ORDINANCES
OF THE UNIVERSITY OF KENT

I. OF MATRICULATION

(i) Matriculation constitutes formal admission to a course of study in the University.

(ii) To be eligible to matriculate a candidate must have attained the age of seventeen years on or before the first day of October in the calendar year in which matriculation is sought. The must also satisfy such other requirements for admission as may from time to time be prescribed by Regulations.

(iii) Matriculation confers the privileges of membership of the University and carries with it the obligation of conforming to the discipline of the University and to the Regulations made for this purpose from time to time by the Senate.

II. OF THE AWARD OF DEGREES, DIPLOMAS AND OTHER DISTINCTIONS

(i) Degrees in course, diplomas, certificates, testamurs, fellowships, scholarships, exhibitions and prizes shall be awarded by authority of the Senate on such conditions, being not in conflict with the Charter, Statutes or Ordinances, as may be prescribed by the Regulations.

(ii) Proposals for the conferment of honorary degrees shall be considered by a Joint Committee of the Council and the Senate. The members of this Committee shall be the Chancellor, the Chair of the Council, the Vice-Chancellor, the Deputy Vice-Chancellor, one of the Public Orators, three members of the Council, not also members of the Senate, elected by the Council from among its members, and four members appointed by the Senate from among its members or those eligible to be members of the Senate, and the President of the Students' Union. The Chair of the Committee shall be the Vice-Chancellor. Elected members of the Joint Committee shall be appointed for periods not exceeding four years and shall not be eligible for re-appointment until after the expiry of one year from the end of a previous term of service. The election of a member of the Committee to fill a casual vacancy among the elected members shall be made for the remainder of the period for which the original election was made.

Proposals made by the Joint Committee shall be considered by both the Council and the Senate, and an honorary degree shall not be conferred unless the proposal shall have been approved by a two-thirds majority of the members of each body present and voting.
(iii) Candidates for the degrees in course shall be presented by the Dean of the Faculty concerned or, in his absence, by some member of the Faculty appointed as his deputy. Honorary graduands shall be presented by the Public Orator appointed by the Senate for this purpose.

(iv) In special cases the Senate may at its discretion allow degrees other than honorary degrees, to be conferred in absentia.

(v) No person shall be eligible for admission to a degree of the University unless he shall have paid the fees prescribed by the Regulations.

III. OF THE CONDUCT OF EXAMINATIONS

(i) Every examination for a degree, diploma, certificate or testamur of the University shall be conducted by Boards of Examiners as may be prescribed by Regulation. Each Board of Examiners shall appoint a chair. The members of the Board shall be jointly responsible for setting and marking of papers in the examination or examinations, which are the responsibility of the Board.

(ii) Every Board of Examiners shall consist of at least two members. Every Board of Examiners for any higher degree, and for the final examination for any first degree, diploma or testamur of the University shall include at least one member, specially appointed as an external examiner, who shall not be a member of the staff of the University. Every Board of Examiners for the final examination for a certificate shall also include one member, specially appointed as an external examiner, who shall not be a member of the staff of the University except where the programme of study leading to the award of the certificate is an integral part of a programme leading to the award of a degree or diploma.

(iii) External examiners shall be appointed by the Council on the recommendation of the Senate after consideration by the Senate of recommendations from the Boards of the Faculties.

(iv) Internal examiners shall be appointed annually by the Senate on the recommendation of the Boards of the Faculties from the Professors, Readers, Lecturers and other teachers of the University.

(v) No candidate shall be admitted to a University examination unless the candidate has complied with the conditions laid down in the Ordinances and Regulations and paid the prescribed fees. The manner of conducting University examinations shall be prescribed by Regulations, and failure to comply with the Regulations shall be regarded as a breach of the discipline of the University.

(vi) Each Faculty Board shall, after considering reports of the Boards of
Examiners, submit to the Senate its recommendations for the award of degrees, diplomas, certificates or testamurs.

(vii) The form in which results of University examinations are to be published shall be prescribed in Regulations.

IV. OF THE TITLES OF DEGREES

(i) First degrees shall be designated as follows:

**In the Faculty of Humanities**, Bachelor of Arts (B.A.), Master of Drama (M.Drama), Foundation Degree in the Arts (FdA), Master of Architecture (M.Arch.).

**In the Faculty of Sciences**, Bachelor of Arts (B.A.), Bachelor of Engineering (B.Eng.), Bachelor of Science (B.Sc.), Master of Computer Science (M.Comp.), Master of Engineering (M.Eng.), Master of Mathematics (M.Math.), Master of Pharmacy (M.Pharm.), Master of Physics (M.Phys.), Master of Chemistry (M.Chem.) and Master of Chemistry & Physics (M.Sci.), Foundation Degree in the Arts (FdA), Foundation Degree in Engineering (FdEng.), Foundation Degree in the Sciences (FdSc.).

**In the Faculty of Social Sciences**, Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Laws (LL.B.), Bachelor of Business Administration (B.B.A.) and Master of Management Science (M.Man.Sci.), Foundation Degree in the Arts (FdA), Foundation Degree in the Sciences (FdSc.).

(ii) Higher degrees shall be designated as follows:

**In the Faculty of Humanities**, Master of Arts (M.A.), Master of Letters (M.Litt.), Master of Philosophy (M.Phil.), Doctor of Philosophy (Ph.D.), Doctor of Divinity (D.D.) and Doctor of Letters (D.Litt.).


**In the Faculty of Social Sciences**, Master of Arts (M.A.), Master of Business Administration (M.B.A.), Master of European Business Administration (M.E.B.A.), Master of Business Studies (M.B.S.), Master of European Business Studies (M.E.B.S.), Master of Letters (M.Litt.), Master of Philosophy (M.Phil.), Master of Laws (LL.M.), Master of Science (M.Sc.), Doctor of Philosophy (Ph.D.), Doctor of Letters (D.Litt.), Doctor of Laws (LL.D.) and Doctor of Science (D.Sc.).

(iii) The degree of Doctor of Civil Law (D.C.L.), Doctor of Music (D.Mus.), Doctor of Arts (D.Arts) and Doctor of the University (D.Univ) shall be conferred as Honorary Degrees only.
V. OF EXEMPTIONS FROM THE PRESCRIBED PERIOD OF STUDY BEFORE ADMISSION TO THE DEGREE OF BACHELOR

As provided for by Statute XXVIII the Senate may accept attendance at courses of study elsewhere as exempting an undergraduate from part of the attendance at courses of study in the University necessary to qualify the undergraduate for admission to the Degree of Bachelor, subject to such conditions as to the passing of examinations and as to the minimum periods of full-time or part-time study in the University as shall be prescribed in the Regulations for the Degree concerned.

VI. OF THE REQUIREMENTS FOR ADMISSION TO HIGHER DEGREES

(i) Graduates of the University may be admitted to the degree of Master in an appropriate Faculty or to the degree of Doctor of Philosophy subject to the Regulations governing admission, the period and nature of required study and the mode of examination.

(ii) Graduates of approved universities and holders of other approved qualifications may be admitted to the degree of Master in any Faculty or to the degree of Doctor of Philosophy of this University subject to the Regulations governing the period and nature of required study and the mode of examination and provided always that before such persons are admitted to the course leading to the degree of Master or to the degree of Doctor of Philosophy they shall have satisfied the Senate, in such manner as the Senate may determine, of their fitness for admission.

(iii) The degrees of Doctor of Divinity, Doctor of Letters, Doctor of Science and Doctor of Laws may be conferred on graduates of the University, or members of the University who are also members of the teaching or research staff of the University provided:

(a) that not less than seven years shall have elapsed since every such person shall have been admitted to the degree of Bachelor and provided further that any member of the University who is a member of the teaching or research staff of the University, but is not a graduate of this University, shall also have been a member of the University in this capacity for a continuous period of not less than three years.

(b) that every such person shall have submitted his published contributions to the advancement of learning in his subject and that these contributions shall have been judged in the manner prescribed by the Regulations to be of sufficient importance and worth to merit the award of the degree.
VII. OF GRANTING OF MEMBERSHIP OF THE UNIVERSITY IN ACCORDANCE WITH STATUTE II, PARAGRAPH 1

The Council may grant the privilege of Membership of the University to such Officers and Teachers of the University not otherwise entitled to such Membership, provided that such grants of Membership are made only on the recommendation of the Senate, and that they last only for as long as the Officer or Teacher concerned shall hold the post in the University in virtue of which Membership was granted.

VIII. OF EMERITUS PROFESSORS AND READERS

(i) The Council may, on the recommendation of the Senate, confer the title of Emeritus Professor on any Professor of the University at or after the Professor’s retirement in accordance with Statute XXV in recognition of distinguished service to the University, provided that such a title shall in no case be conferred unless the Professor concerned has been a member of the academic staff of the University for at least seven academic years.

(ii) The Council may, on the recommendation of the Senate, confer the title of Emeritus Reader on any Reader of the University at or after the Reader’s retirement on or after 1 April 2004 in accordance with Statute XXV in recognition of distinguished service to the University, provided that such a title shall in no case be conferred unless the Reader concerned has been a member of the academic staff of the University for at least seven years.

IX. OF TITLES

The Council, on the recommendation of the Senate, may confer the Title of Professor, Reader, Lecturer or other such title upon persons, whether members of the full-time academic staff of the University or not, provided that teaching given by them, or research supervised by them, is recognised by the Senate as qualifying students of the University for admission to University examinations for degrees, diplomas, certificates or testamurs of the University. Persons on whom such Titles are conferred shall be selected on grounds of scholarship or special ability, and shall be appointed on such terms of tenure and status as the Council on the recommendation of the Senate may decide.

X. OF THE ELECTION OF MEMBERS OF THE COURT, IN ACCORDANCE WITH STATUTE XVI, PARAGRAPH 1, CLAUSE (iii) SUB-CLAUSE (a)

(i) For the purpose of this Ordinance, the non-professorial teaching staff of the University mentioned in Statute XVI, Paragraph 1, Clause (iii), Sub-Clause (a), shall include all Readers, Senior Lecturers, Lecturers, Senior Teaching Fellows, Teaching Fellows, Teacher Practitioners, Senior Research Fellows, Research Fellows, Research Associates, Senior
Experimental Officers and Experimental Officers, provided in the case of part-time staff, their appointments are at least on a half-time basis and for at least 12 months.

(ii) The Secretary of the Council shall maintain the electoral roll of those eligible to vote in accordance with the provisions of this Ordinance. This electoral roll shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote, or being elected, is entitled to vote or to be elected as the case may be, and that any person whose name does not appear therein is not so entitled.

(iii) The Secretary of the Council shall be responsible for the conduct of the election of members of the Court appointed under Statute XVI, Paragraph 1, Clause (ii), Sub-Clause (a). The Secretary of the Council shall invite nominations, each supported by the signatures of not less than six electors, at a time to be defined by Regulation and the election shall be conducted by postal ballot of those entitled to vote in accordance with the Regulations. The results of the election shall be published in the form of a list signed by the Secretary of the Council as soon as conveniently possible after the holding of the election.

XI. OF THE ELECTION OF MEMBERS OF STAFF TO THE COUNCIL

(i) The members of the academic staff and non-academic staff of the University eligible to vote in the election of members of Council referred to in Clause (iii)(a)(b) and (c) of Paragraph 1 of Statute XVII or to stand as candidates for election shall be taken to comprise the following respectively provided, in the case of part-time staff, their appointments are at least on a half-time basis and for at least 12 months:

(a) Professors, Readers, Senior Lecturers, Lecturers, Senior Teaching Fellows, Teaching Fellows, Teacher Practitioners, Senior Research Fellows, Research Fellows, Research Associates, Senior Experimental Officers and Experimental Officers other than those who are excluded by virtue of their appointment to one of the following offices:

Vice-Chancellor, Pro-Vice-Chancellors and Deans of the Faculties.

(b) all non-academic staff, i.e. all staff excluding those mentioned in (a) above.

(ii) The Secretary of the Council shall maintain the electoral roll of those eligible to vote in accordance with the provisions of this Ordinance. This electoral roll shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote, or being elected, is entitled to vote or to be elected as the case may be, and that any person whose name does not appear therein is not so entitled.
(iii) The Secretary of the Council shall be responsible for the conduct of the election of members of Council appointed under Statute XVII, Paragraph 1, Clause (iii)(a)(b) and (c). The Secretary shall invite nominations, each supported by the signature of not less than six electors, at a time to be defined by Regulations and the election shall be conducted by postal ballot of those entitled to vote in accordance with the Regulations.

(iv) Elected staff representatives may hold office for two successive terms and shall not be eligible for reappointment until after the expiry of one year from the end of the second period of appointment.

XII. OF THE ELECTION OF MEMBERS OF THE ACADEMIC STAFF TO THE SENATE

(i) The members of the Academic Staff of the University eligible to vote in the election of the members of the Senate referred to in Clauses (vi)(b) and (iv)(c) of Paragraph 1 of Statute XVIII or to stand as candidates for election shall be taken to comprise the Professors, Readers, Senior Lecturers, Lecturers, Senior Teaching Fellows, Teaching Fellows, Teacher Practitioners, Senior Research Fellows, Research Fellows, Research Associates, Senior Experimental Officers and Experimental Officers other than those who are excluded under the terms of Paragraph 2 of Statute XVIII by virtue of their holding one of the offices included in Clauses (i), (ii), (iii) and (iv)(a) of Paragraph 1 of Statute XVIII provided, in the case of part-time academic staff, their appointments are at least on a half-time basis and for at least 12 months.

(ii) The election shall be from constituencies consisting of the eligible voters (as set out in Clause (i) above) respectively of the Faculty of Humanities, the Faculty of Social Sciences and the Faculty of Sciences. The Secretary of the Council shall maintain the electoral roll of those eligible to vote in each constituency. This electoral roll shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote, or of being elected, is entitled to vote or to be elected as the case may be and that any person whose name does not appear therein is not so entitled.

(iii) Within the total number of elected members prescribed by Clauses (iv)(b) and (c) of Paragraph 1 of Statute XVIII, the distribution of the seats between the several constituencies shall be determined annually by the Secretary of the Council taking into account members of the Senate continuing in office for the following year.

(iv) The Secretary of the Council shall be responsible for the conduct of the election. The Secretary of the Council shall invite nominations, each to be supported by the signatures of not less than six eligible voters of the constituency concerned, and the election shall be
conducted by postal ballot during the Summer Term each year.

(v) In each constituency each person entitled to vote shall have a number of votes equal to half the number of vacancies to be filled (provided that if the number of vacancies is an odd number each person entitled to vote shall have a number of votes equal to half the number of vacancies plus one half). No person entitled to vote shall give more than one vote to any one candidate.

(vi) The results of the election shall be published in the form of a list to be signed by the Secretary of the Council as soon as conveniently possible after holding the election.

XIII. OF THE DEPUTY VICE-CHANCELLOR(S) AND THE PRO-VICE CHANCELLORS

(i) The Pro-Vice-Chancellors shall be responsible to the Vice-Chancellor who will assign appropriate duties to them.

(ii) Any Pro-Vice-Chancellor appointed to be Deputy Vice-Chancellor in accordance with Statute IX shall act for the Vice-Chancellor in the absence of the Vice-Chancellor or as directed by the Council during a vacancy in the office of the Vice-Chancellor.

XIV. OF THE REAPPOINTMENT OF LAY OFFICERS AND LAY MEMBERS OF THE COUNCIL

1. The Chairs of the Council and the Finance and Resources Committee may hold office for two successive terms in the same office but shall not be eligible for re-appointment to such office until after the expiry of one year from the end of the second period of appointment.

2. The lay members of the Council referred to in Statute XVII, Paragraph 1, Sub Paragraph (ii) may hold office for two successive terms but shall not be eligible for reappointment to such office until after the expiry of one year from the end of the second period of appointment.

3. (i) The limit prescribed under Paragraph 1 above is entirely separate from that prescribed under Paragraph 2 above.

(ii) The limit prescribed under Paragraph 2 above is entirely separate from that prescribed under Paragraph 1 above.

4. The Council shall have the power, at its discretion, to set aside the provisions of Paragraphs 1 and 2 above in circumstances accepted, by a vote of at least two thirds of the members present and voting, to be exceptional.

XV. OF THE DEANS OF THE FACULTIES
(i) The Dean of each Faculty of the University shall be appointed in the manner prescribed by Statute XI.

(ii) The term of office of the Dean shall be up to five years and shall expire on the thirty-first day of July in the appropriate year. The Dean shall be eligible for re-appointment for up to a further five years.

(iii) In the event of a vacancy in the Office of Dean procedures for a new appointment shall be made immediately. Pending the election of a new Dean, the duties of the office shall be performed by the Sub-Dean or Deputy Dean.

(iv) The Board of each Faculty may appoint a Sub-Dean or Deputy Dean from among the members of the Board, who shall hold office for a period not exceeding three years and shall be eligible for re-appointment. The Dean will assign appropriate duties to the Sub-Dean or Deputy Dean.

XVI. (not in use)

XVII. OF THE FACULTIES

The Faculties of the University shall be:

(i) The Faculty of Humanities;
(ii) The Faculty of Sciences;
(iii) The Faculty of Social Sciences.

The constitution of the Faculties shall respectively include the following schools:

Faculty of Humanities: School of Arts
                      School of European Culture and Languages
                      School of English
                      School of History
                      Kent School of Architecture

Faculty of Sciences: School of Biosciences
                    School of Computing
                    School of Engineering and Digital Arts
                    School of Mathematics, Statistics and Actuarial Science
                    School of Physical Sciences
                    Medway School of Pharmacy

Faculty of Social Sciences: Kent Business School
                          School of Economics
                          Kent Law School
                          School of Politics and International Relations
XVIII. OF THE MEMBERS OF EACH FACULTY

The members of each Faculty shall be the Professors in the Faculty, the Readers, the Senior Lecturers, the Lecturers, Teacher Practitioners and Research Fellows in the Faculty, together with all other teachers in the Faculty whether full-time or part-time who have been accorded Titles in accordance with Ordinance IX.

XIX. OF THE BOARD OF THE FACULTY OF HUMANITIES

(i) Ex-officio Members
The Vice-Chancellor
The Dean
The Sub-Dean
The Chief Examiner for Part I
The Faculty Director of Learning and Teaching
The Chairs of Faculty Committees as may be in existence from time-to-time
The Heads Schools in the Faculty (or alternates)
The Heads of Faculty Centres as may be in existence from time-to-time

(ii) Elected Members
There shall be three elected members of the Board of the Faculty from each of the schools of the Faculty chosen by vote of all members of the school. At least one elected member from each school shall be a Lecturer. Elected members of the Board of the Faculty shall serve for three years and shall be eligible for re-election. The election of these members of the Board of the Faculty shall be by ballot conducted by the Faculty Secretary. Each candidate for election shall be nominated by two members of the school and the date by which nominations must be received as well as the date on which the election shall be held shall be determined by the Board of the Faculty from time to time.

(iii) Appointed Members
The Board of the Faculty may appoint not more than eight members of other Faculties or of other academic bodies established by the University to membership of the Board. These appointments may only be made after the Board, through its Dean, has consulted with the Deans of the Faculties and the Chairs of the appropriate Senate Committees concerned. Appointed members of the Board shall serve for three years, and shall be eligible for further periods of appointment to the Board, each not exceeding three years.

(iv) Co-opted Members
The Board of the Faculty may co-opt not more than eight members of
the Faculty to membership of the Board. Co-opted members shall serve for two years, and shall be eligible for further periods of co-option to the Board, each not exceeding two years.

(v) **Student Members**
The number of student members of the Board of the Faculty shall be as determined by the Board provided this should not be less than three. The student members shall be elected from and by the undergraduate and postgraduate students of the Faculty as determined by the Board of the Faculty.

**XX. OF THE BOARD OF THE FACULTY OF SCIENCES**

(i) **Ex officio Members**
The *ex officio* members shall be:
The Vice-Chancellor
The Dean
The Sub-Dean
The Heads of Schools of the Faculty
The Chairs of major Faculty Committees as determined by the Board of the Faculty
The Directors of Learning and Teaching in each school

(ii) **Elected Members**
There shall be two elected members of the Board of the Faculty from each of the Schools of the Faculty chosen by vote of all the members of the School. Elected members of the Board of the Faculty shall serve for three years and shall be eligible for re-election. The election of these members of the Board of the Faculty shall be by ballot conducted by the Faculty Secretary. Each candidate for election shall be nominated by two members of the School and the date by which nominations must be received as well as the date on which the election shall be held determined by the Board of the Faculty from time to time.

(iii) **Co-opted Members**
The Board of the Faculty may co-opt not more than three members of the University to membership of the Board. Co-opted members shall serve up to three years and shall be eligible for further periods of co-option to the Board, each not exceeding three years.

(iv) **Student Members**
The number of student members of the Board shall be one student member from each school of the Faculty and one student member from KIMHS provided that at least one of the student representatives shall be a postgraduate student.
XXI. OF THE BOARD OF THE FACULTY OF SOCIAL SCIENCES

(i) Ex-officio Members
The ex-officio members shall be:
The Vice-Chancellor
The Dean
The Sub-Dean
The Faculty Director of Learning and Teaching
The Faculty Director of Research
The Chairs of Faculty Committees as may be in existence from time-to-time
The Heads of Schools in the Faculty (or alternates)
The Heads of Faculty Centres as may be in existence from time-to-time.

(ii) Appointed Members
The Board of the Faculty may appoint not more than ten members of other Faculties or of other academic bodies established by the University to membership of the Board. These appointments may only be made after the Board, through its Dean, has consulted with the Deans of the Faculties and the Chairs of the appropriate Senate Committees concerned. Appointed members of the Board shall serve for two years, and shall be eligible for further periods of appointment to the Board, each not exceeding two years.

(iii) School Members
One member of staff shall be elected by and from each school in the Faculty. In order to achieve a balanced representation the member of staff shall be a Lecturer or Senior Lecturer if the Head of a School is a Reader or Professor and vice versa. The term of office and mode of election shall be determined by the Board of the Faculty.

(iv) Co-opted Members
The Board of the Faculty may co-opt not more than four members of the Faculty to membership of the Board. Co-opted members shall serve for two years, and shall be eligible for further periods of co-option to the Board, each not exceeding two years.

(v) Student Members
The number of student members of the Board of the Faculty shall be as determined by the Board provided this should not be less than three. The student members shall be elected from and by the undergraduate and postgraduate students of the Faculty as determined by the Board of the Faculty.
XXII. OF THE TENURE AND DUTIES OF PROFESSORS, READERS AND OTHER TEACHING AND ADMINISTRATIVE STAFF

(i) Subject to the provisions of Statute XXIV, the tenure of all Professors, Readers, and other Teaching Officers appointed to permanent posts in the University shall extend to the age of retirement prescribed in Statute XXV, unless a period of probationary service was imposed when any such appointment was made, or unless the holder of any such appointment shall have given notice to resign that appointment in writing as is prescribed below.

(ii) Any person appointed to the staff of the University may be appointed subject to a period of probation not exceeding a full-time equivalent period of three years and normally not less than one year. Probationary appointments shall be made permanent when Council and Senate or a sub-committee nominated by Council and Senate for these purposes is satisfied that the probationary period has been satisfactorily completed. In any case in which probation is found not to be satisfactorily completed, the condition of the appointment will be deemed unfulfilled and service will automatically cease at the end of the probationary period or a further period or periods of probation may be imposed.

(iii) When any person is appointed to any post in the University temporarily or for a limited time, the period for which the appointment is made shall be precisely stated in the recommendation made to the Council proposing such an appointment.

(iv) It shall be the duty of every Professor, Reader and other Teaching Officer to devote themselves to the advancement of knowledge in their subject, and to give instruction therein within the University. They shall also do all in their power to promote the objects of the University as defined in the Charter, which are to advance science and learning by teaching and research and by the example and influence of its corporate life.

(v) A Professor, Reader or other Teaching Officer holding a full-time post in the University shall not undertake any regular or substantial paid work outside the University without the consent of the Council. The Council shall delegate such powers of consent as it may think fit to the Vice-Chancellor, provided always that no Professor, Reader or other Teaching Officer shall at any time undertake work outside the University to such an extent that it interferes with the satisfactory performance of his duties in the University.

(vi) A Professor may resign his appointment in the University by giving six months' notice of such intention in writing addressed to the Director of Personnel.

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valid 2009-10
(vii) All other Teaching Officers of the University may resign their appointments in the University by giving such period of notice of their intention so to do in writing addressed to the Director of Personnel as was prescribed by the Council in their individual terms of appointment.

(viii) All Administrative Officers, including members of the Library Staff, may resign by giving such period of notice in writing addressed to the Director of Personnel as was prescribed by the Council in their individual terms of appointment.

(ix) The Council shall have power to accept shorter periods of notice terminating appointments in the University than those prescribed above.

XXIII. OF THE UNIVERSITY YEAR, OF THE NAMES TO BE GIVEN TO THE UNIVERSITY TERMS AND OF THE NAMES TO BE GIVEN TO THE UNIVERSITY VACATIONS

(i) The Academic Year comprises the Terms and Vacations described in Paragraphs (ii) and (iii) below.

(ii) There shall be three University Terms in each Academic Year. The first term in each Academic Year shall be called the Autumn Term, the second term shall be called the Spring Term and the third term shall be called the Summer Term.

(iii) There shall be three University Vacations in the Academic Year. The University Vacation between the end of the Autumn Term and the beginning of the Spring Term shall be called the Winter Vacation, the University Vacation between the end of the Spring Term and the beginning of the Summer Term shall be called the Spring Vacation and the University Vacation following the end of the Summer Term shall be called the Summer Vacation.

XXIV. OF DISCIPLINE

1. The Discipline of students within the University shall be administered by the Senate in accordance with Statute XVIII, Clause 4(xiii) and (xiv). Regulations for the Discipline of students shall be made by the Senate (subject to the concurrence of the Council).

2. The detailed procedures concerning non-academic discipline shall be prescribed in Regulations on Student Discipline in relation to Non-Academic Matters.

3. The detailed procedures concerning Academic Discipline shall be prescribed in Regulation V3 of the General Regulations for Students.
XXV. OF THE COLLEGES

The Colleges of the University shall be the communities of the Student and Staff members of the University.

I. The Members of each College

(i) Student members of each College shall be those undergraduate, graduate, diploma, certificate or occasional students allocated to membership of that College according to procedures to be determined from time to time by the Senate.

(ii) Staff members of each College shall be those members of the staff of the University who have accepted an invitation to membership given by the Master of that College.

II. The Master of each College

(i) The Master of each College shall be appointed in accordance with the procedures for the appointment of staff.

(ii) The Master shall have disciplinary authority within the College for offences against College rules, subject to the provision of Ordinance XXIV, "Of Discipline".

(iii) If the principal officer of a College is a woman, then an appropriate change in the title of this office may be made.

III. The Student Members of the College

Student members of the College shall organise their own corporate life in terms of a Junior Common Room constitution and regulations which are subject to the approval of the Master.

XXVI. (not in use)

XXVII. OF THE ELECTION OF THE ELECTED STUDENT REPRESENTATIVE TO THE COUNCIL UNDER THE PROVISIONS OF STATUTE XVII, PARAGRAPH 1, CLAUSE (iii) AND PARAGRAPH (d)

(i) The elected student representative on the Council referred to in Clause (iii)(d) of Paragraph 1 of Statute XVII shall be elected from and by the students of the University. Only those students in attendance at the University at the time of holding the elections shall be entitled to vote. Only those students in attendance at the University or undertaking a prescribed period of their course elsewhere at the time of holding the election and who will be in attendance at the University during their period of office if elected are eligible to stand for election.
(ii) The procedure for the conduct of the election shall be as provided for the election of student members of the Senate set out in Ordinance XXIX.

XXVIII. OF THE ORGANISATION OF STUDENTS IN THE UNIVERSITY

1. The Organisation of the Students of the University prescribed by Article 16 of the Charter shall be called "Kent Union".

2. The objects of the Union shall be:

To represent the Students of the University.

To maintain and promote their co-operation with the other Colleges and Universities, the local community and with the Seniority of the University.

To promote the social and general interests of the students of the University.

3. Membership of the Union

(i) All registered students of the University shall be members of the Union except that each such student shall have the right on registration annually to opt out of membership. The Council shall ensure so far as reasonably possible that a student exercising a right to opt out of membership is not unfairly disadvantaged with regard to the provision of services or otherwise by reason of having done so.

(ii) Other persons may be admitted to Associate Membership on such terms and conditions as may be prescribed in the Constitution of the Students' Union.

(iii) Any student given permission to intermit a period in a course of full-time study in the University solely for the purpose of holding Union office shall, while such office is held, be a full member of the Union.

(iv) Any other student given permission to intermit a period in a course of full-time study in the University may, upon payment of the full Union fee, become a full member of the Union and enjoy such rights and privileges as full membership conveys save that no Union office may be held during such period.

4. Constitution of the Union

(i) The Union shall be governed by a Constitution.
(ii) The Constitution of the Union shall be subject to review by the Council of the University at least every five years. Amendments to the Constitution as a result of such a review shall be made through the procedure set out in sub-section (iii) of this section. (Reviews undertaken in 1998/99, 2002/2003, 2007/2008.)

(iii) Before such Constitution and any subsequent amendments thereto enter into force:

(a) there shall first be consultation regarding any proposed amendment between the Officers of the Students' Union and the Vice-Chancellor;

(b) the proposals shall be passed by a two-thirds majority of those voting, at a quorate general meeting of the Union, the quorum for such meeting being 4% of full members of the Union. The decision shall have effect 10 days later unless a referendum is meanwhile requisitioned by 12% of full members, in which case the decision shall only have effect if confirmed by the referendum. If the proposals are passed at an inquorate meeting the decision shall not have effect unless confirmed by a referendum requisitioned in the same way.

(c) the proposals shall be approved by the Senate and the Council of the University.

5. **Officers of the Union**

The Constitution of the Students' Union shall provide for such offices and committees as may be deemed necessary, provided only that:

(i) Only full members of the Students' Union are eligible for election as officers and to membership of committees of the Union.

(ii) Any full member elected as one of the five full-time Sabbatical Officers of the Union as provided for in the Union Constitution or as President of the Sports Federation who takes up office in the session following graduation shall be deemed to be a full-time student during his period of office.

6. **Rights of Members of the Union**

(i) Full members of the Union have the right:

(a) To propose a candidate for any Union office, to stand as a candidate for any Union office, except for the post of Women's Officer which is open only to female members, to vote in any Union election or referendum, to attend, vote at and, subject to the Constitution, to speak at any
General Meeting of the Union.

The Constitution may provide that holders of certain offices may not vote in any election or referendum, or stand for any Union office or propose a candidate for any Union office.

(b) Subject to such notice as may be prescribed in the Constitution, to inspect the Union's accounts and the agenda and minutes of any Union Committee or General Meeting and, subject to the Constitution, to place items on the agenda of any General Meeting of the Union.

(c) To requisition a General Meeting of the Union, such requisition to become effective only when signed by the number of full members specified in the Constitution. Such number shall not exceed five per cent of the number of full members of the Students' Union.

(ii) Associate members of the Union have the right to speak (subject to the Constitution) at any General Meeting of the Union but may not vote in any Union election or referendum. They may have other rights and privileges as are laid down in the Constitution.

7. Finance

(i) The Council of the University shall transfer to the Students' Union in each academic year such sum as it may from time to time determine.

(ii) The monies provided by the Council must be used to promote the objects of the Students' Union as laid down in this Ordinance and for no other purpose.

(iii) The accounts of the Students' Union, properly audited, shall be communicated annually to the Council of the University.

8. Status of the Students' Union

(i) The Council of the University is not responsible financially or in any other way for any act or contract engaged in by the Students' Union of the University.

(ii) A note to this effect shall appear in all contracts, undertakings or legal agreements entered into by the Students' Union.

XXIX. OF THE ELECTION OF STUDENTS TO THE SENATE UNDER THE PROVISIONS OF STATUTE XVIII PARAGRAPH 1, CLAUSE (vii) AND PARAGRAPH 3
1. The elected student members of the Senate referred to in Clause (vii) of Paragraph 1 of Statute XVIII shall be elected from and by the students of the University.

Only those students in attendance at the University at the time of holding the elections shall be entitled to vote. Only those students in attendance at the University or undertaking a prescribed part of their course elsewhere at the time of holding the elections and who will be in attendance at the University during their period of office if elected, are eligible to stand for election.

2. The Secretary of the Council shall be responsible for the conduct of the elections. In the third week of the Lent Term in each year he shall cause notices to be posted on the Faculty Notice Boards in each College and in such other places as seem to him appropriate; copies of each notice shall be sent to the Secretary of the Students' Union.

In these notices it shall be stated:

(i) That it is intended to proceed to the annual election of student members of the Senate.

(ii) That members of each constituency are invited to submit nominations to be received by the Secretary of the Council or a person nominated by him for the purpose not later than the end of the fifth week of Lent Term.

3. Nominations shall be supported by the signatures of not less than ten members of the constituency concerned and shall contain the written and signed consent of the person nominated. No one may support more than one such nomination.

4. If at the end of the fifth week of Lent Term only one candidate has been named in a constituency, the name of that candidate shall be made public and there shall be one further week in which other nominations may be made in that constituency. If after this week no further nominations have been received, the one candidate shall be declared elected without a ballot of the whole constituency.

5. In each constituency where more than one candidate has been nominated a ballot shall be held at a time and place to be determined by the Secretary of the Council. Each elector shall vote in person, presenting his University student card or National Union of Students card as proof of identification. The ballot shall be supervised by the Secretary of the Council together with Administrative staff of the Registry and with the assistance of the Standing Orders Committee of the Students' Union.

6. Voting shall be by the procedure of the alternative vote; the rules of
this procedure shall be approved by the Senate. Copies of the rules so approved shall be held in the Registry and by the Secretary of the Students' Union.

7. The votes shall be counted by the Secretary of the Council or his nominee and staff of the Registry. The Steering Committee of the Students' Union may depute a member to be present at the count.

8. The results of the elections shall be published in the form of a list signed by the Secretary of the Council as soon as conveniently possible after the holding of the elections.

9. The elected members of the Senate shall hold office for a period of one year beginning on the first day of August of the year in which they are elected and shall be eligible for re-election provided that no student who has at any time completed a period of two consecutive years in such office shall be so eligible before the expiry of one year from the end of the last such period.

10. In the event of a vacancy arising other than by the passage of time the Secretary of the Council shall proceed to seek nomination and to conduct an election to fill the vacancy. The procedures shall be as for the annual election except that the timing of each step shall be at the Secretary of the Council's discretion. The student so elected shall hold office for the unexpired part of his predecessor's term of office.

XXX. OF ACCREDITATION AND VALIDATION

(i) For the purposes of this Ordinance an accredited course shall be a course of study provided by another Institution and leading to the award of a qualification of the University which comes within the terms of an Instrument of Accreditation which has been approved by the Council on the recommendation of the Senate and under which that Institution has delegated authority from the Senate to approve new programmes of study and to approve revisions to programmes of study.

(ii) For the purposes of this Ordinance a validated course shall be a course of study provided by another Institution and leading to the award of a qualification of the University but which is not an accredited course.

(iii) Where appropriate Senate may appoint External Assessors to provide advice to schools and Faculties on an accredited or validated course.

(iv) The titles of degrees to be awarded to students taking validated and accredited courses shall be:

- Doctor of Philosophy (Ph.D.)
- Doctor of Education (Ed.D)
- Master of Philosophy (M.Phil.)
Master of Arts (M.A.)
Master of Architecture (M.Arch.)
Master of Biotechnology (M.Biotech.)
Master of Fine Art (M.F.A.)
Master of Science (M.Sc.)
Bachelor of Architecture (B.Arch.)
Bachelor of Arts (B.A.)
Master of Education (M.Ed.)
Bachelor of Education (B.Ed.)
Bachelor of Laws (LL.B.)
Bachelor of Music (B.Mus.)
Bachelor of Performing Arts (B.P.A.)
Bachelor of Science (B.Sc.)
Foundation Degree in Sciences (FdSc)
Foundation Degree in Arts (FdA)
Foundation Degree in Engineering (FdEng)

The titles of diplomas and certificates to be awarded to students taking validated and accredited courses shall be those approved by the Senate.

Degree, diploma and certificate titles awarded to students taking validated degrees shall carry the rubric "University of Kent under the regulations prescribed for [the name of the Institution to be inserted here]".

(v) Members of staff of Institutions offering validated or accredited courses shall be eligible for appointment as members of Boards of Examiners and, for the purpose of complying with Ordinance III, shall be deemed to be internal examiners.

(vi) The provisions of Ordinances I, V, XXIII and XXIV shall not apply in the case of validated or accredited courses or to members of Institutions offering such courses.

XXXI. OF THE JOINT COMMITTEE OF THE COUNCIL AND THE SENATE REFERRED TO IN STATUTE VI

The Joint Committee of the Council and the Senate referred to in Clause 2 of Statute VI shall consist of the following members:

(i) The Chair of the Council who shall be Chair ex-officio.

(ii) Four members of the Council appointed by the Council and not being members of the staff or students of the University.

(iii) Four members of the staff of the University appointed by the Senate.
XXXII. OF THE CONVOCATION

1. The Convocation of the University prescribed in Article 15 of the Charter shall be:

   (i) those persons who have formerly been registered as full-time students at the University or who have formerly been registered at the University for a part-time course leading to a degree, diploma or certificate, and who register their current address with the University.

   (ii) full-time members of the academic staff of more than one year's standing.

2. The Convocation shall be represented on the Court of the University in accordance with Clause 1(iii)(b) of Statute XVI.

XXXIII. OF DISPENSATION FROM REGULATIONS

If the Senate forms the opinion that the procedures for examinations and granting of degrees, diplomas and certificates currently in force cannot be followed for reasons beyond its control, the Senate may set and may authorise the Faculty Boards to set such alternative conditions or prescribe such alternative examinations or tests in accordance with the powers contained in Article 3(b) of the Charter or grant such dispensations from Regulations as may be reasonable in the special circumstances to enable it to determine to whom and how degrees, diplomas and certificates are to be awarded.

XXXIV. OF DISCIPLINARY TRIBUNALS: OF STATUTE XXIV AND PARAGRAPH 17 THEREOF

1. Definitions:

   In these Ordinances

   (i) The Tribunal shall mean the tribunal defined in paragraph 16 of Statute XXIV.

   (ii) The Chairman shall mean the chairman defined in paragraph 16 of Statute XXIV.

   (iii) The Member of Staff shall mean the member of the academic staff against whom charges are made under paragraph 15 of Statute XXIV.

   (iv) The Charge shall mean the charge or charges instituted under paragraph 15 of Statute XXIV.

   (v) The Officer in Charge shall mean the officer appointed under
paragraph 15(2) of Statute XXIV.

(vi) The Appointment Date shall mean the date Council appoints the Tribunal.

2. Preparation:

(i) The Member of Staff and the Officer in Charge shall be the parties to the determination of the Charge.

(ii) The Chairman shall have responsibility for ensuring the proper progress of the Tribunal's enquiry into and determination of the Charge.

(iii) The Charge shall be heard and determined by the Tribunal as expeditiously as reasonably practicable and the Chairman shall ensure that the appropriate time limits for each stage (including the time limits specified below and the hearing) are observed.

(iv) The parties shall be entitled to be represented by another person whether such person be legally qualified or not in connection with and at any hearing of the Charges.

(v) The Charge shall not be determined without an oral hearing at which the Member of Staff and any person appointed by him or her to represent him or her are entitled to be present.

(vi) Within 7 days of the Appointment Date the Vice-Chancellor shall notify the Member of Staff of the appointment of the Tribunal and the identity of the Officer in Charge, the Chairman and those persons sitting with the Chairman.

(vii) Within 14 days of the Appointment Date the Officer in Charge shall provide to the Chairman three copies of the Charge and all documents therein specified and any other documents to be referred to by the Officer in Charge at the hearing.

(viii) A copy of the Charge and all documents referred to in paragraph 2(vii) above at the same time as being provided to the Chairman shall be provided by the Officer in Charge to the Member of Staff.

(ix) The Chairman may at any time issue directions as to any steps which the parties should take and the appropriate time limits for each step to enable the matter to be properly prepared for the hearing including but not limited to one or both of the parties submitting written statements of their case.

(x) In the event of default by the parties in carrying out any of the
directions issued in accordance with paragraph 2(ix) above the Chairman may make further directions including the dismissal of the Charge.

(xi) Subject to paragraph 2(ix) above within 14 days of receipt of the Charge and documents specified in paragraph 2(vii) above the Chairman shall notify the Officer in Charge and the Member of Staff of the hearing date which should be no less than 14 days after the date of such notification.

(xii) Prior to the hearing the Chairman may order a postponement and shall consider any requests for a postponement or alternative date or dates for the hearing by either of the parties and shall endeavour to accommodate their wishes.

(xiii) In giving consideration to requests for postponements or alternative date or dates for the hearing the Chairman shall have regard inter alia to the balance between the interests of justice and the need to progress with reasonable expedition and the Chairman's decision as to the date of the hearing shall be final.

(xiv) The Chairman may at any time take legal advice upon any matter relating to the Charge and Disciplinary Tribunal provided that in so doing all decisions as to the progress and determination of the Charge remain those of the Chairman or Tribunal.

3. The Hearing

(i) The hearing shall be held in private within the University grounds on a date and at a place specified by the Chairman in accordance with paragraph 2(xi) above.

(ii) The procedure to be adopted at the hearing shall be in the absolute discretion of the Chairman subject to the rules of natural justice and the following requirements:

(a) The Tribunal shall act in good faith and without bias.

(b) The Member of Staff and any person representing him or her should know the allegations made against the Member of Staff.

(c) The parties and any persons representing them shall have the opportunity to state their case and to answer the opposing case.

(d) The parties and any persons representing them shall have an opportunity to call witnesses and may question witnesses upon the evidence.
(iii) In the event that either party fails to appear at the hearing the Tribunal may proceed in their absence.

(iv) The Tribunal may at any stage during the hearing order an adjournment.

(v) In the event that either party at any time during the hearing requests an adjournment of the hearing then:

(a) The Tribunal shall consider the request.

(b) The Tribunal shall have regard to the balance between the interests of justice and the need to progress with reasonable expedition.

(vi) Any adjournment ordered may be general or to a specified date.

(vii) The Chairman may at any stage prior to or during the hearing remit the Charges to the Vice-Chancellor for further consideration or for the correction of accidental errors.

4. The Decision

(i) The Tribunal may reach a majority decision.

(ii) The Tribunal shall reach their decision as soon as reasonably practicable following the conclusion of the hearing or adjourned hearing or hearings.

(iii) The Chairman shall prepare a written decision as to the Charge which shall contain the following:

(a) Its findings of fact.

(b) Its reasons for its decision regarding the Charge.

(c) Its recommendations if any as to the appropriate penalty to be imposed.

XXXV. OF APPEALS: OF STATUTE XXIV AND PARAGRAPH 29 THEREOF

1. Definitions

In these Ordinances

(i) Appeal shall mean appeals by members of the academic staff under part V of Statute XXIV.
(ii) The Person Appointed shall mean the person or persons appointed to hear and determine the Appeal.

(iii) The Appointment Date shall mean the date of appointment of the Person Appointed by Council pursuant to paragraph 28 of Statute XXIV.

2. Preparation

(i) The Person Appointed shall have responsibility for ensuring the proper progress of and determination of the Appeal.

(ii) The Person Appointed may set appropriate time limits for each stage of the Appeal (including the hearing) to the intent that the Appeal shall be heard and determined as expeditiously as reasonably practicable.

(iii) The parties shall be entitled to be represented by another person whether such person be legally qualified or not in connection with and at any hearing of the Charges.

(iv) The Appeal shall not be determined without an oral hearing at which the Appellant and any person appointed by him or her to represent him or her are entitled to be present.

(v) Within 7 days of the Appointment Date the Vice-Chancellor shall notify the Appellant in writing of the appointment and the identity of the Person Appointed.

(vi) Within 14 days of receipt of the notification in paragraph 2(v) above the Appellant shall provide to the Person Appointed and the Secretary and Registrar written grounds for appeal and copies of any documents upon which the Appellant intends to rely.

(vii) Within 14 days of receipt of the Appellant's written grounds and documents the Secretary and Registrar shall provide to the Person Appointed and the Appellant a written reply together with copies of any documents upon which the Secretary and Registrar intends to rely.

(viii) The Person Appointed may at any time issue directions as to the steps which the parties are required to take and the appropriate time limits for each step to enable the Appeal to be prepared for hearing.

(ix) In the event of default by any party in respect of the directions issued by the Person Appointed pursuant to paragraph 2(viii) above the Person Appointed may issue further directions which may include dismissing the Appeal for want of prosecution.
(x) The Person Appointed shall notify the Appellant and the Secretary and Registrar in writing of the hearing date.

(xi) Prior to the hearing the Person Appointed may order a postponement and shall consider any request for postponement or alternative date or dates for the hearing by either of the parties and shall endeavour to accommodate their wishes.

(xii) In giving consideration to requests for postponements or alternative date or dates for the hearing the Person Appointed shall have regard inter alia to the balance between the interests of justice and the need to progress with reasonable expedition and the decision of the Person Appointed as to the date of the hearing shall be final.

(xiii) The Person Appointed may at any time take legal advice upon any matter related to the Appeal provided that in so doing all decisions as to the progress and determination of the Appeal remain those of the Person Appointed.

3. Hearing

(i) The Hearing shall be held in private at a place nominated by the Person Appointed on a date notified in accordance with paragraph 2(x) above.

(ii) The procedure to be adopted at the hearing shall be in the absolute discretion of the Person Appointed subject to the rules of natural justice and the following requirements:

(a) The Person Appointed shall act in good faith and without bias.

(b) The parties and any persons representing them shall have the opportunity to state their case and to answer the opposing case.

(c) The parties and any persons representing them shall have an opportunity to call witnesses and may question witnesses upon the evidence.

(iii) In the event that either party fails to appear at the hearing the Person Appointed may proceed in their absence.

(iv) The Person Appointed may at any stage during the hearing order an adjournment.

(v) In the event that either party at any time during the hearing
requests an adjournment or postponement of the hearing then:

(a) The Person Appointed shall consider the request.

(b) The Person Appointed shall have regard to the balance between the interests of justice and the need to progress with reasonable expedition.

(vi) Any adjournment ordered may be general or to a specified date.

4. The Decision

(i) In the event that the Person Appointed comprises a person sitting with others in accordance with paragraph 28(4) of Statute XXIV the Appeal may be determined upon a majority decision.

(ii) The Person Appointed shall notify the parties of the decision as soon as is reasonably practicable following the conclusion of the hearing or adjourned hearing or hearings.

(iii) The decision of the Person Appointed shall be in writing and shall state:

(a) The findings of fact.
(b) The reasons for the decision.

XXXVI. OF GRIEVANCES: OF STATUTE XXIV AND PARAGRAPH 36 THEREOF

1. Definitions:

In these Ordinances

(i) The Grievance shall mean a grievance under Part VI of Statute XXIV.

(ii) The Grievance Committee shall mean the Committee appointed by the Council pursuant to Paragraph 35 of Statute XXIV.

(iii) The Chairman shall be the Chairman of the Grievance Committee in accordance with Paragraph 35 of Statute XXIV.

(iv) The Appointment Date shall mean the date of appointment of the Grievance Committee by Council.

2. Preparation

(i) The Person Aggrieved and the person against whom the Grievance is made shall be the parties to the Grievance.

(ii) The Chairman shall have responsibility for the proper progress of
the determination of the Grievance.

(iii) The Chairman may set appropriate time limits for each stage of the determination (including any hearing) to the intent that the Grievance shall be heard and determined by the Grievance Committee as expeditiously as reasonably practicable.

(iv) The parties shall be entitled to be represented by a friend or representative in connection with and at any hearing of the Grievance.

(v) Within 7 days of the Appointment Date the Vice-Chancellor shall notify the parties in writing of the appointment and the identities of the Chairman and those persons sitting with the Chairman.

(vi) Within 14 days of receipt of the notification in accordance with paragraph 2(v) above the Person Aggrieved shall provide to the Chairman four copies of the details of the Grievance the grounds upon which the Grievance is based and any documents upon which the Person Aggrieved relies (hereinafter together referred to as "the written Grievance").

(vii) The Chairman shall supply a copy of the written Grievance received from the Person Aggrieved to the person against whom the Grievance is made and that person shall within 14 days of receipt be entitled to respond in writing to the Chairman.

(viii) Upon receipt of the reply if any from the person against whom the Grievance is made the Chairman shall supply a copy to the Person Aggrieved.

(ix) The Chairman may at any time issue directions as to the steps which the parties should take and the appropriate time limits for each step to enable the proper determination of the Grievance.

(x) In the event of default by either of the parties the Chairman may issue further directions which may include dismissing the Grievance for want of prosecution.

(xi) When submitting the written Grievance pursuant to paragraph 2(vi) above the Person Aggrieved may apply to the Chairman for an oral hearing before the Grievance Committee.

(xii) Within 14 days of receipt from the Chairman of the written Grievance in accordance with paragraph 2(vii) above the person against whom the Grievance is made may apply in writing to the Chairman for an oral hearing before the Grievance Committee.

(xiii) In the event that no application is made for an oral hearing the
Grievance Committee may proceed to determine the Grievance as they think fit with or without an oral hearing.

(xiv) In the event that either party requests an oral hearing the Chairman shall within 14 days of the receipt of the said request notify the parties in writing of the hearing date.

(xv) Prior to the hearing the Chairman may order a postponement and shall consider any requests for postponement or alternative date or dates for the hearing by the parties and shall endeavour to accommodate their wishes.

(xvi) In giving consideration to requests for postponement or alternative date or dates for the hearing the Chairman shall have regard inter alia to the balance between the interests of justice and the need to progress with reasonable expedition and the Chairman's decision as to the date of the hearing shall be final.

3. The Hearing

(i) The hearing shall be held in private within the University grounds on a date and at a place specified by the Chairman in accordance with paragraph 2(xiv) above.

(ii) The procedure to be adopted at the hearing shall be in the absolute discretion of the Chairman subject to the rules of natural justice and the following requirements:

(a) The Grievance Committee shall act in good faith and without bias.

(b) The parties and any persons representing them shall have an opportunity to state their case and to answer the opposing case.

(c) The parties or any person representing them shall have an opportunity to call witnesses and may question witnesses upon the evidence.

(iii) In the event that either party fails to appear at the hearing the Grievance Committee may proceed in their absence.

(iv) The Grievance Committee may at any stage during the hearing order an adjournment.

(v) In the event that either party at any time during the hearing requests an adjournment or postponement of the hearing then:

(a) The Grievance Committee shall consider the request.
(b) The Grievance Committee shall have regard to the balance between the interests of justice and the need to progress with reasonable expedition.

(vi) Any adjournment ordered may be general or to a specified date.

4. The Decision

(i) The Grievance Committee may reach a majority decision.

(ii) The Grievance Committee shall reach their decision as soon as practicable following the conclusion of the hearing or adjourned hearing or hearings if any.

(iii) In the event that there is no hearing the Grievance Committee shall reach their decision as soon as is reasonably practicable following receipt of the written Grievance and reply if any from the person against whom the Grievance is made and completion of any steps directed by the Chairman in accordance with paragraph 2(ix) above.

(iv) The Chairman shall prepare a written decision upon the Grievance and shall notify the parties accordingly.

KRG/JRH
01.08.2008