ORDINANCES OF THE UNIVERSITY OF KENT

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INDICATIVE POWERS OF THE UNIVERSITY

1.1 Paragraph 4 of the Charter sets out that the University shall have all of the powers of a natural person to do all lawful acts that are conducive or incidental to the attainment of the objects of the University.

1.2 The powers of the University shall include but are not limited to the powers to:

1.2.1 award and revoke degrees and other distinctions (including without limitation, diplomas, joint degrees, dual degrees, certificates, fellowships, honorary degrees, honorary fellowships, memberships and associateships) in its own name and/or jointly with other education institutions;

1.2.2 prescribe the conditions under which persons shall be admitted to the University or to any particular course of study therein;

1.2.3 admit Graduates of other Universities to Degrees of equal or similar rank in the University;

1.2.4 confer Degrees of the University on any persons who hold office in the University as Professors, Readers, Lecturers, or otherwise, or who shall have carried on research therein under conditions laid down in its Statutes or Ordinances;

1.2.5 provide instruction in such branches of learning as the University may think fit and to make provision for research and for the advancement and dissemination of knowledge in such manner as the University may determine;

1.2.6 affiliate to other institutions or branches or departments thereof, and to recognise selected members of the staff thereof as teachers of the University, and to admit the members thereof to any of the privileges of the University;

1.2.7 accept attendance at courses of study in other institutions or branches or departments thereof in place of such part of the attendance at courses of study in the University and upon such terms and conditions and subject to such regulations as may from time to time be determined by the University;

1.2.8 co-operate by means of Joint Boards or otherwise with other institutions for the conduct of examinations and for such other purposes as the University may from time to time determine;
1.2.9 enter into any agreement for the incorporation within the University of any other institution, and for taking over its rights, property, and liabilities, and for any other purpose not repugnant to the Charter;

1.2.10 institute Professorships, Readerships, Senior Lectureships, Lectureships, and any other such offices required by the University, and to appoint to such offices;

1.2.11 institute and award Fellowships, Scholarships, Studentships, Exhibitions, Bursaries and Prizes;

1.2.12 establish and maintain and to administer and govern institutions for the residence of the students of the University whether Colleges, Halls, or Houses, and to license and supervise such institutions and other places of residence whether maintained by the University or not so maintained;

1.2.13 make provision for research and advisory services and with these objects to enter into such arrangements with other institutions or with public bodies as may be thought desirable;

1.2.14 provide for the printing and publication of research and other works which may be issued by the University;

1.2.15 demand and receive fees;

1.2.16 invest any monies in the hands of the University and available for investment;

1.2.17 to borrow money and give guarantees, whether in pursuance of continuing arrangements or not;

1.2.18 take such steps as may from time to time be deemed expedient for the purpose of procuring and receiving contributions to the funds of the University and to raise money in such other manner as the University may determine and in so doing to enter into financial instruments and arrangements such as hedges, derivatives and swaps, but always subject to applicable legal restrictions;

1.2.19 act as trustees or managers of any property, legacy, endowment, bequest, or gift for purposes of education or research, or otherwise in furtherance of the work and welfare of the University, and to invest any funds representing the same;

1.2.20 obtain through the College of Arms a grant of armorial bearings, which shall be duly recorded in the said College;
1.2.21 enter into engagements and to accept obligations and liabilities in all
respects without any restrictions whatsoever and in the same manner
as an individual may manage his or her own affairs;

1.2.22 to provide indemnity insurance for the members of Council of the
University or any other officer of the University in relation to any such
liability as is mentioned in Ordinance 1.3, but subject to the
restrictions specified in Ordinance 1.4.

1.2.23 do all such other acts and things whether incidental to the powers
aforesaid or not as may be requisite in order to further the objects of
the University as a place of education and of learning and of research.

1.3 The liabilities referred to in Ordinance 1.2.22 are any liability that by virtue
of any rule of law would otherwise attach to the person so indemnified in
respect of any negligence, default, breach of duty or breach of trust of which
s/he may be guilty in relation to the University.

1.4 The following liabilities are excluded from Ordinance 1.2.22:

1.4.1 fines;

1.4.2 costs of unsuccessfully defending criminal prosecutions for offences
arising out of the fraud, dishonesty or wilful or reckless misconduct of
the person so indemnified;

1.4.3 liabilities to the University that result from conduct that the person so
indemnified knew or must be assumed to have known was not in the
best interests of the University or about which the person concerned
did not care whether it was in the best interests of the University or
not.

2. THE COUNCIL

2.1 In addition to its functions defined in the Charter the Council’s functions shall
include, without limitation:

2.1.1 to approve Ordinances on any matters in respect of which Ordinances
are required to be made by the Charter, the Statutes or these
Ordinances or which in the view of the Council should be governed by
Ordinance provided that no Ordinance shall be made by the Council
until the Senate shall have had an opportunity of considering and
reporting thereon to the Council;

2.1.2 to make Regulations for any purpose for which Regulations are or may
be authorised to be made provided that no Regulation shall be made
by the Council until the Senate shall have had an opportunity of
considering and reporting thereon to the Council;
2.1.3 to amend or refer back any recommendation of the Senate required by these Statutes, the Ordinances and Regulations to be made to the Council, provided that any recommendation of the Senate which it is desired to adopt with an amendment shall be referred again to the Senate for consideration and report before it is finally adopted by the Council;

2.1.4 to review the teaching and instruction of the University after consultation with the Senate;

2.1.5 to entertain, adjudicate upon and, if thought fit, redress any grievances of the Officers of the University, the Professors and academic staff, the Graduates or the Students who for any reason feel aggrieved; and

2.1.6 to provide for the welfare of the students and staff of the University.

2.2 From time-to-time the Council may adopt a statement of its Primary Responsibilities or equivalent document to assist its work.

2.3 Subject to the provisions of the Charter and the Statutes, the Council may delegate any of its functions as it sees fit.

2.4 The Chair and the members of the Council may resign by writing addressed to the Secretary of the Council.

3. THE ELECTION OF MEMBERS OF STAFF TO THE COUNCIL

3.1 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 Paragraphs 8(b) and (c) of the Charter or to stand as candidates for election shall be taken to comprise the following:

3.1.1 In the case of academic staff, 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 the office of Vice-Chancellor, Deputy and Pro-Vice-Chancellor.

3.1.2 in the case of non-academic staff, all staff except those listed in 3.1.1 above.

3.2 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.

3.3 The Secretary of the Council shall be responsible for the conduct of the election of members of Council under Paragraphs 8(b) and (c) of the Charter. The Secretary shall invite nominations, each supported by the signatures of not less than six electors and the election shall be conducted by ballot of those entitled to vote in accordance with 3.1 above.

4. THE ELECTION OF THE STUDENT REPRESENTATIVE TO THE COUNCIL

4.1 The elected student representative on the Council referred to in Paragraph 8(d) of the Charter shall be elected from and by the students of the University.

4.2 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 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.

4.3 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 8.

5. THE JOINT COUNCIL AND SENATE COMMITTEE FOR THE APPOINTMENT OF THE VICE-CHANCELLOR

5.1 The Joint Committee of the Council and the Senate referred to in Statute 2.1 shall consist of the following members:

5.1.1 The Chair of the Council who shall be Chair ex-officio;

5.1.2 Four members of the Council appointed by the Council and not being members of the staff or students of the University; and

5.1.3 Four members of the staff of the University appointed by the Senate.

6. THE SENATE

6.1 The Senate shall consist of the following persons:

6.1.1 The Vice-Chancellor, who shall be Chair;

6.1.2 The Pro-Vice-Chancellor(s) and Deputy Vice-Chancellor(s);

6.1.3 The Deans of the Faculties and the Dean of the Graduate School;

6.1.4 Thirty representatives of the academic staff in the Faculties, to include:

6.1.4.1 the heads of academic schools defined in the Ordinances;
6.1.4.2 two elected representatives of each Faculty; and
6.1.4.3 other elected representatives of the Faculties, as determined by election results to make up to thirty.

6.1.5 The Senior Master of the Colleges;
6.1.6 Four representatives of the students of the University, this to comprise:
   6.1.6.1 The President of the Students' Union;
   6.1.6.2 The Vice-President for Education;
   6.1.6.3 Two elected student representatives.
6.1.7 Such other persons, not exceeding four in all, as may be co-opted by the Senate.

6.2 The members of Senate described in Ordinance 6.1.1, 6.1.2, 6.1.3, 6.1.4.1, 6.1.5, 6.1.6.1 and 6.1.6.2 shall be members of Senate for so long as they hold the office described above.

6.3 The members of Senate described in Ordinance 6.1.4.2, 6.1.4.3 and 6.1.7 shall hold office for two years beginning on the first day of August in the year in which they are elected and shall be eligible for re-election provided that any person who has at any time completed a period of four consecutive years in office shall not be so eligible before the expiry of one year from the end of the last such period.

6.4 The members of the Senate elected in accordance with Ordinance 6.1.6.3 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.

6.5 The Senate shall, in addition to all other powers vested in it by the Charter and the Statutes, have the following powers:

   6.5.1 to direct and regulate the instruction and teaching of the University and the examinations held by the University, subject to the provisions of the Charter and the Statutes;
   6.5.2 to promote research within the University, and to require reports from time-to-time on such research;
6.5.3 to authorise the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions to persons who have satisfied the conditions for the award;

6.5.4 on what it shall deem to be good cause to deprive persons of any Degrees or other distinctions conferred on them, and to revoke any Diplomas or Certificates granted to them by the University;

6.5.5 to appoint internal examiners;

6.5.6 to appoint external examiners provided that there shall be at least one external and independent examiner who will participate in the examining process for the award of certificate, diploma or degree;

6.5.7 to suspend or remove examiners for negligence or misconduct during their term of office and, in case of death, illness or resignation of an examiner, or in case of his suspension or removal, to appoint a substitute who shall have authority to act during the examination in progress or next ensuing;

6.5.8 to propose to the Council the names of persons to receive Honorary Degrees, and to approve or disapprove the names of persons proposed by the Council to receive such Degrees;

6.5.9 to report to the Council as may be required on all Statutes, Ordinances and Regulations, or proposed changes thereof;

6.5.10 to review, amend, refer back, control or disallow any act of any Board of a Faculty and to give directions to any such body;

6.5.11 to control, subject to the Ordinances and Regulations, the admission of persons to courses of study in the University and their continuance in such courses;

6.5.12 to make and enforce Regulations for the discipline of the Students of the University;

6.5.13 to expel on the recommendation of the Vice-Chancellor any Student deemed to have been guilty of grave misconduct;

6.5.14 to make recommendations to the Council on any matter referred to the Senate by the Council;

6.5.15 to make recommendations to the Council on any academic matters;

6.5.16 to discuss and declare an opinion on any matter whatsoever relating to the University;
6.5.17 to fix, subject to any conditions made by the Founders which are accepted by the Council, the times and mode and conditions of competition for Fellowships, Scholarships, Exhibitions and Prizes, and to regulate examinations for them, and to award the same;

6.5.18 to prescribe the academic dress to be worn by the various officers and members of the University, and the occasions on which it shall be worn; and

6.5.19 to exercise all such powers as are or may be conferred on the Senate by the Charter, Statutes, Ordinances and Regulations and to do such other acts and things as the Council shall authorise.

6.6 One-third of the total membership of the Senate shall constitute a quorum. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting. At the adjourned meeting, the business for which the original meeting was called may be completed in the absence of a quorum. The manner of summoning the adjourned meeting, and the period of notice to be given, shall be prescribed in the Standing Orders.

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

7.1 The members of the Academic Staff of the University eligible to vote in the election of the members of the Senate referred to in Ordinance 6.1.4.2 and 6.1.4.3 or to stand as candidates for election shall comprise the following:

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 the office of Vice-Chancellor, Deputy and Pro-Vice-Chancellor, as Dean of the Faculty or of the Graduate School and as heads of academic schools defined in Ordinance.

7.2 The election shall be from constituencies consisting of the eligible voters 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.

7.3 Within the total number of elected members prescribed by Ordinances 6.1.4.2 and 6.1.4.3, 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.

7.4 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 electors and the election shall be conducted by ballot of those entitled to vote in accordance with 3.1.1.above.

7.5 The results of the election shall be published by the Secretary of the Council as soon as conveniently possible after holding the election.

8. **THE ELECTION OF STUDENTS TO THE SENATE**

8.1 The elected student members of the Senate referred to in Ordinance 6.1.6.3 shall be elected from and by the students of the University.

8.2 The Secretary of the Council shall be responsible for the conduct of the election.

8.3 Nominations shall be supported by the signatures of not less than ten members of the constituency concerned and shall contain the signed consent of the person nominated. No student may support more than one such nomination. The election shall be conducted by ballot of those entitled to vote.

9. **THE COURT**

9.1 The Chancellor shall preside over meetings of the Court.

9.2 The Court shall consist of the following persons:

9.2.1 The Chancellor

9.2.2 Members of the Council;

9.2.3 Members of the Senate;

9.2.4 The Professors and Emeritus Professors;

9.2.5 Up to 6 heads of professional services as determined by the Vice-Chancellor;

9.2.6 Masters of the Colleges;

9.2.7 Her Majesty’s Lieutenant of and in The County of Kent;

9.2.8 Members of the Commons House of Parliament who have any part of their constituency in the County of Kent or Medway Unitary Authority;
9.2.9 The High Sheriff of The County of Kent;
9.2.10 The Lord Mayor of The City of Canterbury;
9.2.11 The Mayor of Medway;
9.2.12 The Chief Executive, the Leader and the Chair of Kent County Council;
9.2.13 The Chief Executive, the Leader and the Chair of Medway Council;
9.2.14 The Chief Executive, the Leader and the Chair of Canterbury City Council;
9.2.15 The Sabbatical Officers of the Students’ Union;
9.2.16 The Presidents of the Student Committees of the Colleges of the University;
9.2.17 Members of the European Parliament for the Constituencies in the County of Kent and the Medway unitary authority
9.2.18 The Dean of Canterbury;
9.2.19 The Dean of Rochester
9.2.20 One representative of each of such learned or professional societies or bodies as the Court on the recommendation of the Chancellor may from time-to-time determine, but so that the total of such representatives shall not exceed six.
9.2.21 Such other persons, not exceeding six in all, as may be co-opted by the Court to represent business, the arts, healthcare and sports;
9.2.22 Such other persons, not exceeding twelve in all, six of which may be appointed by the Council and six may be appointed by the Senate;
9.2.23 Up to six alumni of the University as determined by the Vice-Chancellor.
9.2.24 Members of the Court as at 1 August 2009 until the end of their prescribed appointment.
9.3 Members of the Court shall continue as members as long as they occupy the positions in respect of which they became members.
9.4 An Annual General Meeting of the Court shall be held once in every academic year within fifteen months of the preceding meeting and at such yearly meeting an annual review of the University and the Annual Accounts shall be presented.
9.5 The Council may designate a Lay Member to, in the absence of the Chancellor and the Chair of Council, preside over meetings of Court.

9.6 The Chancellor and members of the Court may resign by writing addressed to the Secretary of the Court.

10. **THE REMOVAL OF OFFICERS AND MEMBERS OF COUNCIL AND COURT**

10.1 The Chair of the Council, the Chancellor and any other member of the Council or of the Court may be removed from their position on Council or Court for good cause by the Council. No person shall be removed by the Council unless s/he shall have been given a reasonable opportunity to have been heard by the Council.

10.2 "Good cause" means:

10.2.1 conviction for an offence which may be deemed by the Council to be such as to render the person convicted unfit for the execution of the duties of the office; or

10.2.2 conduct which is, in the opinion of the Council, incompatible with the duties of the office; or

10.2.3 conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office.

11. **COMMITTEES**

11.1 The Council, the Senate and the Boards of the Faculties may each appoint such and so many standing and special Committees as may seem to them fit. The powers of these Committees shall be such as the bodies appointing them from time to time direct, and may be revoked, altered or enlarged as to the appointing bodies shall seem meet. Every Committee shall report to the body appointing it, but, to the extent to which that body from time to time directs, the proceedings and acts of Committees shall not require the approval of the appointing body.

11.2 The Council, the Senate and the Boards of the Faculties may respectively make standing orders for the proceedings of their Committees, but, subject thereto, every Committee may determine its own procedure.

11.3 The Chair of Council and the Vice-Chancellor shall be *ex officio* members of every Committee of Council except the Audit Committee.

11.4 The Vice-Chancellor shall be *ex officio* a member of every Committee, Board or sub-committee of the Senate and of the Faculties.
12. **THE REGULATION OF STUDENT MEMBERSHIP OF COMMITTEES**

12.1 In any case where the student is a member of or is admitted to any meeting of the Council, the Senate, the Faculty Boards or any committees of these bodies, the student shall withdraw from the meeting when it is declared by the Chair of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded.

12.2 Papers for consideration at any such meeting and minutes and other records any of which relate to reserved areas of business shall not at any time be made available to a student except with the permission of the Chair or the Secretary of the Council.

12.3 Reserved areas of business include matters affecting the appointment, promotion and personal affairs of members of the staff of the University and matters affecting the admission and academic assessment of individual students. Subject to the above, the Chair of the meeting, having first heard representations from those present at the meeting, may decide in any case of doubt whether a matter is a reserved area of business or not and the Chair’s decision shall be final.

13. **ACTS DURING VACANCIES**

13.1 No act or resolution of the Council, the Senate or the Court shall be invalid by reason only of any vacancy in the body doing or passing it, or by reason of any want of qualification by or invalidity in the election or appointment of any member of the body whether present or absent.

14. **THE FACULTIES**

14.1 The Faculties of the University shall be:

14.1.1 The Faculty of Humanities;

14.1.2 The Faculty of Sciences;

14.1.3 The Faculty of Social Sciences.

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

<table>
<thead>
<tr>
<th>Faculty of Humanities:</th>
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<tbody>
<tr>
<td>Kent School of Architecture</td>
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<tr>
<td>School of Arts</td>
</tr>
<tr>
<td>School of European Culture and Languages</td>
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<tr>
<td>School of English</td>
</tr>
<tr>
<td>School of History</td>
</tr>
<tr>
<td>School of Music and Fine Art</td>
</tr>
</tbody>
</table>
14.3 The constitution of the Faculties shall respectively include the following academic centres:

14.3.1 Faculty of Humanities: Centre for American Studies;

14.3.2 Faculty of Social Sciences: Centre for Journalism and Centre for Professional Practice.

14.4 The governing body of each Faculty shall be the Board of the Faculty, of which the Dean shall be chair *ex officio*.

14.5 Subject to the Charter and the Statutes, the Board of each Faculty shall have the following powers:

14.5.1 To direct, subject to the control of the Senate, the teaching and study of the subjects assigned to the Faculty;

14.5.2 To recommend to the Senate persons for appointment as examiners in the Faculty;

14.5.3 To report to the Senate on any matter relating to the work of the Faculty;

14.5.4 To make recommendations to the Senate for the award of Degrees, other than Honorary Degrees, and for the award of Diplomas, Certificates, Fellowships, Studentships, Scholarships and Prizes within the Faculty; and

14.5.5 To consider any matters relating to the Faculty referred to it by the Senate and to report thereon to the Senate and to deal with any matters delegated to it by the Senate.
14.6 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 33.

15. **THE DEANS OF THE FACULTIES AND OF THE GRADUATE SCHOOL**

15.1 A Dean shall be appointed in each Faculty of the University and for the Graduate School.

15.2 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 reappointment for up to a further five years.

15.3 The Board of each Faculty may appoint one or more Deputy or Sub-Dean(s) 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 Deputy or Sub-Dean(s).

15.4 The Dean of each Faculty shall be *ex officio* a member of every Committee of that Faculty and shall present candidates for Degrees (except Honorary Degrees) in the subjects of that Faculty.

15.5 In the event of a vacancy in the Office of a Dean procedures for a new appointment shall be made immediately. Pending the appointment of a new Faculty Dean, the duties of the office shall be performed by the Sub-Dean.

16. **THE BOARD OF THE FACULTY OF HUMANITIES**

16.1 The *ex officio* members of the Board of the Faculty of Humanities shall be:

16.1.1 The Vice-Chancellor;

16.1.2 The Dean;

16.1.3 The Deputy and Sub-Dean(s);

16.1.4 The Chief Examiner for Part I;

16.1.5 The Faculty Director of Learning and Teaching;

16.1.6 The Chairs of Faculty Committees as may be in existence from time-to-time;

16.1.7 The Heads of Schools in the Faculty (or alternates);

16.1.8 The Heads of Faculty Centres as may be in existence from time-to-time; and
16.1.9 The Brussels Campus Dean.

16.2 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.

16.3 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.

16.4 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.

16.5 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.

17. THE BOARD OF THE FACULTY OF SCIENCES

17.1 The ex officio members of the Board of the Faculty of Sciences shall be:

17.1.1 The Vice-Chancellor;

17.1.2 The Dean;

17.1.3 The Deputy and Sub-Dean(s);

17.1.4 The Heads of Schools of the Faculty;

17.1.5 The Chairs of major Faculty Committees as determined by the Board of the Faculty;

17.1.6 The Directors of Learning and Teaching in each school; and
17.1.7 The Brussels Campus Dean in the event that a Faculty programme(s) is offered in Brussels.

17.2 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.

17.3 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.

17.4 The number of student members of the Board shall be one student member from each school of the Faculty provided that at least one of the student representatives shall be a postgraduate student.

18. THE BOARD OF THE FACULTY OF SOCIAL SCIENCES

18.1 The ex officio members of the Board of the Faculty of Social Sciences shall be:

18.1.1 The Vice-Chancellor;

18.1.2 The Dean;

18.1.3 The Deputy and Sub-Dean(s);

18.1.4 The Faculty Director of Learning and Teaching;

18.1.5 The Faculty Director of Research;

18.1.6 The Chairs of Faculty Committees as may be in existence from time-to-time;

18.1.7 The Heads of Schools in the Faculty (or alternates);

18.1.8 The Heads of Faculty Centres as may be in existence from time-to-time; and

18.1.9 The Brussels Campus Dean.

18.2 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.

18.3 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 Department 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.

18.4 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.

18.5 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.

19. **THE COLLEGES**

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

19.2 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.

19.3 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.

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

19.5 The Master shall have disciplinary authority as set out in the Regulations on Student Discipline in relation to non-academic matters.

19.6 Student members of the College shall organise their own corporate life in terms of a Student Committee constitution and regulations which shall come into effect only on the prior written approval of the Master.
20. **THE ORGANISATION OF STUDENTS IN THE UNIVERSITY**

20.1 The Organisation of the Students of the University prescribed by paragraph 17 of the Charter shall be called “Kent Union”.

20.2 The objects of the Union shall be:

20.2.1 To represent the Students of the University;

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

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

20.3 Membership of the Union

20.3.1 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.

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

20.3.3 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.

20.3.4 Any other student given permission to intermit a period in a course of fulltime 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.

20.4 Constitution of the Union

20.4.1 The Union shall be governed by a Constitution.

20.4.2 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 Ordinance 20.4.3.
20.4.3 Before such Constitution and any subsequent amendments thereto enter into force:

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

20.4.3.2 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; and

20.4.3.3 the proposals shall not have effect unless approved in writing by the Senate and the Council of the University.

20.5 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:

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

20.5.2 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 the sabbatical period of office.

20.6 Rights of Members of the Union

20.6.1 Full members of the Union have the right:

20.6.1.1 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.

20.6.1.2 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.

20.6.1.3 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.

20.6.1.4 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.

20.6.2 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.

20.7 Finance

20.7.1 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.

20.7.2 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.

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

20.8 Status of the Students' Union

20.8.1 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.

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

21. **CONGREGATIONS**

21.1 For the purpose of conferring Degrees of the University there shall be a meeting of the whole University which shall be called a Congregation.

21.2 The procedure for summoning a Congregation, for the presentation of graduands and for the conferring of Degrees in absentia, and all other matters relating to Congregations, shall be determined by the Senate.
22. **THE UNIVERSITY YEAR, TERMS AND VACATIONS**

22.1 The Academic Year comprises the Terms and Vacations described in Ordinances 22.2 and 22.3 below.

22.2 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.

22.3 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.

23. **THE SERVICE OF NOTICES AND DOCUMENTS**

23.1 Any notice or document required by or for the purposes of the Charter, the Statutes or the Ordinances to be given or sent to a person may be given or sent:

23.1.1 personally; or

23.1.2 by sending it by post to him or her to his or her last address; or

23.1.3 by email or by means of a website in a method which has been agreed with that person.

24. **THE TITLES OF DEGREES**

24.1 First degrees shall be designated as follows:

*In the Faculty of Humanities*, Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.Mus.), Master of Drama (M.Drama), Foundation Degree in the Arts (FdA.) and Master of Architecture (M.Arch.), Master of Arts (M.Art).

*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 Mathematics and Statistics (M.Math.Stat), Master of Pharmacy (M.Pharm.), Master of Physics (M.Phys.), Master of Chemistry (M.Chem.) and Master of Chemistry & Physics (M.Sci.), Master of Arts (M.Art), Foundation Degree in the Arts (FdA.), Foundation Degree in Engineering (FdEng.) and 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.), Master of Management Science (M.Man.Sci.), Master of Arts (M.Art), Foundation Degree in the Arts (FdA.) and Foundation Degree in the Sciences (FdSc.).

24.2 Higher degrees shall be designated as follows:

In the Faculty of Humanities, Master of Arts (M.A.), Master of Fine Art (M.F.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.).

24.3 The degrees of Doctor of Arts (D.Arts), Doctor of Civil Law (D.C.L.), Doctor of Music (D.Mus.) and Doctor of the University (D.Univ.) shall be conferred as Honorary Degrees only.

25. MATRICULATION

25.1 Matriculation constitutes formal admission to a course of study in the University.

25.2 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.

26. THE PERIOD OF STUDY BEFORE GRADUATION

26.1 The period of study necessary to qualify any undergraduate of the University for admission to the final examination leading to the Degree of Bachelor shall not, except as provided in Ordinance 26.2, be less than nine terms, all of which shall be subsequent to the date on which the undergraduate matriculates in the University, provided that the Senate may in special circumstances grant a remission of not more than one term.
26.2 The Senate may, under conditions prescribed by Ordinance, accept attendance at courses of study in other Universities, University Colleges or other institutions as exempting an undergraduate from part of the attendance at courses of study in the University necessary to qualify the student for admission to the Degree of Bachelor. This may be subject to such conditions as to the passing of examinations and as to the minimum periods of full-time and part-time study in the University as shall be prescribed in the Regulations for the Degree concerned.

27. THE AWARD OF DEGREES, DIPLOMAS AND OTHER DISTINCTIONS

27.1 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.

27.2 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 Senior 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; 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.

27.3 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.

27.4 Candidates for the degrees in course shall be presented by the Dean of the Faculty concerned or, in his/her absence, by some member of the Faculty appointed as his/her deputy. Honorary graduands shall be presented by the Public Orator appointed by the Senate for this purpose.

27.5 In special cases the Senate may at its discretion allow degrees other than honorary degrees, to be conferred in absentia.
27.6 No person shall be eligible for admission to a degree of the University unless s/he shall have paid the appropriate fees and charges prescribed by the Regulations.

28. **DISPENSATION FROM REGULATIONS**

28.1 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 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.

29. **THE CONDUCT OF EXAMINATIONS**

29.1 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.

29.2 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.

29.3 External examiners shall be appointed by the Senate following consultation with the Boards of the Faculties.

29.4 Internal examiners shall be appointed by the Senate following consultation with the Boards of the Faculties from among the Professors, Readers, Lecturers and other teachers of the University.

29.5 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 all appropriate fees and charges.

29.6 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.
29.7 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.

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

30. **THE REQUIREMENTS FOR ADMISSION TO HIGHER DEGREES**

30.1 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.

30.2 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.

30.3 The degrees of Doctor of Divinity, Doctor of Laws, Doctor of Letters and Doctor of Science 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:

30.3.1 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.

30.3.2 that every such person shall have submitted his or her published contributions to the advancement of learning in his or her 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.

31. **ACCREDITATION AND VALIDATION**

31.1 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
degraded authority from the Senate to approve new programmes of study
and to approve revisions to programmes of study.

31.2 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.

31.3 Where appropriate Senate may appoint External Assessors to provide advice
to departments and Faculties on an accredited or validated course.

31.4 The titles of degrees to be awarded to students taking validated and
accredited courses shall be:

31.4.1 Doctor of Philosophy (Ph.D.)
31.4.2 Doctor of Education (Ed.D.)
31.4.3 Master of Philosophy (M.Phil.)
31.4.4 Master of Arts (M.A.)
31.4.5 Master of Architecture (M.Arch.)
31.4.6 Master of Biotechnology (M.Biotech.)
31.4.7 Master of Fine Art (M.F.A.)
31.4.8 Master of Science (M.Sc.)
31.4.9 Bachelor of Architecture (B.Arch.)
31.4.10 Bachelor of Arts (B.A.)
31.4.11 Master of Education (M.Ed.)
31.4.12 Bachelor of Education (B.Ed.)
31.4.13 Bachelor of Laws (LL.B.)
31.4.14 Bachelor of Music (B.Mus.)
31.4.15 Bachelor of Performing Arts (B.P.A.)
31.4.16 Bachelor of Science (B.Sc.)
31.4.17 Foundation Degree in Sciences (FdSc.)
31.4.18 Foundation Degree in Arts (FdA.)
31.4.19 Foundation Degree in Engineering (FdEng.)
31.5 The titles of diplomas and certificates to be awarded to students taking validated and accredited courses shall be those approved by the Senate.

31.6 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]".

31.7 Members of staff of Institutions offering validated or accredited courses shall be eligible for appointment as members of Boards of Examiners and shall be deemed to be internal examiners.

31.8 The provisions of Ordinances 25 and 28 shall not apply in the case of validated or accredited courses or to members of Institutions offering such courses.

32. MEMBERSHIP OF THE UNIVERSITY

32.1 Members of staff and Graduates and Students of the University shall be members of the University.

32.2 Membership of the University shall continue as long as one at least of the qualifications above enumerated shall continue to be possessed by the individual member.

32.3 The Council or the Vice-Chancellor acting on its behalf may grant the privilege of Membership of the University to other persons deemed appropriate.

33. TITLES

33.1 The Title of Professor, Reader, Lecturer or other such title may be conferred 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 appropriate terms of tenure and status.

34. THE DEPUTY VICE-CHANCELLOR(S) AND THE PRO-VICE-CHANCELLOR(S)

34.1 The Deputy Vice-Chancellor(s) and the Pro-Vice-Chancellor(s) shall be responsible to the Vice-Chancellor who will assign appropriate duties to them.

34.2 A Deputy Vice-Chancellor or a Pro-Vice-Chancellor, as determined by the Vice-Chancellor, 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.

35. **EMERITUS PROFESSORS AND READERS**

35.1 The Senate may confer the title of Emeritus Professor on any Professor of the University at or after the Professor’s retirement 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.

35.2 The Senate may confer the title of Emeritus Reader on any Reader of the University at or after the Reader’s retirement 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.

36. **THE TENURE AND DUTIES OF PROFESSORS, READERS AND OTHER TEACHING, ADMINISTRATIVE AND MANAGERIAL STAFF**

36.1 Subject to the provisions of the Charter, Statutes and Ordinances, the tenure of all Professors, Readers, and other Teaching Officers appointed to permanent posts in the University shall extend to retirement 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.

36.2 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.

36.3 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.

36.4 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.
36.5 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 the staff member’s duties in the University.

36.6 Professors may resign their appointments in the University by giving six months’ notice of such intention in writing addressed to the Director of Human Resources.

36.7 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 Human Resources as was prescribed by the Council in their individual terms of appointment.

36.8 All administrative Officers, including members of the Library Staff, may resign by giving such period of notice in writing addressed to the Director of Human Resources as was prescribed by the Council in their individual terms of appointment.

36.9 The Deputy and Pro-Vice-Chancellors may resign by giving such period of notice in writing addressed to the Vice-Chancellor as was prescribed in their individual terms of appointment.

36.10 The Vice-Chancellor may resign by giving such period of notice in writing to the Secretary of the Council as was prescribed in the Vice-Chancellor’s terms of appointment.

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

37. **ACADEMIC AND RELATED STAFF DISCIPLINARY TRIBUNALS**

37.1 In these Ordinances

37.1.1 The Tribunal shall mean the tribunal defined in paragraph 16 of Statute 7.

37.1.2 The Chairman shall mean the chairman defined in paragraph 16 of Statute 7.

37.1.3 The Member of Staff shall mean the member of the academic staff against whom charges are made under paragraph 15 of Statute 7.
37.1.4 The Charge shall mean the charge or charges instituted under paragraph 15 of Statute 7.

37.1.5 The Officer in Charge shall mean the officer appointed under paragraph 15(2) of Statute 7.

37.1.6 The Appointment Date shall mean the date Council appoints the Tribunal.

37.2 Preparation:

37.2.1 The Member of Staff and the Officer in Charge shall be the parties to the determination of the Charge.

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

37.2.3 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.

37.2.4 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.

37.2.5 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.

37.2.6 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.

37.2.7 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.

37.2.8 A copy of the Charge and all documents referred to in paragraph 37.2.7 above at the same time as being provided to the Chairman shall be provided by the Officer in Charge to the Member of Staff.

37.2.9 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.

37.2.10 In the event of default by the parties in carrying out any of the directions issued in accordance with paragraph 37.2.9 above the Chairman may make further directions including the dismissal of the Charge.

37.2.11 Subject to paragraph 37.2.9 above within 14 days of receipt of the Charge and documents specified in paragraph 37.2.8 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.

37.2.12 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.

37.2.13 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.

37.2.14 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.

37.3 The Hearing

37.3.1 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 37.2.11 above.

37.3.2 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:

37.3.2.1 The Tribunal shall act in good faith and without bias.

37.3.2.2 The Member of Staff and any person representing him or her should know the allegations made against the Member of Staff.
37.3.2.3 The parties and any persons representing them shall have the opportunity to state their case and to answer the opposing case.

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

37.3.3 In the event that either party fails to appear at the hearing the Tribunal may proceed in their absence.

37.3.4 The Tribunal may at any stage during the hearing order an adjournment.

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

37.3.5.1 The Tribunal shall consider the request.

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

37.3.6 Any adjournment ordered may be general or to a specified date.

37.3.7 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.

37.4 The Decision

37.4.1 The Tribunal may reach a majority decision.

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

37.4.3 The Chairman shall prepare a written decision as to the Charge which shall contain the following:

37.4.3.1 Its findings of fact.

37.4.3.2 Its reasons for its decision regarding the Charge.

37.4.3.3 Its recommendations if any as to the appropriate penalty to be imposed.
38. **ACADEMIC AND RELATED STAFF APPEALS**

38.1 **Definitions**

In these Ordinances

38.1.1 Appeal shall mean appeals by members of the academic staff under Part V of Statute 7.

38.1.2 The Person Appointed shall mean the person or persons appointed to hear and determine the Appeal.

38.1.3 The Appointment Date shall mean the date of appointment of the Person Appointed by Council pursuant to paragraph 28 of Statute 7.

38.2 **Preparation**

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

38.2.2 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.

38.2.3 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.

38.2.4 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.

38.2.5 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.

38.2.6 Within 14 days of receipt of the notification in paragraph 38.2.5 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.

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

38.2.8 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.
38.2.9 In the event of default by any party in respect of the directions issued by the Person Appointed pursuant to paragraph 38.2.8 above the Person Appointed may issue further directions which may include dismissing the Appeal for want of prosecution.

38.2.10 The Person Appointed shall notify the Appellant and the Secretary and Registrar in writing of the hearing date.

38.2.11 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.

38.2.12 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.

38.2.13 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.

38.3 Hearing

38.3.1 The Hearing shall be held in private at a place nominated by the Person Appointed on a date notified in accordance with paragraph 38.2.10 above.

38.3.2 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:

38.3.2.1 The Person Appointed shall act in good faith and without bias.

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

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

38.3.3 In the event that either party fails to appear at the hearing the Person Appointed may proceed in their absence.
38.3.4 The Person Appointed may at any stage during the hearing order an adjournment.

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

38.3.5.1 The Person Appointed shall consider the request.

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

38.3.6 Any adjournment ordered may be general or to a specified date.

38.4 The Decision

38.4.1 In the event that the Person Appointed comprises a person sitting with others in accordance with paragraph 28(4) of Statute 7 the Appeal may be determined upon a majority decision.

38.4.2 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.

38.4.3 The decision of the Person Appointed shall be in writing and shall state:

38.4.3.1 The findings of fact.

38.4.3.2 The reasons for the decision.

39. ACADEMIC AND RELATED STAFF GRIEVANCES

39.1 In this Ordinance:

39.1.1 The Grievance shall mean a grievance under Part VI of Statute 7.

39.1.2 The Grievance Committee shall mean the Committee appointed by the Council pursuant to Paragraph 35 of Statute 7.

39.1.3 The Chairman shall be the Chairman of the Grievance Committee in accordance with Paragraph 35 of Statute 7.

39.1.4 The Appointment Date shall mean the date of appointment of the Grievance Committee by Council.

39.2 Preparation

39.2.1 The Person Aggrieved and the person against whom the Grievance is made shall be the parties to the Grievance.
39.2.2 The Chairman shall have responsibility for the proper progress of the determination of the Grievance.

39.2.3 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.

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

39.2.5 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.

39.2.6 Within 14 days of receipt of the notification in accordance with paragraph 39.2.5 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").

39.2.7 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.

39.2.8 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.

39.2.9 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.

39.2.10 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.

39.2.11 When submitting the written Grievance pursuant to paragraph 39.2.6 above the Person Aggrieved may apply to the Chairman for an oral hearing before the Grievance Committee.

39.2.12 Within 14 days of receipt from the Chairman of the written Grievance in accordance with paragraph 39.2.8 above the person against whom the Grievance is made may apply in writing to the Chairman for an oral hearing before the Grievance Committee.
39.2.13 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.

39.2.14 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.

39.2.15 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.

39.2.16 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.

39.3 The Hearing

39.3.1 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 39.2.14 above.

39.3.2 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:

39.3.2.1 The Grievance Committee shall act in good faith and without bias.

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

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

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

39.3.4 The Grievance Committee may at any stage during the hearing order an adjournment.

39.3.5 In the event that either party at any time during the hearing requests an adjournment or postponement of the hearing then:
39.3.5.1 The Grievance Committee shall consider the request.

39.3.5.2 The Grievance Committee shall have regard to the balance between the interests of justice and the need to progress with reasonable expedition.

39.3.6 Any adjournment ordered may be general or to a specified date.

39.4 The Decision

39.4.1 The Grievance Committee may reach a majority decision.

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

39.4.3 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 Ordinance 39.2.9 above.

39.4.4 The Chairman shall prepare a written decision upon the Grievance and shall notify the parties accordingly.

01.01.2011