



UNIVERSITY OF DUNDEE ORDINANCES

Dr Neale Laker

Director of Policy, Governance & Legal Affairs

e-mail: n.laker@dundee.ac.uk

Dr Ian Francis

Academic Secretary

e-mail: i.k.francis@dundee.ac.uk

University of Dundee, Dundee, DD1 4HN, Scotland, UK

University Ordinances

The University Court, in exercise of powers conferred upon it by Article 17(2) of the Royal Charter of Incorporation, has made the following Ordinances:

Ordinance 9 - Boards of Studies

Ordinance No. 483 (St Andrews No. 81- Boards of Studies) insofar as made applicable to the University of Dundee by the provisions of paragraph (8) of Statute 21, is hereby revoked.

Ordinance 12 - Research Fellows and Research Students

- 1 The University Court shall have power to make Regulations, on the recommendation of the Senatus Academicus, prescribing the conditions under which any person, who has given satisfactory evidence of his fitness to engage in special duty or research, may be admitted to the University as a Research Student.
- 2 The University Court shall have power to appoint Research Fellows on such terms and conditions as the University Court, after consultation with the Senatus, may determine.
- 3 Research Students and Research Fellows shall have access to, and the use of, the University laboratories, libraries and museums subject to the provisions of any Ordinance and under such conditions as the University Court, after consultation with the Senatus, may determine.
- 4 Ordinance No. 350 (General No. 12) is hereby revoked.

Ordinance 18 - Election of Members of the Court and the Senatus

- 1 The election of the members of the Court elected by the Senatus (Statute 9(1)(g)) shall take place by postal ballot in the second semester to enable, whenever possible, an announcement of the successful candidates to be made at the latest by the last Court meeting of the academic year in which an election falls due. Their periods of office shall be four years from the first day of August immediately following their election. They shall be eligible for re-election, but shall not hold office continuously for a longer period than eight years. A member of the Court elected by the Senatus who ceases for any reason to be a member of the Senatus shall simultaneously cease to be a member of the Court.
- 2 (1) The election of the members of the Court elected by the Academic Council (Statute 9(1)(i)) and the members of the Senatus elected by the Academic Council (Statute 10(1)(d)) and by the Colleges (Statute 10(1)(g)) shall take place by postal ballot in the second semester in accordance with the Regulations made by the Senatus after consultation with the Academic Council. The period of office of those elected shall be four years from the first day of August immediately following their election. They shall be eligible for re-election but the Members of Court and the Senatus elected by the Academic Council shall not hold office continuously for a longer period than eight years.
(2) Votes by part-time and honorary Readers, Senior Lecturers and Lecturers and other Part-time and Honorary Staff who are Members of the Academic Council shall count as half-votes:
Provided that the votes of the following categories of staff shall count as full votes - (i) full-time Library staff holding honorary appointments as Readers, Senior Lecturers or Lecturers; (ii) Readers, Senior Lecturers or Lecturers who have accepted re-engagement on partial salary immediately following retirement from a full-time appointment in the University in terms of the Premature Retirement Compensation Scheme.
- 3 In elections to Court from either the Academic Council or the Senatus where there is only one candidate and that candidate has immediately previously served continuously for eight years on Court in another category, the electorate shall be given the opportunity in the ballot to cast a vote for that single candidate or to call for nominations to be re-opened.
- 4 If for any reason the elections described in sections 1 and 2 cannot be held in the second semester or, having been held, are declared to be invalid, then elections shall take place in the next semester as soon as possible. The elections shall take place by postal ballot and in the case of the members elected by the Academic Council and by the Colleges the elections shall be as far as possible in accordance with the procedure prescribed in Section 2. The periods of office of the members previously elected and due to demit office shall be extended until the deferred elections have taken place. The periods of office of

members elected in deferred elections shall be four years from the first day of August immediately following the second semester in which the elections should have taken place.

- 5 Elections to casual vacancies among members of the Court and the Senatus elected in accordance with the preceding Sections shall take place within a semester as soon as possible after the date when the vacancy occurs. The election shall take place by postal ballot and in the case of the members elected by the Academic Council and by the Colleges the election shall be in accordance with the procedure prescribed in Section 2.
- 6 (1) In elections of members of the Court and of the members of the Senatus elected by the Academic Council the Secretary shall act as Returning Officer and shall be responsible for keeping the Electoral Roll. The Secretary shall fix the dates of the elections. If for any reason the Secretary is unable to act, the Principal shall appoint a substitute.
- (2) In elections by Colleges to membership of the Senatus, the College Secretary shall act as Returning Officer and shall be responsible for keeping the Electoral Roll. The College Secretary shall fix the dates of the elections. If for any reason the College Secretary is unable to act, the Head of College shall appoint a substitute.
- 7 (1) There shall be College quotas for the members of the Senatus to be elected by Colleges under clause (g) of paragraph (1) of Statute 10, which shall be

<i>College</i>	<i>Professors</i>	<i>Readers, Senior Lecturers and Lecturers</i>
College of Art & Design, Architecture and Engineering & Physical Sciences	8	4
College of Arts and Social Sciences	10	6
College of Life Sciences	4	2
College of Medicine, Dentistry and Nursing	12	5

- (2) It shall be in the power of the Senatus at any time to amend these College quotas provided that the total numbers of seats for Professorial members and for non-Professorial members do not fall below thirty four and seventeen respectively.

Ordinance 20 - Graduates' Council

- 1 The annual meeting of the Graduates' Council shall be held on a date approved by the Business Committee. Other meetings may be called by direction of the Chairman, by the direction of the Business Committee or on the requisition in writing of at least fifty members.
- 2 In any year in which an Assessor on Court falls to be elected, the election shall be conducted according to procedures laid down in the Graduates' Council Regulations.
- 3 The Assessors of the Graduates' Council on the University Court shall hold office for a period of four years from 1 August following the date of election. An Assessor shall be eligible for re-election but shall not hold office continuously for a longer period than eight years.

Ordinance 27 - Academic Council

- 1 In the absence of the Principal from a meeting of the Academic Council, a Vice-Principal, if any, shall preside, and in the absence of both the Principal and a Vice-Principal, if any, the Convener of the Standing Committee shall preside. In the absence of all the foregoing persons, a Chairman for the time being shall be elected by the meeting from among the members of the Academic Council present.
- 2 (1) There shall be a Standing Committee of the Academic Council consisting of fifteen members, of whom, at the conclusion of each annual election, six shall be and nine shall not be members of the Senatus Academicus.
- (2) The manner of election of the members of the Standing Committee and their periods of office shall be as prescribed in the Regulations made by the Academic Council.

- (3) The members of the Standing Committee shall annually elect one of their number to be Convener. The Convener shall, when present, preside over meetings of the Standing Committee; in the absence of the Convener from a meeting of the Standing Committee a Chairman for the time being shall be elected by the meeting.
- (4) Meetings of the Standing Committee shall be held from time to time as decided by the Committee. Special meetings may be convened at any time by the Convener or at the request of not less than four members of the Standing Committee.
- (5) Six members of the Standing Committee shall constitute a quorum.
- (6) The functions of the Standing Committee shall be as follows:
 - (a) to prepare the agenda for meetings of the Academic Council;
 - (b) to advise concerning the calling of Special Meetings of the Academic Council under Statute 15(3) and on the calling of meetings of the Academic Council outside term time;
 - (c) such other functions as the Academic Council may from time to time determine.

Ordinance 39 - Degrees, Diplomas and Certificates

- 1 (1) The University may confer the following degrees:

Bachelor of Accountancy (BAcc), Bachelor of Architecture (BArch), Bachelor of Arts (BA), Bachelor of Dental Surgery (BDS), Bachelor of Design (BDes), Bachelor of Education (BEd), Bachelor of Engineering (BEng), Bachelor of Finance (BFin), Bachelor of Laws (LLB), Bachelor of Medical Science (BMSc), Bachelor of Medicine and Bachelor of Surgery (MB, ChB), Bachelor of Midwifery (BMid), Bachelor of Nursing (BN), Bachelor of Science (BSc); Master of Accountancy (MAcc), Master of Arts (MA), Master of Business Administration (MBA), Master of Dental Science (MDS), Master of Design (MDes), Master of Education (MEd), Master of Engineering (MEng), Master of Fine Art (MFA), Master of Forensic Medicine (MFM), Master of Laws (LLM), Master of Letters (MLitt), Master of Medical Education (MMEd), Master of Medical Science (MMSc), Master of Nursing (MN), Master of Orthopaedic Surgery (MChOrth), Master of Philosophy (MPhil), Master of Public Health (MPH), Master of Research (MRes), Master of Science (MSc), Master of Science (MSci), Master of Social Work (MSW), Master of Surgical Science (MSSc); Doctor of Dental Science (DDSc), Doctor of Laws (LLD), Doctor of Letters (DLitt), Doctor of Medicine (MD), Doctor of Philosophy (PhD), Doctor of Science (DSc).
- (2) The following degrees may be conferred *honoris causa*:

Master of Arts (MA), Master of Dental Science (MDS), Master of Medical Science (MMSc), Master of Public Health (MPH), Master of Science (MSc), Master of Surgical Science (MSSc); Doctor of Laws (LLD), Doctor of Letters (DLitt), Doctor of Science (DSc).
- 2 The University may confer diplomas or certificates in such subjects as are approved from time to time by the Senatus Academicus and the University Court.
- 3 The University Court shall have power to make Regulations on the recommendation of the Senatus Academicus and with the advice of the appropriate College Board prescribing the entrance qualifications, the courses of instruction and the conditions of entry to these courses, the degree, diploma and certificate examinations, the extent of the evidence required of candidates' academic achievement, the conditions under which candidates may be exempted from attendance at any course of instruction or from examination and all other matters relating to any degree, diploma or certificate which may be conferred by the University under this Ordinance.
- 4 (1) The Examiners shall be such of the Professors, Readers, Senior Lecturers, Lecturers and Teaching Fellows (approved for this purpose by the relevant Head of College) giving instruction in subjects qualifying for the prescribed examinations for any degree, diploma or certificate as the appropriate College Board shall from time to time determine and such External Examiners, not being members of the academic staff of the University, as may be appointed by the University Court.
- (2) No external examiner shall be appointed for a longer period than four years or for consecutive periods totalling more than four years; and no person who has held the office of external examiner for a continuous period of four years shall be eligible for re-appointment until at least one year thereafter.

- (3) A former member of staff shall not normally be eligible for appointment as an external examiner either before the expiry of three years from the date of demitting office or after having ceased to hold an appointment in another University or equivalent institution.
- 5 A candidate who has satisfied all the conditions prescribed by this Ordinance and by the relevant Regulations made thereunder shall, after payment of the fees required, be entitled to receive the degree, diploma or certificate for which he is a candidate, with a statement of the subjects in which he has passed and, in the case of an honours degree, the class of honours obtained:
- Provided that the Senatus Academicus shall have power at its discretion to refuse to authorise the granting of any degree, diploma or certificate to any person, otherwise qualified, who is at the time in debt to the University or to the Students' Association in respect of a fine or other penalty imposed under the Association's Disciplinary Bye-Laws.
- 6 A graduate of the University of Dundee is a person who has been awarded one or more of the degrees or qualifications given in paragraph 1(1) and 2 above, or who has been awarded the Diploma of Higher Education or the Certificate of Higher Education; provided that as a condition of graduation and in accordance with paragraph (2) of Statute 20 they shall pay a registration fee. Such persons shall be members of the Graduates' Council.
- 7 Ordinances Nos. 1, 2, 3, 4, 5, 6, 7, 8, 11, 13, 14, 15, 16, 17, 21, 22, 23, 24, 25, 29, 30, 31, 32, 33, 34, 35, 36, 37 and 38 are hereby revoked:
- Provided that nothing in this section shall have the effect of reviving any Ordinance of the University of St Andrews which was revoked by any of the Ordinances specified herein.

Ordinance 40 – Student Discipline

Explanatory Note:

Being a student confers many rights and privileges. Amongst these, students are accorded a great deal of freedom, which arises from membership of an academic, residential and social campus community in which teaching, learning and research, and also tolerance and equality of opportunity, are of the utmost importance. This community can only function if the rights of each individual are carefully balanced against those of other individuals, and where others' rights to study, to respect for property, home, family etc are respected.

Where this principle is transgressed, there is a liability to disciplinary proceedings in order to protect these other interests. In taking disciplinary action, the University may consider matters such as legal requirements, the protection of national security in a democratic society; public safety; the prevention of disorder or crime; the protection of health or morals, and the protection of the rights and freedoms of others. The University's disciplinary procedures seek to deal with student discipline clearly, promptly, fairly, in compliance with natural justice, and with the provision of Hearings where specified under Ordinance 40.

Authorised Officers include the Principal, Vice-Principals, Deputy Principals, Deans, Director of Student Services or Nominee, Wardens, Librarian, Director of Information Services, and the University Security Manager.

Jurisdiction

- 1 (1) All students of the University are subject to the disciplinary jurisdiction of the Senatus Academicus in respect of their conduct both on and off University property. The authority of the Senatus in disciplinary matters shall normally be exercised by the Principal, acting on its behalf. In addition, full disciplinary powers are also permanently delegated by the Principal to the Vice-Principal(s) and Deputy Principal(s).
- (2) This Ordinance applies to former students of the University under para. 6(6) below.
- (3) In general, Authorised Officers where relevant should consider the promotion of good race relations and racial harmony, and the University's policies on disability, gender, race and other equal opportunities issues.

Authorised Officers

- 2 (1) The Principal has also delegated full disciplinary authority to all Vice Principals, Deputy Principals and equivalents.
- (2) The following officers may also exercise disciplinary powers, for which they shall be accountable to the Principal and/or to the Vice-Principal(s):
- University Secretary

Academic Secretary

Deans, and Heads of Divisions, Departments, Units and Schools; teaching Deans (in respect of misconduct by students in their academic areas),

Director of Student Services or nominee (in respect of misconduct in University Residences)

University Security Manager

The Librarian or Deputy Librarian or Medical Librarian (in respect of breaches of the Library Regulations),

The Director of Information Services (in respect of breaches of the Regulations for the Use of Computing Facilities).

The President of the Dundee University Students' Association (DUSA).

- (3) The Principal and all others mentioned above exercising disciplinary powers under sub-sections (1) and (2) shall hereinafter be referred to as 'Authorised Officers'.
- (4) The jurisdiction of all Authorised Officers includes all University premises/precincts and any other place where any alleged infringement of discipline regulations takes place.
- (5) Where misconduct leading to proceedings under this Ordinance does not relate to the area of responsibility of any of the Authorised Officers listed under sub-section (2), or, though affecting the University as a whole, does not merit the attention of the Principal or other senior officer of the University, the Principal may appoint an appropriate ad hoc Authorised Officer.
- (6) Any Authorised Officers are empowered to draw up and implement additional or supplementary disciplinary regulations in relation to their area of responsibility where appropriate, subject to consultation with the Vice-, or Deputy, Principal concerned, including, for example, penalty points schemes applicable in any or all University residences, flats, halls or any other University accommodation.
- (7) All Authorised Officers must comply with any disciplinary guidelines issued, and must report disciplinary action taken by them to the Vice-, or Deputy, Principal(s) concerned.
- (8) In the event of any issue involving disability, race or any other equal opportunities issue arises, any Authorised Officer has a discretion to adjourn proceedings to seek a report from any University or external adviser and/or to consider such a report or any related submission by any person, and to consider promotion of good race relations and racial harmony. This may be at any stage in any disciplinary matter, but is at the sole discretion of the Authorised Officer(s) concerned.

Misconduct

- 3 (1) All students shall comply with such Statutes, Ordinances, Regulations and Rules as may be prescribed for their conduct as students and with such instructions relating to their conduct as students as they may receive from members of the University staff in the exercise of their duties.
- (2) A student shall be guilty of misconduct through:
 - (i) failure to comply with any Statute, Ordinance, Regulation, Rule or instruction referred to in sub-section (1) or with any Disciplinary Bye-Law of the Students' Association approved for the purposes of this Ordinance by the Senatus; or
 - (ii) improper interference with the functioning or activities of the University, or those who work or study in the University; or
 - (iii) action which otherwise damages the University.
- (3) By way of further definition of the rubric in sub-section (2)(ii) and (iii), but without derogating from their generality, the following shall constitute misconduct:
 - (i) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
 - (ii) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor to the University;

- (iii) violent, indecent, disorderly, threatening or offensive behaviour or language whilst on or off University premises or engaged in any University-related activity;
- (iv) fraud, theft, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
- (v) action likely to cause injury or impair the safety or health of any person or persons, on or off University premises;
- (vi) sexual, racial, or disability-related, or any other bullying, harassment or intimidation by any means of any student, member of staff or other employee of the University or any authorised visitor to the University;
- (vii) examination offences and offences within the jurisdiction of the Regulations governing Plagiarism and Academic Dishonesty;
- (viii) damage to, or defacement of, University property or the property of other members of the University community caused intentionally or recklessly, and misappropriation of such property;
- (ix) misuse or unauthorised use of University premises or items of property, including computer misuse;
- (x) conduct which constitutes a criminal offence where that conduct:
 - (a) takes place on University premises, or
 - (b) affects or concerns other members of the University community, or
 - (c) damages the good name of the University, or
 - (d) itself constitutes misconduct within the terms of this Ordinance, or
 - (e) is an offence of dishonesty, where the student holds an office of responsibility in the University;
- (xi) behaviour which may bring the University into disrepute;
- (xii) failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require, or necessary, that such information be given;
- (xiii) failure to comply with a previously imposed penalty under this Ordinance.
- (xiv) Contravention of a penalty points scheme in University residences, flats, halls or any other University accommodation.
- (xv) Any form of bullying, intimidation or harassment which does not fall under any other category.
- (xvi) Research misconduct of any description which does not fall under any other disciplinary category.
- (xvii) Raising unfounded or unsubstantiated complaints, appeals or disciplinary matters.
- (xviii) Infringements of University parking regulations

Situations Requiring Urgent Action

- 4 (1) Any Authorised Officer is permitted to deal with any complaint of misconduct informally, by way of caution or otherwise, where, after careful consideration of the circumstances he or she considers such informal action appropriate.
- (2) Where, in the view of any Authorised Officer, urgent action is required for reasons such as emergency circumstances; protection of student(s) and/or staff; health and/or safety-related issues, or any similar reason, however occurring, the Authorised Officer may proceed immediately by applying disciplinary action, either acting alone or co-opting any other member(s) of staff or other person(s) as required. Any or all disciplinary sanctions or penalties available under this Ordinance may be applied. The Authorised Officer(s) should subsequently review the initial decision after receiving representations or a defence by the student and may thereafter amend any disciplinary sanctions or penalty as appropriate. Notwithstanding any

appeal subsequently lodged by the student, such a disciplinary decision shall continue to apply pending any appeal's conclusion.

- (3) In circumstances other than those described in para. 4(2) above, if any student admits a breach of disciplinary regulations, the Authorised Officer should advise the student of the consequences of the admission and of the range of disciplinary sanctions and penalties available and should thereafter seek information and representations in mitigation from (or on behalf of) the student(s) before determining the sanction(s) to be imposed. All decisions may be made by the Authorised Officer acting alone or with other member(s) of staff or other person(s) co-opted as required.
- (4) Where an Authorised Officer applies disciplinary provision(s) under sections 4(1), 4(2) or 4(3), the student(s) may appeal under the provisions set out in section 7 below. The remaining procedural provisions of Ordinance 40 do not apply in such circumstances.

General Procedures

- 5
 - (1) Where, apart from section 4 above, any student denies the misconduct alleged, a Hearing should be held by the Authorised Officer to consider and to determine the matter. The Authorised Officer should decide, in the light of the seriousness of the alleged misconduct and all the circumstances, whether the Hearing should be formal or informal. Generally, the disciplinary allegations must be communicated in advance to the student(s), who has/have the right to attend the Hearing and be heard by the decision-makers, to present evidence, to make representations and to present a defence countering the disciplinary case against the student(s).
 - (2) An Authorised Officer may co-opt any other member(s) of staff and/or other person(s) to assist in determining any case at any stage. The references which follow below to "Authorised Officer" include anyone so co-opted.
 - (3) A student may be accompanied, assisted or represented at any Hearing by any person.
 - (4) The Authorised Officer may adjourn or postpone any Hearing at any time, and legal advice may be sought at any stage, on behalf of the University.
 - (5) If after the Hearing the Authorised Officer is satisfied, by finding the complaint substantiated (after balancing both sides of the case) or due to an admission by the student(s) involved, that the student(s) did breach disciplinary regulations, the Authorised Officer should provide an opportunity if possible to seek information and representations in mitigation from, or on behalf of, the student(s) before determining the disciplinary sanction(s) (if any) to be imposed, unless the same considerations apply as in para. 4(2) in which case an immediate sanction may be applied.
 - (6) If the conduct is more serious than anticipated, the case may be referred by the Authorised Officer at any stage, for any purpose related to this Ordinance, to another Authorised Officer or to the Principal, who is also authorised in this eventuality to co-opt any other member(s) of staff and/or other person(s) to assist in determining any case at any stage.
 - (7) If any Authorised Officer or any other co-opted person considers there to be a conflict of interest or significant prior involvement in a case, this should be declared and an alternate person included.
 - (8) Any Authorised Officer may deal under Ordinance 40 with any case referred from the disciplinary authorities at DUSA.
 - (9) A letter confirming the outcome of the Hearing with a summary of reasons for the decision and a note of any disciplinary sanctions/penalties imposed should be written to the student(s) as soon as possible after the completion of any Hearing other than an adjourned or postponed one.

Penalties

- 6
 - (1) Disciplinary sanctions applied should generally be proportionate to the misconduct involved. These may be imposed by the Principal, who has permanently delegated powers under Statute 18 and this Ordinance to the Vice-Principal(s), Deputy Principal(s) and to all other Authorised Officer(s) to apply all available disciplinary sanctions, whether acting alone or jointly with any persons co-opted to act with an Authorised Officer. A referral may be made to a more senior Authorised Officer for consideration and, if appropriate, application of any sanction. The

- delegated power to the DUSA President to apply any penalty only applies where he/she is acting as part of a Disciplinary Panel and does not extend to a power to act alone
- (2) Penalties and sanctions may be temporary or permanent and include: expulsion, exclusion or suspension from the whole University, and/or from any academic or other course(s), and/or from the use of any or all IT facilities, and/or from participation in any or all University activities, and/or from any or all other privileges, and/or from any or all part(s) of the University's precinct or premises, and/or from visiting, and/or residence in, and/or prevention from future application to, any or all University residences, flats, halls or any other University accommodation; a fine; a requirement to make good the cost of any damage or reimburse losses, a reprimand, a University Community service requirement; or the writing of an essay and/or any other penalty or sanction of any type which is appropriate in the circumstances. These penalties and sanctions apply whether or not any student has entered into a contract with the University for accommodation or for anything else.
 - (3) This Ordinance does not affect the operation of Statute 5, of which it is independent.
 - (4) All penalties or sanctions applied shall take immediate effect even if a student appeals.
 - (5) Schemes of penalty points may lead to exclusion from, or the imposition of any other penalty or sanction in connection with, any or all University residences, flats, halls or any other University accommodation including barring from residing there.
 - (6) Available penalties include the provision in the University Charter (clause 3(g)) that the University is authorised, "...[O]n what the Court and Senatus Academicus of the University shall after due enquiry deem to be good cause, to deprive any person of any degree, diploma, certificate or other academic award granted to him by the University."

Appeals

- 7 (1) Appeals shall only be considered if they are based upon:
 - (i) substantive new evidence that has come to light since the original hearing of the case; or
 - (ii) allegations of procedural irregularities (including administrative error) such as might give rise to reasonable doubt as to whether the Authorised Officer(s) would have reached the same decision had they not occurred; or
 - (iii) allegations of prejudice or bias on the part of the Authorised Officer; or
 - (iv) submission that the penalty imposed is unduly harsh.
- (2) A student who wishes to appeal against the decision of an Authorised Officer in his or her case, or against the penalty or sanction imposed, must within seven days of the decision, deliver to the Authorised Officer a notice in writing setting out the nature of the appeal (that is, whether it is an appeal against decision or against penalty, or both) and the ground(s) of the appeal. The student(s) must also deliver a copy of the notice to the Secretary of the University.
- (3) The Secretary or his/her nominee shall, after due enquiry, determine whether the grounds of appeal fall within the provisions of sub-section (1) above. If they do not satisfy these provisions, the Secretary or his/her nominee shall notify the appellant accordingly.
- (4) The Secretary or his/her nominee shall also consider whether a prima facie case for appeal has been made out by the student, and if not, shall notify the student in writing within a reasonable time. Where a prima facie case has been made out, the Secretary or his/her nominee may determine after due consideration and in all the circumstances that the appeal be dealt with informally. Otherwise, the Secretary shall send to the student by recorded delivery or registered or equivalent post, a written invitation to attend the hearing of the appeal. Where an appeal hearing is called, the procedure detailed in section 5 above shall apply, subject to the changes set out in this section and/or any other changes which are in the opinion of the Secretary or his/her nominee, acting reasonably, necessary for the appeal to be considered.
- (5) The appeal hearing shall be considered by a member of the University Court or Senate or University Administration, who for this purpose is hereby designated by the Principal as an Authorised Officer under this Ordinance, provided that such a person shall not have had any significant involvement in the case previously. Such an Authorised Officer may in their discretion also co-opt any other member(s) of staff and/or other person(s) to constitute a committee to determine any appeal at any stage. A representative of the student body should

be included within such a committee if available. The references which follow below to 'Authorised Officer' include any persons so co-opted.

- (6) The Authorised Officer or Committee may seek legal advice at any stage or sit with a legal adviser if appropriate.
- (7) The Authorised Officer initially dealing with the case may be called to attend for all or part of any hearing or to report, and the Authorised Officer or Committee may also call for any other witnesses or other evidence which appears to be necessary to resolve questions raised by the appeal. Both sides of the appeal shall be considered by the Authorised Officer or Committee, and appropriate evidence invited from both sides, whether the appeal is dealt with informally or by hearing.
- (8) The appeal may be adjourned or postponed as the Authorised Officer or Committee considers necessary.
- (9) At the conclusion of the consideration of the appeal, the initial disciplinary decision may be confirmed or set aside, in whole or in part, or it may be upheld, and/or alternative penalty(/ies) and/or sanction(s), whether greater or lesser than the initial ones, may be substituted following the appeal.
- (10) If the matter is being considered by a Committee, it may arrive at its decision by a majority vote of its members.
- (11) The Authorised Officer or the Committee shall inform the student in writing as soon as possible after the decision of a summary of the reasons for the decision of the appeal.
- (12) The Authorised Officer's, or Committee's, decision on the appeal shall be final and no further representations may be made by the student in relation to the case.
- (13) The Authorised Officer or Committee shall report the result of the appeal, including the reasons for the decision made, to the Court and to the Senatus, or alternatively to a committee monitoring such matters, at the next appropriate meeting.
- (14) If the student fails without reasonable excuse to appear on the day appointed for dealing with the matter or the hearing, and the Authorised Officer or Committee is satisfied that he or she has been duly notified of the hearing or other process for dealing with the matter, the appeal may be considered in the absence of the student(s) involved and any sanction imposed as would have been the case if the student had attended.

Criminal Proceedings

- 8 (1) A finding of guilt or an acquittal in a criminal court shall not preclude proceedings under this Ordinance in respect of the same incident, provided that in the case of an acquittal no such proceedings shall be taken on specific allegations already considered and rejected in a criminal court.
- (2) The following procedures shall apply where the alleged misconduct would also constitute an offence under the criminal law if proved in a court of law:
 - (i) Where the potential offence under the criminal law is considered to be not serious (which, as a general but not immutable rule, may be taken to mean an offence that is unlikely to attract a custodial sentence on conviction), action under this Ordinance may continue, but such action may be deferred pending any police investigation or prosecution.
 - (ii) Without prejudice to the powers conferred on the Principal by Statute 5 or those in section 4 above, in the case of all other potential offences under the criminal law, no action may be taken under this Ordinance unless the matter has been reported to the police and either prosecuted or a decision not to prosecute has been intimated to the University, at which time the Principal or other Authorised Officer may decide whether disciplinary action under this Ordinance should continue or be taken.
 - (iii) Where a finding of misconduct is made and the student has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining the penalty made under this Ordinance.

Ordinance 41 - Matriculation

- 1 A person shall not be deemed to be a matriculated student in the University and shall not enjoy any of the privileges of a matriculated student unless, in addition to paying the appropriate consolidated annual fee, he is enrolled as a student in attendance in one or more classes or courses in the University:
- Provided that nothing herein contained shall affect the right of the University Court to exact a fee in lieu of and not exceeding the appropriate consolidated annual fee from any candidate for any examination or for graduation, not being at the time a matriculated student, in addition to the fee payable for such examination or graduation.
- 2 To satisfy the requirements of Section 1 above a student who has been duly elected to an office of the Students' Association which carries the privilege of sabbatical leave may complete a matriculation form and pay the prescribed registration fee in each academic year, not exceeding two, of such sabbatical leave.
- 3 (1) Entrant UK/EU students who are personally responsible for the payment of any element of their tuition fees under the Government's student support arrangements may be permitted to matriculate for the session in which payment is due with the proviso that the whole of those fees must be paid by a date during that session specified by the University Court otherwise their matriculated status may be withdrawn under section 4 below.
- (2) A student who is in debt to the University or to the Students' Association in respect of a fine or other penalty imposed under the Association's Disciplinary Bye-Laws at the beginning of any session shall not be permitted to matriculate for that session until he has repaid the debt or has made arrangements for its repayment acceptable to the University Court or, in the case of repayment due to the Students' Association, has otherwise obtained the express consent of the University Court to matriculate.
- 4 (1) Matriculated status may be withdrawn from students who are in debt to the University in respect of any fee or to the Students' Association in respect of a fine or other penalty, if (a) they have not complied with the requirement for the payment of tuition fees in section 3(1) above, or (b) they have not complied with the arrangements for repaying debt made under section 3(2) above, or (c) the Secretary, after due enquiry which shall include an interview of the student or an offer of interview, considers that the student's debt is unlikely to be repaid unless matriculated status is withdrawn or legal action is taken.
- (2) The Secretary shall inform a student of the decision to withdraw matriculated status by letter handed to the student or sent to the student's last known address.
- (3) If a student's matriculated status is withdrawn and subsequently reinstated, the student shall be liable to pay the appropriate tuition fee and/or residence fee for the period during which matriculated status was withdrawn save that, if the period is lengthy, the Secretary may, at his discretion, waive all or part of the tuition and/or residence fee for that period.
- 5 Ordinance No. 147 (General No. 32) insofar as made applicable to the University of Dundee by the provisions of paragraph (8) of Statute 21, is hereby revoked.

Ordinance 42 - Revocation of Ordinances

- 1 The Ordinances in the schedule to this Ordinance, made applicable to the University in terms of paragraph (8) of Statute 21, are hereby revoked.
- 2 Nothing in Section 1 of this Ordinance shall have the effect of reviving any Ordinance of the University of St Andrews which was revoked by an Ordinance specified in the schedule hereto.

<i>Schedule Number</i>	<i>Title</i>	<i>Date of Approval by Order in Council</i>
6 (General No. 3)	Use of Common Seal	9 May 1891
386 (St Andrews No. 59)	Exemption from attendance on certain courses of study, and from certain examinations, for the honours degree of Bachelor of Science in Applied Science	24 Aug 1962
532 (St Andrews No. 77)	Regulations for the combined degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and Bachelor of Science with honours (BSc)	29 Oct 1965
478 (St Andrews No. 80)	Regulations as to examiners	24 March 1965

558 (St Andrews No. 85)	Offices of Principal and Heads of Colleges; Chairs in the University; conditions of tenure of office and precedence of Principal, Heads of Colleges and Professors	24 Feb 1966
559 (St Andrews No. 87)	Honorary Degrees, conferment of degrees in absence of Chancellor and Vice-Chancellor; admission of women to degrees etc; and admission of Professors, Readers or Lecturers to degrees	24 Feb 1966
554 (St Andrews No. 90)	Readers, Senior Lecturers, Lecturers and Assistant Lecturers	24 Feb 1966

Ordinance 43 - Tuition and Other Fees

(An Ordinance made in terms of Statute 9(5) (q) and (r))

- 1 The amount and incidence of payment of any tuition fee or other fee payable by undergraduate or postgraduate students pursuing part-time or full-time courses of study offered by the University shall be determined by the University Court from time to time.

Undergraduate Course Fees

- 2 For each undergraduate degree course there shall be a consolidated annual fee covering matriculation, tuition, use of libraries, entrance to examinations at one diet per year and, where applicable, use of laboratory, clinical and computing facilities.
- 3 A matriculated, non-graduating student admitted to part of an undergraduate degree course shall pay a fee equal to one ninth of the consolidated annual fee for each term of any class in which he is enrolled: Provided that, if the combined fees for the number of classes and terms exceed four ninths of the consolidated annual fee, the consolidated annual fee shall become payable.
- 4 A final year MB, ChB or BDS student who has been referred shall pay a fee of one third of the consolidated annual fee for the period of referral up to and including the Autumn Term diet of examinations. Any such student who is again referred will be required to pay the balance of the consolidated annual fee.
- 5 There shall be an examination re-entry fee for each subject or combination of subjects assessed as one subject:
Provided that the University Court may prescribe a maximum amount payable in terms of this section.
- 6 Any student who fails to matriculate by the prescribed date shall be liable to pay a late matriculation fee.
- 7 (1) Any student who fails to lodge an examination schedule by the prescribed date shall be liable to pay an examination late-entry fee.
(2) Late entries will be accepted up to three clear days before the first day of each examination diet upon payment of the prescribed late fee, provided that the subjects offered by the late entrant can be taken within the framework of the published timetables. Subject to the same proviso and to the approval of the head(s) of department concerned, an entry lodged by a student thereafter may be accepted on payment of a special late fee.

Postgraduate Course Fees

- 8 (1) For each postgraduate degree, diploma or certificate course taken either full-time or part-time, there shall be a consolidated fee covering, as appropriate, matriculation, tuition, supervision, use of libraries, entrance to examinations at one diet per year and use of laboratory, clinical and computing facilities.
(2) The consolidated fee shall be for the whole course, but for courses extending over two or more years the fee shall be payable in annual instalments in proportion to the proposed period of the course of study or research:
Provided that, in the case of a part-time course extending over more than three years, instalments of fees payable in respect of the second and subsequent years may be adjusted to take account of inflation.
- 9 (1) The consolidated fee of a part-time student who is either

- (a) in full-time employment from which no release for study purposes can reasonably be granted by the employer, or
 - (b) following a course of study or research assigned by the University Court to a special category may, at the University Court's discretion, be assessed at a rate lower than the norm.
- (2) A student, to whom a concession has been granted under this section and who later elects to convert to full-time study, shall be liable to pay the balance of the consolidated fee.
- 10 There shall be a resubmission fee payable by a higher degree candidate on resubmission of a thesis or dissertation which has been referred.
- 11 A member of staff who
- (a) is following an approved course of study or research for a higher degree,
 - (b) holds a full-time appointment in the University, and
 - (c) is paid on nationally-agreed academic, academic-related or technical salary scales, may pay, in lieu of the consolidated fee, a presentation fee on submission of a thesis or dissertation:
- Provided that the University Court may, at its discretion, extend the concession under this section to a member of staff who is making a regular and substantial contribution to the work of the University and who holds either
- (i) a similar post funded by an external body for a period of not less than two years, or
 - (ii) a part-time or honorary appointment in an equivalent category.
- In all cases, the substantial contribution to the work of the University must be in addition to the work undertaken for the Degree for which tuition fees are waived and each application should include a reasonable estimate of its financial value to the University. Each application shall be forwarded to the appropriate Dean who shall be invited to confirm the value of the contribution and to comment on the recommendation.

General

- 12 There shall be a registration fee payable annually, on matriculating, by a student who is not liable to pay any of the fees prescribed by Sections 2, 3, 4, 8 and 9.

Ordinance 45 - Election of Member of Court by the Non-Teaching Staff

- 1 The election of the member of Court elected by the Clerical, Manual and Technical Staff shall take place by postal ballot in the second semester to enable, whenever possible, an announcement of the successful candidate to be made at the latest by the last Court meeting of the academic year in which an election falls due. The period of office of the person elected shall be four years from the first day of August immediately following the election. The person elected shall be eligible for re-election but shall not hold office continuously for a longer period than 8 years.
- 2
- (1) The election shall be carried out in accordance with the Regulations approved by the University Court.
 - (2) Votes by part-time staff whose weekly working hours total not less than fourteen hours shall count as half votes.
 - (3) Staff whose weekly working hours total less than fourteen hours shall not be entitled to vote.
- 3
- (1) If, for any reason, the election cannot be held in the second semester or, having been held, is declared invalid, then the election shall take place in semester time as soon as possible. The period of office of the person elected in a deferred election shall be four years from the first day of August immediately following the second semester in which the election should have been held.
 - (2) In a deferred election, the period of office of the person due to demit office shall be extended until the deferred election has been held.

* This refers to the reduced-fee, part-time higher degree courses in the College of Arts and Social Sciences (Schools of Law, Accountancy and Business Finance, Humanities, Social Science and Psychology (formerly known as the Faculties of Law & Accountancy and Arts & Social Sciences)) approved by Court on 2 July 1984. No reference is made to the restriction of the concession to home postgraduates, since to make such a distinction would be discriminatory in terms of the Race Relations Act.

- 4 If a casual vacancy arises in this membership, an election to fill the vacancy shall take place in semester time as soon as possible after the date when the vacancy occurs. Election to a casual vacancy shall be in accordance with the same Regulations as for an ordinary vacancy.
- 5 The Secretary shall act as Returning Officer in this election and shall be responsible for keeping the electoral roll. He shall fix the date of the election. If for any reason the Secretary is unable to act as Returning Officer the Principal shall appoint a substitute.

Ordinance 49 - Academic Staff - Discipline, Dismissal and Removal from Office

- 1 A Tribunal appointed by the Court under paragraph 16 of Statute 16 shall conduct its proceedings in private and in accordance with the provisions of Statute 16 and of this Ordinance.
- 2 The Tribunal and the member of academic staff concerned shall receive from the officer in charge of the proceedings, not less than twenty-one days in advance of the date set for the hearing, a formal written statement of the charge or charges on which the Tribunal is required to make its determinations, together with any documents therein specified.
- 3 The officer in charge shall present the charge or charges before the Tribunal, either personally or through another officer of the University or another representative who may or may not be legally qualified. The nomination of the person presenting the charge or charges shall be communicated to the member of academic staff not less than three days before the hearing.
- 4 The member of academic staff may present his or her own case before the Tribunal personally or shall be entitled to be represented by another person appointed by him or her, who may or may not be legally qualified and who may or may not be a member of the University. The nomination of any such representative shall be communicated to the officer in charge not less than three days before the hearing.
- 5 A charge shall not be determined without an oral hearing at which the member of academic staff concerned and any appointed representative are entitled to be present. Should the member of academic staff concerned or his or her appointed representative fail to appear at the hearing or any adjournment or postponement thereof, the Tribunal may at its discretion proceed with the hearing and determine the charge or charges in their absence.
- 6 Written cases by the presenters and documentary evidence in support or in defence of the charge or charges, if any, shall be submitted to the Tribunal and to the other party not less than seven days before the hearing, but the Tribunal at its discretion shall have the power to admit additional documentary evidence at any stage.
- 7 Both parties shall be entitled to call witnesses and to question witnesses on evidence submitted as documents or orally. A list of the names of witnesses to be called shall be submitted to the Tribunal, to the member of academic staff concerned or his or her representative and to the officer in charge not less than seven days before the hearing. The Tribunal shall also have the power to question witnesses and the member of academic staff concerned and to call additional witnesses.
- 8 The Tribunal shall have power to determine its own procedures at the hearing, subject to the provisions of this Ordinance and having regard to the following normal sequence:
 - (i) The charge or charges against the member of academic staff concerned shall be presented first.
 - (ii) The member of academic staff or his or her representative shall be invited to make a statement in reply.
 - (iii) The presenter will then make the case and may call witnesses and refer to documentary evidence. The member of academic staff or his or her representative and members of the Tribunal may question the presenter and the witnesses on the evidence presented. Except with the leave of the Tribunal, a witness shall not be present when another witness is giving evidence.
 - (iv) The member of academic staff or his or her representative shall then present his or her case and may call witnesses and refer to documentary evidence. The presenter and members of the Tribunal may question the member of academic staff and his or her representative and the witnesses on the evidence presented. Except with the leave of the Tribunal, a witness shall not be present when another witness is giving evidence.
 - (v) The presenter may make a final submission to the Tribunal.
 - (vi) The member of academic staff or his or her representative may make a final submission to the Tribunal.

- (vii) Thereafter everyone except the members of the Tribunal and its secretariat, if any, shall withdraw and the Tribunal shall consider its decision.
- 9 The Tribunal at its discretion may postpone or adjourn any hearing in order to allow additional evidence to be submitted relevant to the charges or for any reason which the Tribunal deems appropriate. It shall be its general intention however to hear and determine any charge as expeditiously as reasonably practicable.
- 10 The Tribunal may dismiss a charge where after presentation it considers a prima facie case has not been made, without hearing the presentation by or on behalf of the member of academic staff, or may remit a charge to the Principal for further consideration, before or after the commencement of the hearing. If it appears that accidental errors have been made in any material relating to the charge or charges, then the Tribunal may, with the agreement of the parties, correct such errors for the record.
- 11 The decision of the Tribunal on any charge, which may be unanimous or by a majority, shall be transmitted to the Principal and to each party to the proceedings as soon as reasonably practicable after the hearing. The intimation shall, where appropriate, draw attention to the period of time within which any appeal should be made, in accordance with Part V of Statute 16.

Ordinance 50 - Academic Staff-Discipline, Dismissal and Removal from Office-Appeal Procedure

- 1 The person appointed by the Court under Paragraph 28 of Statute 16 to hear and determine an appeal shall conduct the proceedings in private and in accordance with the provisions of Statute 16 and of this Ordinance.
- 2 The Secretary shall provide to the person appointed, not less than seven days before the date set for the appeal hearing, copies of (i) the written notice with grounds of appeal as lodged by the appellant, and (ii) any written reports submitted by the relevant Committee, Tribunal or Board acting at first instance under Part II, Part III or Part IV of Statute 16.
- 3 The appellant may present his or her case to the person appointed personally or shall be entitled to be represented by another person nominated by him or her, who may or may not be legally qualified and who may or may not be a member of the University. The nomination of any such representative shall be communicated to the Secretary not less than three days before the date set for the appeal hearing.
- 4 The University Court may be represented at the hearing by the Principal or Secretary or other nominated officer of the University or by a nominated representative who may or may not be legally qualified and who may or may not be a member of the University. The nomination of any such representative shall be communicated to the appellant not less than three days before the date set for the appeal hearing.
- 5 An appeal shall not be determined without an oral hearing at which the appellant and any person nominated to represent him or her are entitled to be present and, with the consent of the person appointed to hear the appeal, to call witnesses. Should the appellant or his or her nominated representative fail to appear at the hearing or any adjournment or postponement thereof, the person hearing the appeal will have discretion to proceed with the hearing and determine the appeal in their absence.
- 6 The person appointed shall have power to postpone or adjourn the hearing, to dismiss the appeal for want of prosecution and to instruct correction of accidental errors. Time limits for each stage, including the hearing itself, may be set by the person appointed, with a view to hearing and determining the appeal as expeditiously as reasonably practicable.
- 7 The person appointed to hear the appeal shall otherwise have full power to determine procedure at the hearing, subject to the provisions of Statute 16 and this Ordinance, and shall have power to request additional documentation and to call witnesses.
- 8 The person appointed shall send the reasoned decision to the Principal and to the parties to the appeal as soon as practicable after the hearing.

Ordinance 54 – Fitness to Practise

Any School may develop criteria, committee(s), regulations and procedures in relation to Fitness to Practise for the professions, which shall be subject to the approval of the relevant College Board and the Senatus prior to implementation.

Ordinance 55 – Sports Union

The Sports Union may from time to time make alterations to its constitution, but only with the approval of the Court.

Ordinance 56 – The Colleges

- 1 From the date on which this Ordinance shall come into operation, there shall be a College of Medicine, Dentistry & Nursing, a College of Life Sciences, a College of Arts & Social Sciences and a College of Art & Design, Architecture and Engineering & Physical Sciences.
- 2 The Colleges shall comprise such Schools and subjects of study as shall be prescribed by the Senatus.
- 3 There shall be a Head of each College who shall be appointed by the Court, following consultation with the academic staff of the College, and who shall have such powers and duties as the Court may determine. The Head of College shall be a Vice-Principal of the University and shall, when present, preside over meetings of the College Board.
- 4 For each College there shall be constituted a College Board as follows:
 - (a) The Head of College;
 - (b) The Deans of the Schools comprising the College;
 - (c) The head of learning and teaching in the College;
 - (d) The head of research in the College;
 - (e) A number of elected members from the academic staff of the College equal to twice the number of the ex officio members in paragraphs (a) to (d) above;
 - (f) One or more members of academic staff from another College or Colleges, as determined by the Senatus on the recommendation of the College Board;
 - (g) At least one DUSA Sabbatical Officer, at least one School President from the schools within the College and at least one postgraduate student, and the College Board may authorise the nomination of one or more postgraduate students in the College for this purpose;
 - (h) Such other members of the teaching or research staff of the College as the Senatus, on the recommendation of the College Board, may from time to time determine;
 - (i) Other persons at the invitation of the Head of College and with the approval of the College Board.
- 5
 - (1) Elections for ordinary vacancies in the elected membership as defined in paragraph 4(e) above shall be held by means of a postal ballot during the second semester of the session in which the period of office of the retiring members expires: provided that in case of unavoidable delay such elections shall be held at the earliest practicable time, either in the summer vacation or in the first semester of the succeeding session.
 - (2) Casual vacancies shall be filled as soon as possible after they occur, either by co-option or by elections held in the same manner as elections for the filling of ordinary vacancies. A member co-opted or elected to fill a casual vacancy shall serve for the unexpired portion of the period of office of the member who is replaced.
 - (3) Nominations for election shall be made in writing to the College Secretary by any member of the electorate and shall be accompanied by the signed consent of the candidate.
 - (4) The period of office of elected members shall, save as provided in paragraph 5(2) above, be three years. A retiring member shall not be eligible for re-election until at least one year has elapsed from the end of the previous period of office.
 - (5) A member co-opted or elected under paragraph 5(2) above who has served for a period not exceeding one year shall be eligible for election or re-election forthwith.
 - (6) The period of office shall run from the first day of August following the election: provided that in the case of a delayed election the period of office shall run from the date of the election and shall end on the thirty-first day of July three years thereafter.
- 6 Each College Board shall have the following powers and functions:

- (a) To advise the Senatus on all matters relating to the organisation of education and research in the subjects of the College, including the admission of students, curricula and examinations;
- (b) To consider and report to the Senatus on any subject of study or combination of such subjects;
- (c) To discuss any matters relating to the College and any matter referred to it by the Senatus, and to convey its views and recommendations thereon to the Senatus;
- (d) Subject to the approval of the Senatus, to constitute such programme boards within the College as it may deem necessary, including joint programme boards with other Colleges;
- (e) Such other powers and functions as the Court or Senatus may authorise and prescribe.

Ordinance 57 - Schools of Study

- 1 The Senatus shall prescribe which Schools shall belong to each of the Colleges.
- 2 There shall be a Dean of each School who shall be appointed by the Court, following consultation with the academic staff of the School, for a period of five years. Such initial term of office may be extended for further periods with the consent of the Principal and the School Board. Each Dean shall have such powers and duties and shall receive such remuneration as the Court may determine.
- 3 The Dean of each School shall, when present, preside over meetings of the School Board, except any meeting or part of a meeting at which the reappointment of the Dean for a further period is to be discussed, in which case the Board shall elect a chairperson for the purpose at that meeting.
- 4 For each School there shall be constituted a School Board as follows:
 - (a) The Dean;
 - (b) The conveners of such programme boards and the heads of such research divisions as have been established in the School;
 - (c) One or more members of academic staff from another School or Schools, as determined by the College Board on the recommendation of the School Board;
 - (d) One student from each of the Degree programmes (or, as determined by the Dean, appropriate group of Degree programmes) in the School, nominated annually by the students in the School: provided that the School Board may in addition authorise the nomination of one or more postgraduate students in the School;
 - (e) Either: all other members of the academic staff of the School,
or: members elected from the academic staff of the School, whose number, manner of election and period of office shall be determined by the College Board and endorsed by the Senatus;
 - (f) Such other members of the teaching or research staff of the School as the College Board, on the recommendation of the School Board, may from time to time determine;
 - (g) Other persons at the invitation of the Dean and with the approval of the School Board.
- 5 Each School Board shall have the following powers and functions:
 - (a) To advise the Board of the College to which the School belongs on all matters relating to the organisation of education and research in the subjects of the School including curricula and examinations;
 - (b) To be responsible for such operational aspects of student admissions, student administration, the management of learning and teaching, quality assurance and research as may be delegated to it by the College Board;
 - (c) To be responsible for the effective deployment of such resources as are provided by the College or the University;
 - (d) To discuss any matters related to the School and any matter referred to it by the College Board, and to convey its views and recommendations thereon to the College Board;
 - (e) Such other powers and functions as the Senatus or the College Board may authorise and prescribe.

Ordinance 58 – Election of Member of Court by the Student Body

- 1 The matriculated student member of Court (Statute 9(1)(k)) shall be elected by a general poll of the matriculated students of the University.

Provided that the first student to become a member of Court under this Ordinance shall be the Deputy President of the Students' Association, who shall serve throughout his tenure as Deputy President.

- 2 (1) The election of the matriculated student member of Court shall be held annually in the second semester, and the student so elected shall hold office for one year from the first day of August following the election and shall be eligible for re-election for one further term of one year.
- (2) In the event that the member so elected ceases to be a matriculated student of the University, he or she shall also cease to be a member of Court. In such an event, the Deputy President of the Students' Association shall be appointed as the matriculated student member and shall serve the remainder of the term of office.

- 3 The method of election and procedure for nomination of the matriculated student member of Court shall be as prescribed by the Students' Association for the nomination and election of its officers:

Provided that where no nominations are received by the due date, candidacy shall be deemed to transfer to the nominations for Deputy President of the Students' Association, and the candidate who is elected Deputy President shall serve as the matriculated student member of Court for one year from the first day of August following his or her election as Deputy President.