative.

11. A hearing shall be valid and effective provided that the Chair is present. The Chair shall ensure that the grievance is heard and disposed of as expeditiously as is reasonably practicable

[1] The OIA will not consider any complaint made while an internal appeal process is pending or in progress.

and consistent with fairness; provided that the person raising the grievance, and any person against whom the grievance is raised, shall make all necessary arrangements for the proper presentation of their respective cases, including the production of documents and the summoning of witnesses. A case may be dismissed for serious or unwarranted delay in its presentation.

12. Subject to this Ordinance, the Grievance Panel shall regulate its own procedures. Where not otherwise provided for, the Chair may make such administrative arrangements as he or she thinks fit. In particular, he or she may set time-limits for each stage of proceedings, and may postpone or adjourn any meeting at his or her discretion; provided that any time-table for the conduct of grievance proceedings set out below shall be adhered to as strictly as is reasonably possible. Any consent, or the exercise of any discretion, may be made subject to such conditions as the Chair shall think fit.

13. In consultation with the person raising the grievance, and any person against whom the grievance is raised, the Chair shall set a date, time and place for a hearing. He or she may, if at any time prior to the set date circumstances so require, postpone the hearing and set a different time, date or place.

14. Not later than ten working days before the date set for the hearing, or such shorter period as may be mutually agreed, the person raising the grievance shall send to the Chair and any person against whom the grievance is laid:
    (a) a copy of the original written statement of the grievance;
    (b) a copy of the formal determination issued under clause [7];
    (c) a copy of any document to be presented at a hearing; and
    (d) a list of any witnesses to be called, with a copy of the witness statements of evidence.

15. The person raising the grievance, and any person against whom the grievance is raised, or their respective representatives, if any, may each:
    (a) make an opening statement;
    (b) give evidence;
    (c) call witnesses;
    (d) question any witness concerning any relevant evidence; and
    (e) address the Grievance Panel after the evidence has been heard.

16. No person, other than any person entitled under Statute C and these Ordinances to attend a hearing of a Grievance Committee, shall be admitted to such hearing without the Chair's consent.

Determinations

17. A Grievance Panel shall determine whether the grievance is well-founded or not, and shall make such proposals as it thinks fit, which may include a recommendation that disciplinary proceedings are taken against any person or persons.

18. A Grievance Panel shall inform the person raising the grievance and any person against whom the grievance is raised, and the Council, of its decisions and proposals. The Council shall normally approve such decisions and proposals, provided that, where it is reasonable for the Council to do so, it may reach an alternative decision and/or adopt alternative proposals. The decision of the Grievance Pancel, or of the Council, shall include a 'Completion of Procedures Letter' for the purposes of any further complaint made to the OIA.

Dignity at Work

19. All members of the College community shall treat all other members with respect, courtesy and consideration, and, where relevant, in accordance with appropriate professional standards. Any form of bullying, harassment, victimisation or discrimination shall be regarded as inappropriate and unacceptable. Where a grievance raised under clause [1] concerns a complaint of conduct inconsistent with such duty of mutual respect, clauses 5-7 shall be read and applied subject to the following clauses of this Ordinance.

20. A complaint of bullying or harassment shall, subject to any overriding legal requirements, be dealt with in confidence. In particular, all parties shall maintain appropriate confidentiality throughout, and shall not disclose confidential matters without the consent of the complainant.

21. Behaviour that constitutes bullying or harassment shall include but not be limited to behaviour directed to a person's sex, race, colour, ethnic or national origin, religion, philosophical belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability.

22. Bullying or harassment may comprise any act, or series of acts, committed by any means, including the misuse, interception or disruption of mail and email communications, the misuse of social media sites and any other form of cyber bullying, which is:
    (a) unwanted by the recipient; and
    (b) perceived by the recipient as violating his or her dignity or privacy, or as otherwise intimidating, hostile, degrading, humiliating or offensive; and
    (c) creates conditions for the recipient of which it would be justifiable for a reasonable person to complain, having regard to all the circumstances.

    Bullying or harassment may be committed whether or not a person intends to induce such a perception or to create such conditions.

23. A person against whom bullying or harassment is alleged shall at all times be treated himself or herself in accordance with the requirements of Statute C,VII,1-4 and the provisions of this Ordinance, *mutatis mutandis*.

ORDINANCE XII: Student Academic Progress
(depending from Chapters B,VIII and C,VI)*

Study obligations

1. Further to Statute B,VIII,5(a), General Regulations on study obligations shall apply to any student who is placed under the supervision of a Director of Studies of the College, including:
   (a) any undergraduate student;
   (b) any student who is pursuing an undergraduate course, such as the Bachelor of Theology for Ministry;
   (c) any postgraduate student who is pursuing a postgraduate qualification assessed by examination;
   (d) if relevant, any postgraduate student pursuing a course of advanced study.

2. The study obligations of any postgraduate student who is pursuing a course of research or training for research, and any postgraduate student pursuing a course of advanced study to whom clause [1] does not apply, shall be as University Regulations require.

3. Further to Statute C,VI, any student who fails to comply with College Regulations on study obligations may be subject to review and to the imposition of sanctions, in accordance with this Ordinances and Regulations made hereunder.

Change of Tripos

4. An undergraduate student may be admitted into a course of study other than that for which he or she was admitted to the College, provided that:
   (a) the student is of standing for Honours in the Tripos applied for, under University Regulations;
   (b) any required consent by the University has been duly obtained;
   (c) the Academic Committee, or such other committee or body as the Council appoints for the purpose, consents.

5. A student shall normally be permitted to proceed into any Tripos course authorised by the Regulations of the Tripos for which the student was admitted to the College. In exceptional circumstances the Academic Committee may refuse permission to proceed notwithstanding that the student satisfies the relevant requirements of the Regulations.

* As amended by the Governing Body on 6 November 2024.

6. Procedures for the consideration of applications to change Tripos shall be made in Regulations. The procedures shall provide for:
   (a) the circumstances in which a change of Tripos may be permitted;
   (b) the relevant factors which shall or may be taken into account in giving or withholding consent;
   (c) an appeal to an Academic Review Committee, as constituted by the Council under clauses 7(b) and [8] and Regulations made thereunder.

Unsatisfactory academic progress

7. Procedures for monitoring the academic progress of any student under the supervision of a Director of Studies shall be made in Regulations. The procedures shall make provision for cases of:
   (a) serious failure to comply with College study obligations;
   (b) unsatisfactory performance in University examinations;
   (c) failure to be classed in, or failure to pass unclassed, University examinations.

8. In accordance with Statute C,VI,4, procedures for monitoring academic progress shall provide for:
   (a) continuing review of compliance with study obligations, led by the Director of Studies and the Senior Tutor;
   (b) review of examination performance;
   (c) consideration by an Academic Review Committee constituted by the Council of any case referred to it by the Senior Tutor;
   (d) the range of conditions or sanctions which may be imposed by an Academic Review Committee;
   (e) an appeal to an Academic Appeal Panel constituted by the Council against any decision of an Academic Review Committee;
   (f) co-ordination with related College procedures, according to the circumstances in a particular case.

9. An Academic Review Committee shall have jurisdiction to hear appeals from the decisions of other persons or bodies of the College, as provided for in Ordinances or Regulations.

ORDINANCE XIII: Student Welfare
(depending from Chapter C,VI)*

Equal opportunities: reasonable adjustments

1. It is the duty of the College to promote equality of opportunity for and avoid unlawful discrimination against all its members and staff. The scope of this duty shall extend only to matters within the powers of the College to provide, as an independent legal institution. For the avoidance of doubt, the scope of this duty shall not extend to any matters which fall entirely within the powers of another, legally independent, institution, in particular the University, and such matters shall not therefore be dealt with under this Ordinance or Regulations made hereunder.

2. Procedures made in Regulations shall provide for reasonable adjustments to be made to the normal arrangements of the College, where that is necessary to ensure that no student of the College who has a disability under clause [3] shall be placed at a substantial disadvantage, compared with students who have no such disability, in his or her access to the teaching and learning environment, or in the application to him or her of the modes of assessment used for academic progress. Separate procedures on reasonable adjustments shall be established for and applied to applications for admission as a student of the College.

3. A student shall be regarded as having a disability where he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to engage with his or her studies or undertake the modes of assessment normally required. A minor impairment that does not confer a substantial disadvantage shall not be the subject of procedures made under this Ordinance.

4. Procedures made under clause [2] shall provide for:
   (a) the disclosure of a disability to the College;
   (b) the assessment of disability;
   (c) the determination of reasonable adjustments by the College to its normal provision for teaching, learning or assessment;
   (d) an appeal against any such determination to an Academic Review Committee, under Ordinance C,XII,9.

* As amended by the Governing Body on 4 December 2019.

Harassment and sexual misconduct

5. All members of the College community, whether students, Fellows or members of staff, shall treat all others with respect, courtesy and consideration, and, where relevant, professional responsibility. No member of the College community shall engage in any form of harassment, including sexual misconduct, as defined in Regulations.

6. Procedures shall be made in Regulations to define the College's role in safeguarding students from any form of harassment by any member or members of the College or its staff, and in directing students to available advice on the options for making complaints concerning harassment and sexual misconduct, including under the relevant University procedures. Such procedures shall apply to any act or conduct in the course of any academic, sporting, social, cultural, or other activity within the College or the Precincts of the University, or anywhere else where the act or conduct takes place in the context of the complainant student's membership of the College or University.

7. [Deleted by the Governing Body's decision of 4 December 2019]

Fitness to study

8. The College has a general duty of care towards all its members, employees and visitors, which includes legislative duties for health and safety, mental health, equality and non-discrimination, and human rights. It shall be a condition of any student's continued residence in the College and University for the purposes of academic study that he or she is willing and able to fulfil the obligations arising under Statute B,VIII,5(b) and (c), and is in all respects fit to study.

9. Procedures shall be made in Regulations for assessing any question which may arise concerning a student's fitness to study. Questions of fitness to study may concern either fitness for personal academic work and/or fitness to engage in University and College life in all its aspects, including relationships with others in the College and University communities.

10. In accordance with Statute C,VI,4, procedures made under clause [9] shall provide for:
    (a) inquiries into fitness to study where relevant circumstances arise;
    (b) processes for informal support and action, where more than the normal provision of pastoral support for a student or students is required;
    (c) processes for obtaining, assessing and taking appropriate action on medical information, where more substantial intervention and support is required;

(d) precautionary measures for serious or urgent cases, where there is evidence of a serious risk to the health or safety of the student concerned or some other person, or of substantial disruption to the life or work of the College or its members or staff;
(e) the range of actions, conditions or sanctions which may be required of or imposed on a student at any stage, including intermission or rustication, either temporary or permanent (see Ordinance B,XXI,3-5), and procedures for applying to return to studies;
(f) an appeal against any determination made under sub-clause (e) to an Academic Review Committee, under Ordinance C,XII,9;
(a) co-ordination with related College and University procedures, according to the circumstances in a particular case.

Disregarding Terms

11. A student who at any time, for medical reasons, mental or physical, or other grave cause:
(a) is likely to be or has been prevented from taking a University examination; or
(b) has missed part of, or has failed or underperformed in, such an examination;
may apply under University Regulations either for leave to have terms disregarded for the purposes of academic standing, or for some other relevant examination allowance.

12. College procedures for making applications to the University under clause [11] shall be made in Regulations. The procedures shall provide for:
(a) guidance on the meaning and practical implications of any application, as set out in or implied by University Regulations;
(b) administrative arrangements in the College for making applications;
(c) College decisions on whether to support or withhold support from any application, in particular an application to resume studies after a period of intermission;
(d) an appeal against any such decision to an Academic Review Committee, under Ordinance C,XII,8.

ORDINANCE XIV: Student Discipline
(depending from Chapters B,VIII and C,VI)

Obligations of students

1. As provided for in Ordinance B,XXI,7-9, every student shall be deemed to be aware of:
   (a) the Statutes, Ordinances, Regulations and Notices of the College;
   (b) the University Regulations on Discipline.

2. Further to Statute B,VIII, sections 4(a)-(b) and 5(b)-(e) and Statute C,VI, any student whose conduct constitutes or may constitute a breach of any obligation under the Statutes, Ordinances, Regulations or Notices of the College (a 'disciplinary incident') may be subject to review and to the imposition of disciplinary sanctions, in accordance with this Ordinance and Regulations made hereunder; provided always that any conduct or situation that falls under the provisions of some other Ordinance shall be dealt with in the first instance in accordance with that Ordinance.

3. For the avoidance of doubt, the College Statutes, Ordinances, Regulations and Notices for students shall apply to any conduct:
   (a) within the precincts, or in or on the property, of the University or any College or any approved foundation or society;
   (b) within the City of Cambridge
   (c) taking place in the context of any event arranged by or on behalf of the College or the University, or by or on behalf of any student society of the College or the University, wherever it takes place;
   (d) bringing the College into disrepute, wherever it takes place.

Maintenance of College discipline

4. Procedures for maintaining College discipline shall be made in Regulations. In accordance with Statute C,VI,4, the procedures shall provide for:
   (a) practical oversight of College discipline, by the Dean;
   (b) an initial investigation of any disciplinary incident;
   (c) the range of conditions or sanctions which may be imposed by the Dean and upon whom, following an initial investigation;
   (d) an appeal from any decision of the Dean to a Student Disciplinary Committee, constituted by the Council;
   (e) consideration by a Student Disciplinary Committee of any case referred to it either by:
      (i) the Dean, on the grounds that an appropriate sanction for the incident, if proven, is beyond the Dean's authority under sub-clause (c); or

(ii) the Master or the Senior Tutor, in any case where in the Officer's opinion an investigation by the Dean is inappropriate or unnecessary;

(f) the range of conditions or sanctions which may be imposed by a Student Disciplinary Committee, and upon whom;

(g) an appeal to a Student Disciplinary Appeal Panel constituted by the Council, against any decision of a Student Disciplinary Committee;

(h) co-ordination with related College and University procedures, and with any actual or potential proceedings under the criminal law.

ORDINANCE XV: Student Complaints
(depending from Chapter C,VI)

Scope

1. Further to Statute C,VII,5-6, and subject to clauses 2-3, procedures shall be made in Regulations for settling or redressing any complaint raised by a student of the College, either on his or her own behalf or as the nominated representative of a group of College students, respecting any matter of institutional provision by the College, whether academic or non-academic, which directly affects him or her or them.

2. A complaint regarding the implementation of any College procedure laid down in Ordinances or Regulations may not be raised unless the substance of the complaint falls outside any provisions for an appeal or review under those procedures. In particular, under no circumstances may a complaint be raised on a decision made on the merits of a case by the person or body having authority to make the decision.

3. Matters that fall outside the scope of this Ordinance shall include:
   (a) any matter of academic judgment, as defined by the Office of the Independent Adjudicator (OIA), including judgments concerning academic progress or examination failure;
   (b) any penalty or sanction imposed by any competent person or body under any other Ordinance or Regulation;
   (c) any complaint respecting another, legally independent, institution, in particular the University;
   (d) any personal dispute between students, whether individually or collectively: where a personal dispute falls within the scope of another procedure, such as harassment, discipline or fitness to study, a complaint may be raised under those procedures;
   (e) any matter falling within the scope of the criminal law, provided that:
      (i) where the matter falls within the scope of another College procedure, such as harassment or disciplinary procedures, and the complainant does not raise a formal complaint with any external agency, it may be raised under those procedures;
      (ii) where the complainant raises a formal complaint with the police or another external agency, any College procedures shall apply only where and to the extent that the relevant Ordinance or Regulation permits;
   (f) any complaint respecting an outside contractor of the College: such complaint may be raised with the Bursar or other relevant member of College staff;
   (g) any matter of College policy.

Procedures

4. In accordance with Statute C,VII,6, procedures made under clause [1] shall provide for:
   (a) processes for the informal resolution of complaints, led by a College Complaints Officer;
   (b) the range of remedies that would normally be considered and applied under the procedures;
   (c) consideration by a Student Complaints Committee constituted by the Council of any case referred to it either by the student or the Complaints Officer;
   (d) an external review of any decision of a Student Complaints Committee;
   (e) termination of College complaints procedures and the preparation of a 'Completion of Procedures Letter' for the purposes of any further complaint made to the Office of the Independent Adjudicator for Students in Higher Education;
   (f) co-ordination with related College and University procedures, according to the circumstances in a particular case.

ORDINANCES under STATUTE D

FINANCE AND REMUNERATION

ORDINANCE I: Investment and Expenditure Powers
(depending from Chapter II)*

Amalgamated funds

1. In order to facilitate the management of the property of the College, the Council may, under Statute D,II,8 from time to time resolve that all or any part or parts of the property of the College, including any special trust (a 'trust'), be brought into and managed within one or more amalgamated funds, in accordance with clauses 2-8.

2. Any property may be brought into an amalgamated fund at any time, provided that where property is subject to a trust:
   (a) which came into operation less than sixty years prior to the proposed amalgamation; and
   (b) the College is not the sole trustee;
   the consent of the trustees of that property shall be required.

3. Upon first being constituted, an amalgamated fund shall be held on behalf of its constituent funds in whole units allocated to each fund. The Council shall fix the initial total number of units held by the amalgamated fund, and shall allocate an appropriate number of units to each constituent fund as nearly as possible in proportion to the respective capital investments of each constituent fund in the amalgamated fund.

4. The Council may at any time increase or decrease the size of an amalgamated fund:
   (a) by adding or withdrawing a constituent fund; or
   (b) by increasing or decreasing the investment made in it by a constituent fund.

5. Where a new constituent fund is added to an amalgamated fund or the investment made by a constituent fund is increased:
   (a) the total number of units in the amalgamated fund shall be increased by such number of units which as nearly as possible represents the value of the new investment based on the market value of the existing units; and
   (b) the constituent fund shall be allocated that number of new units;
   always provided that the value of the existing units in the amalgamated fund shall not be prejudiced by the issue of such further units.

* As amended by the Governing Body on 25 May 2022

6. Where a constituent fund is withdrawn from an amalgamated fund or the investment made by a constituent fund is decreased:
   (a) the total number of units in the amalgamated fund shall be decreased by such number of units which as nearly as possible represents the value of the investment withdrawn based on the market value of the existing units; and
   (b) the constituent fund shall give up that number of units, and the units shall be cancelled;
   always provided that the value of the existing units in the amalgamated fund shall not be prejudiced by the cancellation of such units.

7. The Council may at any time wind up an amalgamated fund and divide the investments between the constituent funds in proportion to the number of units held by each fund at that time.

Annual dividends

8. For each amalgamated fund, a dividend *per* unit shall be declared annually and paid out of the fund to all its unit holders for their expenditure, which may include re-investment in the fund.

9. For the purposes of the declaration under clause [8], the Council shall at a suitable time determine the process for calculating the value of the annual dividend; provided that:
   a) dividends shall only be paid out of income received by an amalgamated fund, subject to any exercise of the power under clauses 12-13 of this Ordinance to adopt a total return approach to expenditure; and
   b) a fund shall not be required to distribute as dividends the whole of the income received in any one year, but may accumulate the whole or part of it from year to year.

10. The annual dividend declared by each amalgamated fund shall be included in the annual College Accounts, as approved by the Council under Statute A,IV,5(d).

Expenditure powers

11. In the absence of any resolution made by the Council under clauses 12-13, the College shall appropriate for expenditure such sums as are income and not capital receipts in the hands of the Trustees of the College.

12. In order to facilitate the investment and expenditure policies of the College, including the declaration under clauses 8-9 of dividends for unit holders in any amalgamated fund, the Council may at any time resolve to adopt a total return approach to investment and expenditure.

13. In clause [12], 'to adopt a total return approach' means to appropriate annually for expenditure, up to and no more than, as much of the fair value of:
    (a) any amalgamated fund created in accordance with this Ordinance; and/or
    (b) any property or fund which has not been brought into an amalgamated fund;
    as the Council considers in its absolute discretion is prudent, having regard to the total return achieved and reasonably expected to be achieved in the long-term of the amalgamated fund, or other property or fund, respectively.

14. In clause [13], 'fair value' means the amount at which an asset could be exchanged in an arm's length transaction between informed and willing parties, other than in a forced or liquidation sale, and 'total return' means return in terms of both income, whether received or accrued, and capital appreciation, whether realised or unrealised.

15. When making a resolution under clauses 12-13, the Council shall comply with the procedures required by *The Charities (Total Return) Regulations 2013*, and/or with any relevant subsequent legislation. In particular, the Council shall formulate such policies as those procedures require for:
    (a) the initial treatment of the permanent endowment; and
    (b) the future management of the total return receivable on the amalgamated fund.

16. In exercising its powers under clause 15(b), the Council shall balance the need to fulfil its objects and the objects of any trust at the current time against the need to do so in the future. The management of the total return shall be covered in the College's Investment Policy, which shall be approved by the Council and made available publicly.

ORDINANCE II: Investment Committee
(depending from Chapter II)*

Ordinance D,II was removed by decision of the Governing Body on 22 May 2024. The current Terms of Reference for the Investment Committee are available in the 'Key Documents' section of this committee's Sidnet page, and upon request from the Registrar.

* As amended by the Governing Body on 24 May 2024.

ORDINANCE III: Administration of Trusts and Donations
(depending from Chapter II)

Acceptance of donations

1. Pursuant to Statute A,IV,5(i), the Council, as Trustees, shall set up procedures for accepting and managing gifts and donations to the College, in particular determining whether a donation is given as:
   (a) a trust for special purposes of the College, falling within categories (b), (d) or (f) of clause [4]; or
   (b) a designated fund falling within categories (a), (c) or (e) of clause [4];
   A designated fund is not a special trust but forms part of the corporate property of the College that is separately earmarked by the Council, as a matter of administrative convenience, for expenditure on stated purposes within its general charitable purposes; such purposes may be altered by the Council from time to time.

2. The Council shall determine in accordance with clauses 4-7 the status and purposes of any proposed gift or donation, and the terms upon which it shall be accepted, if at all. Where a donation is accepted, the Council shall make Regulations, in accordance with clauses 8-10.

3. The Council may delegate to any appropriate Officer, Post-holder or committee responsibility for making determinations, and for proposing suitable Regulations, under clauses 1-2; provided always that no gift or donation shall be formally accepted on behalf of the College, nor any Regulations formally made, without prior Council approval.

Status and purposes of donations

4. Each gift or donation shall be allocated to one and no more than one of the following categories of College fund:
   (a) income held for the general charitable purposes of the College;
   (b) income held on trust for a specific purpose or purposes within the general charitable purposes of the College;
   (c) capital held as expendable endowment for the general charitable purposes of the College;
   (d) capital held on trust as expendable endowment for a specific purpose or purposes within the general charitable purposes of the College;
   (e) capital held as permanent endowment for the general charitable purposes of the College;
   (f) capital held on trust as permanent endowment for a specific purpose or purposes within the general charitable purposes of the College.

5. A donation shall be allocated to a category of fund in accordance with any conclusive formal written evidence of the donor's intention.

6. Where there is no conclusive formal written evidence of a donor's intention, the Council shall allocate the gift or donation to an appropriate category of fund, taking into account the following factors:
   (a) any correspondence, or any record of conversations, between the College and the donor or on their behalf;
   (b) the terms of any public appeal in response to which the donation was given;
   (c) the nature of the property that is the subject matter of the gift;
   (d) the value of the gift in relation to the potential annual expenditure on the relevant purposes, such that the higher the relative value of the gift the more appropriate it would be to treat it as expendable endowment rather than income;
   (e) the value of the gift in relation to the annual income or assets of the College, such that the higher the relative value of the gift the more appropriate it would be to treat it as expendable endowment rather than income.

   Any decision made under this clause shall be final.

7. In the absence of any evidence relevant to the application of clauses [5] or [6], a donation shall be treated as a gift of income for general charitable purposes.

Financial Regulations

8. Pursuant to Statute D,II,13, the Council shall normally make financial Regulations for any individual College fund, and shall always make Regulations for any endowment fund which is held on trust within category (d) or (f) of clause [4]; each set of Regulations shall specify:
   (a) whether the fund is a trust or a designated fund;
   (b) the purposes of the fund;
   (c) the investment policy which shall apply;
   (d) for any trust, the policy for surplus income adopted under Statute D,III,9-11;
   (e) any further terms; and
   (f) where necessary, the matters stipulated under Ordinance D,XII,1 (grants and awards).

9. Regulations for a designated fund shall take into account, and shall normally give effect to, any wishes or views of a relevant donor which have been made in writing, but shall not thereby create any special trust.

10. A file of all financial Regulations shall be maintained in a suitable physical and/or digital location, identifying separately:
    (a) trusts for special purposes of the College; and
    (b) designated funds.

Cy-près policy

11. The College shall at all times seek to ensure the effective use of all trust funds in furtherance of the College's charitable purposes and, accordingly, may at any time take steps to enable the application of any fund *cy-près*, and shall do so when circumstances so require in law. For these purposes, the College shall have regard to any relevant guidance issued from time to time by the Cambridge Office of Intercollegiate Services, or other successor body.

ORDINANCE IV: College Seal
(depending from Chapter II) *

Fixing of the Seal

1. No deed or other document may be sealed without formal approval from the Council or from the Investment Committee acting within its delegated authority from the Council; such approval may include a standing order pertaining to a class or classes of documents or to a period of time.

2. A deed or other document may be sealed only by a member of the Council or the Investment Committee, as the case may be, and in the presence of at least one further member of the Council or the Committee, specially designated for the purpose; provided that no external member and no student member shall be so designated.

3. The Investment Committee or the Council, as relevant, may approve any transaction which requires the sealing of a deed or other document in the absence of such deed or document; provided that clauses [1] and [2] shall nonetheless apply.

4. Every act of affixing the Seal shall be reported to the next following meeting of the Council.

Keeping of the Seal

5. The College Seal shall be kept in such place as the Council shall from time to time reasonably determine is sufficiently secure given the physical nature and purpose of the Seal.

* As amended by the Governing Body on 22 May 2024

ORDINANCE V: Accounts and Financial Audit
(depending from Chapters I and III)

Closure of accounts

1. The College shall close its accounts on 30th June in each year.

Presentation of accounts

2. The presentation of the annual accounts under Statute D,I,4 and D,III,1, including the Trustees' Annual Report to the Charity Commission, shall:
   (a) conform with such Statement of Recommended Practice ('SORP') for Accounting as the University adopts, if at all, as the basis for the Recommended Cambridge College Accounts ('RCCA'); provided that the Council may depart from such SORP if it considers that doing so is necessary in order to present a true and fair view of the affairs of the College; any such departure shall be recorded in the statement of principal accounting policies of the Trustees' Annual Report;
   (b) have regard to, and normally conform with, the requirements and recommendations of the RCCA in force on the date of closure; provided that the Council may depart from the RCCA where it considers that it is necessary to do so in order to comply with clause 2(a);
   (c) conform to applicable accounting standards in force on the date of closure.

Auditor's report and certificates

3. The Auditor appointed by the Council under Statute D,I,5 shall make a report to the Council, and shall sign such certificates as may be required by the Statutes of the University or, where necessary, shall state in writing the reasons for not so signing.

Report to the University

4. Each year, on or before the date prescribed by the Statutes of the University, the Council shall ensure that a statement of the College Accounts, together with the Auditor's certificates, is sent to the appropriate authority in the University.

ORDINANCE VI: Finance and Needs Committee
(depending from Chapter III)*

Ordinance D,VI was removed by decision of the Governing Body on 22 May 2024. The current Terms of Reference for the Finance and Needs Committee are available in the 'Key Documents' section of this committee's Sidnet page, and upon request from the Registrar.

* As amended by the Governing Body on 12 February 2020 and 22 May 2024

ORDINANCE VII: Audit Committee
(depending from Chapter III)*

The Governing Body has established an Audit Committee in accordance with Statute A,III,5(f) for the purposes of internal regulation of:

i. financial policy and practice, including the conduct of external audit of the College accounts; and
ii. the institutions and processes of College governance, up to and including the Council.

The full Terms of Reference for the Audit Committee are available in the 'Key Documents' section of this committee's Sidnet page, and upon request from the Registrar.

* As amended by the Governing Body on 12 February 2020, 8 November 2023 and 22 May 2024.

ORDINANCE VIII: Remuneration and Benefits Committee
(depending from Chapter IV)*

The Governing Body has established a Remuneration and Benefits Committee in accordance with Statute A,III,5(d) for the purposes of independent regulation of the remuneration and other benefits that may be assigned to the Master and Fellows of the College from time to time.

The full Terms of Reference for the Remuneration and Benefits Committee are available in the 'Key Documents' section of this committee's Sidnet page, and upon request from the Registrar

* As amended by the Governing Body on 22 May 2024.

ORDINANCE IX: Remuneration during Sabbatical Leave
(depending from Chapter IV)

The Master

1. During any period of sabbatical leave the Master shall be paid one-eighth of the primary stipend for the Office. A Master who under the terms of his or her election receives an additional stipend for undertaking academic teaching or research shall be paid such stipend in full.

Fellows in Classes 1 and 3

2. A Fellow in Class 1 who is an employee of the College, and whose primary duties include a requirement to undertake academic teaching or research, and/or to hold a College Office, Academic Post or other post or appointment, and/or to undertake administrative, managerial or pastoral duties, shall be paid his or her contractual stipend in full during any period of sabbatical leave from those primary duties. No stipend shall be paid during this period for any Office, post or appointment held in addition to his or her contractual duties immediately prior to taking sabbatical leave, nor for any additional, non-contractual supervision or other teaching duties, or other casual work, that the Fellow might normally undertake.

3. A Fellow in Class 1 who is not an employee of the College shall be paid his or her Responsibility Allowance and Direction of Studies retainer during any period of sabbatical leave. For the avoidance of doubt, no payment shall be made in respect of any Office, Academic Post or other post or appointment which he or she held immediately prior to taking sabbatical leave, nor for any supervision or other teaching responsibilities, or other casual work, that the Fellow might normally undertake.

4. A Fellow in Class 3 who is granted sabbatical leave from any ancillary teaching or research responsibilities shall not be paid any remuneration in respect of those responsibilities during such leave.

ORDINANCE X: Fellows' Pensions
(depending from Chapter IV)

Enrolment in USS

1. Any Fellow in Classes 1-4, other than the Chaplain, who satisfies the criteria set from time to time by national legislation for automatic enrolment into a contributory work-place pension shall be enrolled into the Universities Superannuation Scheme (USS). No Fellow shall be automatically enrolled into the Scheme unless he or she satisfies such criteria. Any Fellow enrolled automatically who requests in writing in accordance with the rules of the Scheme to be withdrawn from USS shall be so withdrawn.

2. Any Fellow in Classes 1-3, including the Chaplain, who does not satisfy the criteria for automatic enrolment under clause [1], may be enrolled into USS in accordance with the provisions of this Ordinance.

3. The Chaplain shall be enrolled at his or her preference either into USS, in accordance with the provisions of this Ordinance, or into the Church of England Funded Pension Scheme (CEFPS) or such alternative pension scheme as is provided by the Church of England Pensions Board from time to time.

4. A Fellow in Class 4 who does not satisfy the criteria for automatic enrolment under clause [1] shall not be enrolled into any pension scheme.

Pensionable work

5. For the purposes of the criteria for automatic enrolment under clause [1], pensionable pay shall comprise payments for work performed:
   (a) under any contract of employment, full or part time;
   (b) as the holder of the Statutory College Office of Master or Vice-Master;
   (c) as a Fellow in Class 2;
   (d) as the holder of the Academic Post of Tutor or Director of Studies;
   (e) as the holder of the College Office of Dean;
   (f) as a supervisor, or in some other teaching capacity, not under a contract of employment.
   No other College Office, post or appointment shall normally be pensionable.

6. For the purposes of clause [2], a Fellow shall be enrolled into USS where he or she performs work for the College specified under clause [5], and he or she so requests. Such a request shall be presumed upon election or appointment to his or her Fellowship unless at any time countermanded in writing.

Pensionable pay

7. All actual payments received by a Fellow who has been enrolled into USS under clauses [1], [2] or [3] shall qualify for such pension contributions by the Fellow and by the College as are required by the rules of the Scheme. Accordingly, all actual payments, if any, made to a Fellow while on leave of absence of any description, or while suspended from some or all of the responsibilities of the Fellowship, shall be pensionable under this Ordinance.

ORDINANCE XI: Fellows' Accommodation and Commons
(depending from Chapter IV)*

Remuneration and Benefits Committee

1. The Remuneration and Benefits Committee shall set a general policy for the provision of residential accommodation and commons for foundation Fellows.

Residential accommodation

2. Within the terms of the policy set under clause [1], any Fellow may be granted a licence to reside in College accommodation on such terms, including terms for the period of occupation and applicable charges, as are mutually agreed between the College and the Fellow.

Commons

3. Foundation Fellows shall be entitled free of charge to eat lunch and dinner at High Table on any occasion at which a common table is provided. Charges for Fellows' meals other than common table, for Fellows' wine and for Fellows' guests, shall be determined by the Remuneration and Benefits Committee in accordance with clause [1].

* As amended by the Governing Body on 22 May 2024

ORDINANCE XII: Grants, Awards and Student Support
(depending from Chapter III and Statute B,VIII)*

Trusts and funds

1. Further to Statutes D,II,13 and D,III,12, where the terms of any special trust or designated fund provide for any grant or award to be made to any Fellow or student of the College or any other person, financial Regulations shall specify:
   (a) the eligibility of candidates;
   (b) criteria for the selection of successful candidates, in particular:
      i) any required standards of academic merit;
      ii) whether the financial circumstances of candidates shall be taken into consideration, and if so in what manner;
      iii) any other relevant criteria.
   (c) the nature, amounts, conditions of tenure, duration and payment of any financial benefit charged upon, or any other benefit associated with, the trust or fund;
   (d) the persons by whom, the subjects for which, and the manner in which any grant or award is to be made, and any other matters relating to the administration of the trust or fund.

2. Save where any trust governing a particular fund or any Regulation made under Statute D,II,13 or Statute E,I expressly provides otherwise, the College reserves the right:
   (a) not to make an award from a special trust in a given year, if in the opinion of the Council there is no suitable candidate; and
   (b) to delegate the funds in a special trust, whether for a particular year or years or generally, and the making of awards therefrom, to an appropriate grant-awarding public authority in the UK, including the University.

3. The name of the founder of, or of any person commemorated in, a trust or fund shall normally be attached to any award granted out of it, and shall appear in any announcement concerning such award.

Scholarships, Exhibitions and Prizes

4. Scholarships, Exhibitions and Prizes shall be awarded by the Council in recognition of academic excellence and other forms of student achievement:
   (a) for meritorious performance in University examinations, according to criteria determined by the Council from time to time, whether in Regulations governing a special trust or otherwise; and
   (b) in recognition of achievement in extracurricular activities.

* As amended by the Governing Body on 22 May 2024 and 6 November 2024.

5. Scholars shall normally be admitted to the foundation in the presence of the Master at a formal ceremony held in the Michaelmas Term; provided that a student shall be admitted as a Scholar on no more than one occasion. In exceptional circumstances a Scholar may be admitted to the foundation in his or her absence.

6. The Council shall award such number of Organ or Choral Scholarships, in accordance with such selection procedures, as it shall from time to time determine, whether in Regulations or otherwise. Where there is more than one Organ Scholar, one of them shall be designated the Senior Scholar. An Organ or Choral Scholar shall not by virtue of such Scholarship be a member of the foundation of the College.

7. The tenure of an Organ or Choral Scholarship shall be for one year, renewable for a further year or years subject to satisfactory conduct, diligence and progress. The duties of an Organ or Choral Scholar may be prescribed by Regulation.

Student support

8. Further to Statute B,VIII, sections [7] and [9], and subject to the availability of funding, the College shall provide financial advice and support for students, in respect of:
   (a) access bursaries, based on financial need, to enable eligible students who would otherwise be unable to accept an offer of admission, to do so;
   (b) hardship bursaries, to mitigate financial problems arising after a student has been admitted to the College;
   (c) study awards; and
   (d) grants for extra-curricular activities, such as music and the arts, sport or travel.

Student Awards, Grants or Bursaries

9. The Student Finance Manager, in consultation with the Deputy Senior Tutor, Bursar and Development Director, shall manage the selection of individual students to receive awards, grants or bursaries.

10. The Student Finance Manager shall normally manage the administration of access and hardship funds, and the award of bursaries to students under clause 4(a) or 4(b) based on:
    (a) the priority of respective students' needs, according to criteria determined from time to time by the Council;
    (b) the amount of support necessary or desirable to respond to each student's needs;
    (c) available funding in the College.

11. The College reserves the right to withhold payment of any award or grant, in particular any postgraduate Studentship or any Organ or Choral Scholarship, if the student concerned:
    (a) is not discharging the study obligations under Ordinance C,XII,1-3 and Regulations made thereunder; or
    (b) in the reasonable opinion of the Senior Tutor ceases or fails to pursue diligently his or her course of postgraduate research; or
    (c) in any other respect ceases or fails to fulfil any specific conditions upon which the award is held or the grant made.

12. Any student who is dissatisfied with any decision of the Student Finance Manager or Deputy Senior Tutor in respect of student awards may raise a complaint under Ordinance C,XV.

Grants or awards to persons other than students

13. The Council shall ensure that there are suitable processes for making awards and grants to individual persons other than students.

14. In appropriate cases, persons shall be invited to apply for an award or grant in such manner and on such occasions as the College shall from time to time determine, provided that;
    (a) on any occasion when there is no candidate of sufficient merit no award shall be made, whether of the whole or any part of the disposable income from the fund;
    (b) where two or more candidates of equal merit present themselves, the disposable income may be divided equally between them;
    (c) when the relevant disposable income in any one year is insufficient to make an effective award, normally no award shall be made in that year;
    (d) any expenses necessarily connected with the making of an award or grant, including where appropriate any remuneration for persons assessing candidates, may be charged upon the disposable income.

Power to donate

15. The College may contribute such sum as the Council shall think reasonable to any organisation whose purposes:
    (a) include the promotion of education, religion, learning or research; or
    (b) may benefit members of the College; or
    (c) have some other connection with the College which in the opinion of the Council is sufficiently close to justify such contribution.

ORDINANCE XIII: Student Finance
(depending from Chapter D,III)*

Financial obligations

1. Further to Statute D,III,6, every student of the College shall be liable annually for the payment of his or her tuition fees, academic fees and non-academic fees, in accordance with this Ordinance and Regulations made hereunder; and in fulfilment of his or her offer of admission shall submit a financial undertaking to meet such liability.

Tuition fees

2. Tuition fees for undergraduate students shall comprise:
   (a) the University undergraduate tuition fee, as charged in accordance with University Regulations from time to time; and
   (b) the College tuition fee;
   as stated in the student's offer of admission.

3. Tuition fees for postgraduate students shall comprise:
   (a) the University Composition Fee, as charged under University Regulations from time to time; and, where applicable
   (b) the College undergraduate tuition fee;
   as stated in the student's offer of admission.

Academic fees

4. Academic fees other than tuition fees shall comprise any charges for or relating to any academic services, facilities or expenditures of the College utilised or incurred in the course of a student's studies, such as field trips, equipment costs, printing costs, or library or computing fines or penalties.

Non-academic fees

5. Non-academic fees shall comprise any charges for or relating to any non-academic services, facilities or expenditures of the College utilised or incurred at any time, such as accommodation or room costs, meals or other catering costs, gymnasium or other sports fees, or disciplinary fines or penalties.

* As amended by the Governing Body on 6 November 2024.

Settlement of financial liabilities

6. Oversight of student finance matters shall be led by the Bursar and managed by the Student Finance Manager (SFM). Procedures for the settlement of financial liabilities shall be made in Regulations, and shall provide for the due and timely payment of all fees by undergraduate and postgraduate students.

Failure to settle financial liabilities

7. Further to Statutes B,VIII and C,VI, a student who persistently fails to settle his or her financial liabilities shall be in breach of contract, and shall no longer be entitled to the provision of some or any relevant services by the College. Accordingly, the College may determine to withdraw academic and/or non-academic services, as laid down in this Ordinance and Regulations made hereunder.

8. Any withdrawal of services under clause [7] shall be proportionate to the nature and amount of the student's debt. Accordingly, academic services shall normally be withdrawn only for the non-payment of tuition fees under clauses 2-3 and not for the non-payment of academic and non-academic fees under clauses 4-5; provided always that the College reserves the right to withdraw academic services where the total amount of academic and/or non-academic fees owed is a substantial proportion of a student's total financial liabilities including both tuition fees and all other items.

9. In accordance with Ordinance C,XIV,4[*], procedures made in Regulations under clause [7] shall ensure fair and reasonable treatment for all students, taking into account their individual financial circumstances, and shall provide for:
   (a) fair and transparent administrative procedures for the timely settlement of financial liabilities;
   (b) procedures for the control of student debt, including:
      (i) initial management of individual cases, led by the SFM;
      (ii) support mechanisms arranged by the SFM, such as instalment payment plans, practical limits placed upon incurring further liabilities, or applications for hardship bursaries under Ordinance D,XII,8(b);
      (iii) further investigation of persistent debt, by the Bursar;
   (c) the range of academic and non-academic services that may be withdrawn by the Bursar under paragraphs 7- 8;
   (d) an appeal against any decision of the Bursar, to a Student Disciplinary Committee constituted by the Council under Ordinance C,XIV[*], acting as a Student Debt Committee;

[*] As amended by the Governing Body on 24 May 2023

(e) consideration by a Student Debt Committee of any case referred to it by the Bursar, on the grounds that action falling outside the Bursar's authority under sub-clause (c) is likely to be required in the circumstances;

(f) the range of academic and non-academic services that may be withdrawn by a Student Debt Committee under paragraphs 7- 8;

(g) an appeal against any decision of a Student Debt Committee to a Student Disciplinary Appeal Panel constituted by the Council under Ordinance C,XIV*, acting as a Student Debt Appeal Panel;

(h) co-ordination with any related complaint against the College laid by a student under Ordinance C,XV.