

Ordinances

I THE MEMBERS OF THE UNIVERSITY

1. The following persons shall be Members of the University:

The Officers of the University, viz.:

The Chancellor

The Pro-Chancellors

The Vice-Chancellor

The Pro-Vice-Chancellors

The Treasurer.

The Registrar & Secretary

The Members of the Court

The Members of the Council

The Members of the Senate

The Emeritus Professors

The Members of Convocation

The Members of the Teaching Staff of the University

Senior members of the Library Staff and of the Administrative Staff as defined by the Council

The Wardens or other Chief Officers of Halls of Residence provided or licensed by the University

The Graduates

The Undergraduates

Such other persons as shall under Ordinance be granted the status of Members.

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

II APPOINTMENT OF OFFICERS AND STAFF OF THE UNIVERSITY

The Council shall, subject to the Charter and Statutes, have power to deal with the following:

The terms and mode of appointment, tenure of, and removal from office, duties, emoluments, allowances, salaries and superannuation allowances of the Officers and Staff of the University.

III THE CHANCELLOR

1. The Chancellor shall be elected by the Court on the nomination of the Council and shall be installed at a Congregation of the whole University.
2. The Chancellor shall hold office for a period of five years from the date of installation but the Court may on the recommendation of the Council by resolution extend the Chancellor's tenure of office for one further period of not more than five years.
3. The Chancellor may resign by letter addressed to the Secretary of the Council and may be removed for good cause by the Visitor at the instance of the Council.

SPECIAL ORDINANCE

The provisions of paragraph 2 of Ordinance III shall only apply to Sir Peter Middleton if he indicates in writing addressed to the Secretary of the Council that he wishes those provisions to apply to him, and otherwise he shall hold the office of Chancellor for life.

IV THE CHAIRMAN OF THE COUNCIL

1. The Council shall elect a Chairman of the Council who shall by virtue of that office be a Pro-Chancellor.
2. Subject to the Statutes, the Chairman of the Council shall hold office for four University years and shall be eligible for re-election for one further such term.
3. In the event of a casual vacancy occurring in the office of Chairman of the Council, the Council may elect an Acting Chairman to hold office for the remainder of the University year.

V THE PRO-CHANCELLORS

1. Pro-Chancellors other than the Chairman of the Council shall be elected by the Council.
2. A Pro-Chancellor elected under this Section shall, subject to the Statutes, hold office for four University years and shall be eligible for re-election for one further such term.

VI THE VICE-CHANCELLOR

1. The Vice-Chancellor shall be appointed by the Council after nomination by a Joint Committee of the Council and the Senate and after the Council has received the advice of the Senate thereon.
2. Subject to the Statutes, the Vice-Chancellor shall hold office for a period of seven years and shall be eligible for re-appointment for further periods provided that the total period of office may not exceed twelve years.
3. A Vice-Chancellor who is also a Professor of the University may continue to hold the latter office on retirement from the office of Vice-Chancellor.

VII THE PRO-VICE-CHANCELLORS

1. Pro-Vice-Chancellors shall be appointed by the Council on the recommendation of a Committee chaired by the Vice-Chancellor. Membership of the Committee shall include staff appointed by the Vice-Chancellor following calls for expressions of interest.
2. Subject to Section 6 of the Statutes, a Pro-Vice-Chancellor shall hold office for an initial period not exceeding five years, and shall be eligible for reappointment.
3. The duties of a Pro-Vice-Chancellor shall be:
 - (a) to act for the Vice-Chancellor during the absence of the Vice-Chancellor or during a vacancy in the office of Vice-Chancellor;
 - (b) to assist the Vice-Chancellor in such matters as may be specified from time to time by the Vice-Chancellor;
 - (c) to carry out such other duties as may be specified from time to time by the Council.

VIII THE TREASURER

1. The Treasurer shall be elected by the Council.
2. Subject to the Statutes, the Treasurer shall hold office for four University years and shall be eligible for re-election for one further such term.
3. In the event of a casual vacancy occurring in the office of Treasurer, the Council may elect an Acting Treasurer to hold office for the remainder of the University year.
4. The receipts of the Treasurer for any moneys payable to the University shall be sufficient discharges for the same.

IX THE REGISTRAR AND SECRETARY

1. The Council shall, after consultation with the Senate, appoint a Registrar and Secretary for such period and under such conditions as it may determine.
2. The Registrar and Secretary shall be the Secretary of the Court the Council and the Senate.

X THE COURT

1. The Court shall consist of the following persons, *viz.*:

Category I: Life Members

Such persons not exceeding ten in number at any one time as have rendered distinguished service to the University and are elected by the Court on the nomination of the Council to be Members during their lives.

Category II: Ex Officio Members

The following persons shall be ex officio Members of the Court namely:

- (a) The Chancellor
- (b) The Pro-Chancellors
- (c) The Vice-Chancellor
- (d) The Pro-Vice-Chancellors

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- (e) The Principal of City College
- (f) The Treasurer
- (g) The Registrar and Secretary
- (h) The Members of the Council in Class (4)
- (i) The Chairman and the Secretary and Clerk of Convocation
- (j) The Lord Lieutenant of the County of South Yorkshire
The High Sheriff of the County of South Yorkshire
The Lord Mayor of Sheffield
The Master of the Company of Cutlers in Hallamshire in the County of York
The Chief Constable of South Yorkshire Police
The President of the Sheffield Chamber of Commerce and Industry
- (k) The Members of the Commons House of Parliament for the several divisions of the City of Sheffield
- (l) The Leader of Sheffield City Council
The Chief Executive of Sheffield City Council
The Executive Director of the Education Directorate of Sheffield City Council
- (m) The Bishop of Sheffield
The Bishop of Hallam
The Chairman of the Sheffield District of the Methodist Church
The Moderator of the Yorkshire Province of the United Reformed Church
The President of the Representative Council of Sheffield and District Jews
- (n) The Vice-Chancellor of Sheffield Hallam University
The Chief Executive of Sheffield College
- (o) The Chairman of the Careers Advisory Board
- (p) The President of the Union of Students and two other Officers of the Union prescribed in Regulations of the Council

Category III: Representative Members

The following persons shall be representative Members of the Court:

- (a) Forty persons to be appointed by Convocation
- (b) Two persons to be appointed by the Town Trustees of Sheffield
- (c) One person to be appointed by the Master Wardens Searchers Assistants and Commonalty of the Company of Cutlers in Hallamshire in the County of York
- (d) One person to be appointed by the Sheffield Church Burgesses
- (e) One person to be appointed by the Yorkshire and Humber Regional Development Agency
- (f) One person to be appointed by each of such professional and academic bodies as shall be prescribed in Regulations of the Council
- (g) One person to be appointed by each of such industrial trade or commercial bodies as shall be prescribed in Regulations of the Council
- (h) One person to be appointed by each of such bodies representative of community interests as shall be prescribed in Regulations of the Council
- (i) One person to be appointed by each of such educational bodies as shall be prescribed in Regulations of the Council
- (j) One person to be appointed by each of such health authorities as shall be prescribed in Regulations of the Council
- (k) Such representatives of the Academic and Academic-related staff, the Technical staff, the Clerical and Secretarial staff and the Manual and Ancillary staff as shall be prescribed in Regulations of the Council.

Category IV: Other Members

The Council may from time to time appoint additional members of the Court to serve for such period as the Council may determine in each case, provided that the number of members of the Court in this category shall at no time exceed twenty.

2. Persons may be appointed Members of the Court in Category III although not members of the bodies by which they are appointed.

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3. Members appointed in Category III shall hold office for a term of three years commencing in 2002 and every third year thereafter and shall be eligible for re-election or re-appointment.
4. Casual vacancies in Category III arising during the term of office shall be filled for the remainder of the term by the persons who or the bodies which elected or appointed the Member whose place has become vacant.
5. Any member of the Court may resign by writing addressed to the Secretary of the Council.

XI POWERS OF THE COURT

Subject to the Charter and the Statutes, the Court shall have the following powers:

1. To elect the Chancellor on the nomination of the Council.
2. To elect persons to be Life Members of the Court.
3. To receive and consider an annual report from the Council and the Senate on the conduct of the affairs of the University.
4. To receive and consider the audited annual financial statements of the Council.
5. To receive and consider an annual report on the activities of the Union of Students.
6. To discuss and pronounce an opinion on any matter whatsoever relating to the University and to communicate the same to the Council.
7. To require the Council to report to it on any such matter.

XII MEETINGS OF THE COURT

1. An Annual General Meeting of the Court shall be convened by the Council and held within the period of eight months next following the end of each University year.
2. A notice of a Meeting of the Court together with an agenda paper and a copy of any report or financial statement to be considered at the Meeting shall be circulated by the Secretary of the Court at least twenty-one days before the date of the Meeting.
3. Special Meetings of the Court may be convened by the Council at any time.
4. The notice of any Special Meeting of the Court shall state generally the nature of the business to be transacted and no such Meeting shall be competent to transact any other business than that mentioned in the notice or directly arising therefrom.
5. Twenty-five Members of the Court shall form a quorum.
6. The procedure at Meetings of the Court shall be in accordance with Regulations made by the Council.

XIII THE SENATE

1. The Senate shall consist of:
 - (a) The Vice-Chancellor
 - (b) The Pro-Vice-Chancellors
 - (c) The Principal of City College
 - (d) Such Faculty Officers as Regulations of the Council may prescribe
 - (e) Such Heads or acting Heads of Departments as Regulations of the Council may prescribe
 - (f) The Vice-Principals of City College
 - (g) The Librarian
 - (h) Representatives of the academic and academic related staff of the University. The number of such representatives shall be equal to the number of members under (a) to (e) above. Regulations of the Council shall prescribe the categories of persons by and from whom such representatives shall be elected and fix the term of their membership.
 - (i) Not more than fifteen student members comprising such five Officers of the Union of Students and such representatives of postgraduate students, mature students and of students registered in each Faculty as may be prescribed by Regulations of the Council.
 - (j) Not more than six Chairmen of Committees who are not otherwise members of the Senate, such Chairmen to be co-opted by the Senate. Members under this category shall serve for one University year and shall be eligible to serve for further such periods.
 - (k) The Professors appointed before the coming into force of this section (1 August 1983) and remaining in office, provided that such Professors may permanently relinquish their membership of the Senate under this paragraph by writing addressed to the Registrar and Secretary.

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2. The Senate shall, in addition to the members in 1 above, co-opt such members as may be necessary to ensure that the senior members of the academic staff, as defined by Regulations of the Council, shall constitute the majority of the Senate. Such co-opted members shall serve for a period not exceeding one University year and be eligible to serve for further such periods.
3. Members appointed under paragraph 1(i) shall be members only in respect of their powers of the Senate under Ordinance XIV paragraphs (4) to (12).
4. A member appointed under paragraph 1(e), 1(g), or an Officer of the Union of Students appointed under 1(i) who is unable to attend a meeting of the Senate may, subject to such conditions as may be prescribed by Regulations of the Council, appoint a deputy for that meeting.
5. Twenty members of the Senate, including not fewer than eleven members of the senior academic staff as defined by Regulations of the Council, shall form a quorum.

XIV POWERS OF THE SENATE

The Senate shall have the following powers:

1. To award Degrees Fellowships Scholarships Prizes and other distinctions and to confirm examination results.
2. To review confirm amend or disallow any decision of a Faculty concerning the progress of a student.
3. To regulate subject to the Ordinances of the University the admission of persons to courses of the University.
4. To make after report from the Faculties concerned all regulations for giving effect to the Statutes and Ordinances of the University relating to courses of study.
5. To report to the Council after report from the Faculties concerned on all Ordinances relating to courses of study degrees or other distinctions of honour or research.
6. To report to the Council on Statutes and Ordinances or proposed changes to the Charter Statutes and Ordinances.
7. To formulate and modify or revise schemes for the organisation of Faculties of the University and for determining the province of each Faculty and also to report to the Council as to the expediency of the establishment at any time of other Faculties or as to the expediency of the abolition combination or sub-division of any Faculties.
8. To fix (subject to any conditions made by the Founders which are accepted by the Council) the times and mode and conditions of competitions for Fellowships Scholarships Prizes and other Distinctions.
9. To make Regulations for the discipline of the members of the University who are in *statu pupillari* and to suspend or expel any student when thought necessary.
10. To make Regulations as to the review by the Faculties of the progress of students.
11. To report on any other matter referred to or delegated to it by the Council.
12. To discuss and declare an opinion on any matter whatsoever relating to the University including any matter reported or communicated to it by Convocation.

XV ACTS DURING VACANCIES

No act or resolution of the Court the Council or the Senate 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 *de facto* Member of the body whether present or absent.

XVI THE FACULTIES

1. The Faculties of the University shall be those of Arts and Humanities, Science, Medicine, Dentistry and Health, Engineering, Social Sciences and City College Thessaloniki.
2. City College, Thessaloniki, is an International Faculty of the University.
3. The University may designate another institution as an International Faculty.
4. Ordinances XXXI-XXXIV and XXXVI do not apply to City College.

XVII POWERS OF THE FACULTIES

1. Subject to review by the Senate and to the Statutes and Ordinances of the University each Faculty shall
 - (a) make recommendations to the Senate regarding the award of Degrees Fellowships Prizes and other distinctions and examination results,

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- (b) in accordance with Regulations made by the Senate review the progress of students registered in the Faculty and shall have the power in accordance with those Regulations to suspend or exclude any such student from further attendance at lectures classes and examinations in the Faculty or take such other action as may be prescribed by those Regulations.
 - (c) be responsible for programmes of study or research falling within the province of the Faculty and for the efficiency and quality of the teaching supervision and assessment of students registered in the Faculty.
 - (d) report to the Senate on Regulations as to programmes of study or research, examinations or other requirements for Degrees Diplomas Certificates and other distinctions and as to the award and tenure of Fellowships Scholarships and Prizes.
2. Such other matters as shall be committed to any Faculty by the Senate shall be transacted by that Faculty.

XVIII BOARD OF COLLABORATIVE STUDIES

1. There shall be a Board of Collaborative Studies which shall for the purposes of Section 5 of the Statutes and Ordinances XIV and XVII be deemed to be a Faculty.
2. The Board of Collaborative Studies shall, subject to review by the Senate and to the Statutes and Ordinances of the University, exercise, in relation to Degrees, Diplomas, Certificates and Prizes falling within its province and to students pursuing programmes of study or research leading to the award of such Degrees, Diplomas and Certificates, such powers as may be conferred by Ordinance.
3. Such matters as shall be committed to the Board of Collaborative Studies by the Senate shall be transacted by that Board.

XIX CONVOCATION

1. Convocation shall consist of the following members, viz.
 - (a) The Officers of the University
 - (b) The Graduates of the University
 - (c) The Honorary Graduates of the University
 - (d) Such other persons who hold or formerly held office in the University as may be invited to membership by the Convocation
2. A Register shall be kept containing the names of all persons who are Members of Convocation according to the provision made by the Ordinances.

XX POWERS OF CONVOCATION

Convocation shall have the following powers:

1. To elect representatives as Members of the Court.
2. To elect its own Chairman who shall in the absence of the Chancellor preside at its Meetings.
3. To discuss and pronounce an opinion on any matter whatsoever relating to the University including any matters referred to it by the Court or the Council.
4. To prescribe the mode of conducting the proceedings of Convocation and of registering the same and of reporting the same to the Court Council and Senate or any of them.
5. To enter into communication directly with the Court Council or Senate on any matter affecting the University.

XXI MEETINGS OF CONVOCATION

1. The Chancellor if present shall preside at the meetings of Convocation.
2. A Meeting of Convocation shall be summoned at least once in every year and at such other times as Convocation may by its by-laws determine.
3. A Meeting of Convocation may be called by the direction of the Chairman and shall also be called on the requisition in writing of at least fifty members.
4. Notice of all meetings of Convocation shall be given by a written notice sent by the Secretary and Clerk to Convocation to the registered address of each Member whose address appears on the Abridged Register of Members kept by the Secretary and Clerk in accordance with the By-Laws except that in 1978 and in every third year thereafter notice of the Annual General Meeting shall be sent to the registered address of each Member. The written notice shall be sent not less than fourteen days before every Annual General or Extraordinary Meeting. In addition, not less than three days prior to an Extraordinary Meeting, a notice calling it shall be published in one

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national and one Sheffield newspaper as the Executive Committee of Convocation shall determine. Annual General and Extraordinary Meetings shall be defined and convened in accordance with the By-Laws.

5. No question shall be decided at a Meeting of Convocation unless at least thirty Members are present and then only by votes of those present and voting.
6. The minutes of the proceedings of the Court shall be communicated to Convocation.

XXII REPRESENTATIVES OF CONVOCATION ON OTHER BODIES

1. Notwithstanding paragraph 2, the forty representatives of the Convocation on the Court who shall serve on the Court for the period 1 August 2005 to 31 July 2008 shall be appointed by the Executive Committee of Convocation and any casual vacancies occurring amongst those so appointed shall be filled for the remainder of the period by the Executive Committee of Convocation.
2. A member of Convocation who has, in accordance with the By-Laws, registered to vote shall be entitled to vote in the election of representative members of the Court. The voting papers shall contain the names and academic status of all candidates, shall be signed by the voter, verified by the addition of the address and academic status of the voter and transmitted by post or by hand to reach the Secretary and Clerk to Convocation at least two clear days before the date fixed for the election.
4. A member elected to represent Convocation on the Council shall hold office for one year from the date of election and a vacancy by retirement shall be filled at such time and in such manner as Convocation may direct.

XXIII CONGREGATIONS

Congregations of the whole University for the conferring of Degrees or other purposes shall be held in a manner to be prescribed by Ordinances and shall be presided over by the Chancellor or in his absence by the Vice-Chancellor or in the absence of both by a Pro-Vice-Chancellor.

XXIV UNIVERSITY EXAMINATIONS DEGREES AND DISTINCTIONS

1. The Examiners of the University shall be appointed, subject to any directions of the Senate, by the Pro-Vice-Chancellor of the Faculty concerned, the Chairman of the Board of Collaborative Studies or the Pro-Vice-Chancellor for Learning and Teaching from amongst:
 - (a) The members of the academic staff of the University, and other members of the Teaching Staff of the School of Nursing and Midwifery, and
 - (b) In the case of a programme of study for which teaching or supervision is provided under Regulations of the University in some other institution, the members of the academic staff of that institution.
2. External Examiners shall be appointed, subject to any directions of the Senate, by the Pro-Vice-Chancellor of the Faculty concerned, the Chairman of the Board of Collaborative Studies or the Pro-Vice-Chancellor for Learning and Teaching from amongst persons who are not eligible to act as Examiners under the preceding paragraph.
3. Examiners of the University and External Examiners may be removed from office for negligence or misconduct by the Vice-Chancellor after report from the Faculty concerned or the Board of Collaborative Studies.
4. All matters respecting the Degrees and distinctions to be conferred by the University shall be provided for by Ordinances.

XXV REQUIREMENTS FOR ENTRY UPON DEGREE COURSES

Before entering upon a degree course in the University, candidates must satisfy the requirements for entry prescribed from time to time by the Senate.

XXVI PERIODS OF STUDY BEFORE GRADUATION

The period of study necessary to qualify any Student for a Bachelor's degree shall not be less than three years of full-time study all of which shall be subsequent to the date at which the Student satisfies the requirements for entry upon a degree course except that in cases prescribed by Regulation, the whole or part of the period of full-time study may be replaced by a period of part-time study, provided that the total period of study is recognised by the Senate as equivalent to three years of full-time study.

XXVII COMMITTEES' DELEGATION OF POWERS

1. The Court Council and Senate may from time to time appoint such and so many standing and special Committees as may seem to them fit and may if they think fit place on them persons who are not Members of the appointing bodies.
2.
 - (a) Subject to the following provisions of this paragraph the Council may by Regulation revocably delegate to any Officer member of the staff of the University or Committee any power exercisable under these Statutes by the Council the Senate the Faculties and may provide that the actions taken in the discharge of the delegated powers shall not require confirmation by the body whose powers are delegated.
 - (b) The Council may delegate the powers of the Senate only on the advice of the Senate and may delegate the powers of any Faculty only on the advice of the Senate after consultation by the Senate with the Faculty concerned.
 - (c) This paragraph shall not apply in respect of any of the powers of the Council under Section 4 sub-sections 1 to 4 of the Statutes or any of the powers of the Senate under Ordinance XIV paragraphs 5 or 6.
 - (d) Any Regulation providing for the delegation to a Committee of any of the powers of the Council mentioned in Section 3 sub-section 7(a) or (b) of the Statutes or any of the powers of the Senate under Ordinance XIV paragraphs 1 to 3 or any of the powers of the Faculties under Ordinance XVII paragraphs 1(a) or (b) shall provide that any student member of the Committee shall not be a member in respect of those powers.
 - (e) The making of a Regulation under this paragraph shall not be taken as divesting the Council the Senate or any Faculty of any of their powers under these Statutes or Ordinances.
 - (f) Nothing in this Section shall enable the Council as the appropriate body to delegate its power to reach a decision under paragraph 10(2) of Section 6 of the Statutes.
3. The Council may make Regulations for the proceedings of all Committees but subject thereto every Committee may regulate its own procedure times and places of Meeting.

XXVIII REMOVAL AND RETIREMENT OF OFFICERS AND MEMBERS

1. All members of the academic and academic related staff of the University shall vacate their office on the 29th day of September following the date on which they attain the age of 65 years unless the Council by a vote of at least one-half its total members shall request any such member of staff to continue in office for a period not exceeding five years after which retirement shall be compulsory. This paragraph however shall not affect any Emeritus Professor.
2. The Chancellor or a Pro-Chancellor may be removed for good cause by the Visitor at the instance of the Council.
3. The Treasurer may be removed for good cause by the Council.
4. The Auditor may be removed for good cause by the Council.
5. Any Member of the Court or of the Council (other than ex officio members or members of the academic staff to whom Section 6 of the Statutes applies) may be removed for good cause by the Council.
6. No person shall be removed by the Council unless that person shall have been given a reasonable opportunity of being heard by the Council.
7. "Good cause" in this section means:—
 - (a) conviction for an offence which may be deemed by the Council, as the case may be, to be such as to render the person convicted unfit for the execution of the duties of the office; or
 - (b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or
 - (c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office whether such failure results from physical or mental incapacity or otherwise.

XXIX PROCEDURE IN RESPECT OF THE PROCEDURE OF THE GRIEVANCE COMMITTEE UNDER PART VI OF SECTION 6 OF THE STATUTES

1. This Ordinance shall govern the procedure to be followed in respect of matters referred to a Grievance Committee by the Vice-Chancellor under paragraph 34 of Section 6 of the Statutes.
2. In this Ordinance, "the aggrieved person" means the person who has applied in writing to the Vice-Chancellor under paragraph 33(2) of Section 6 of the Statutes for the redress of a grievance falling within Part VI of that Section, "the Grievance Committee" means the Grievance Committee appointed to hear the grievance under paragraph 35 of that Section, and "the Chairman" means the Chairman of that Committee. Where the grievance lies against the Vice-Chancellor or the Vice-Chancellor considers it for any reason inappropriate that he should act, the powers of the Vice-Chancellor under paragraphs 33 and 34 of that Section and this Ordinance shall be exercisable by a Pro-Vice-Chancellor or former Pro-Vice-Chancellor designated by the Chairman of the Council.

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3. The aggrieved person and every person who is identified by that person as, or who is determined by the Chairman to be, a person against whom the grievance lies (“a respondent”) 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 grievance and a reference in this Ordinance to the aggrieved person or a respondent includes such a representative.
4. Where a grievance has been referred to the Committee, the Vice-Chancellor shall appoint an officer (“the officer”) to make, on the instructions of the Committee, any necessary administrative arrangements for the proper conduct of the proceedings and to keep an appropriate record.
5. The officer shall provide copies of the document by which the person aggrieved applied for the redress of the grievance to the respondents.
6. If, in respect of the hearing of any particular grievance, the Chairman or any member of the Committee is unable to take part or it is inappropriate that he or she should take part by reason of a conflict of interest or for any other sufficient reason, a substitute shall be appointed by the Chairman of the Council from amongst the other members of the panels appointed under paragraph 35 of Section 6 of the Statutes. If during the hearing of a particular grievance, it becomes impossible or inappropriate for the Chairman or any member of the Committee to continue to take part, the hearing shall be suspended and the matter referred to the Chairman of the Council. The Chairman of the Council shall give appropriate directions and may direct that the grievance be reheard by a Committee with a different composition.
7. The Chairman shall give such directions as are expedient for the conduct of the grievance proceedings and desirable in the interests of justice and to protect the rights of the parties, and without prejudice to the generality of the foregoing such directions may include directions
 - (a) adding an additional person as a respondent;
 - (b) inviting the aggrieved person to amplify the document by which application was made for the redress of the grievance;
 - (c) requiring the respondents to respond in writing to the aggrieved person’s written statement or statements of grievance, copies of such responses to be provided to the aggrieved person;
 - (d) requiring the parties to give notice of the names of any witnesses they wish to call;
 - (e) requiring the parties to list, or to produce, or to provide to the other parties copies of, any documents on which they propose to rely;
 - (f) setting appropriate time-limits for the preparatory steps in the proceedings.
8. The officer shall give the parties not less than twenty-one nor more than twenty-eight days notice of the date and time of the hearing.
9. The Committee (or between meetings of the Committee, the Chairman) may from time to time postpone or adjourn the hearing if it appears necessary or expedient to do so for the proper determination of the grievance.
10. If the aggrieved person or any respondent does not attend and is not represented at the hearing, the Committee may, if it is satisfied that it would be just and proper so to do, determine that the hearing may be proceeded with in that party’s absence.
11. If at any stage, it appears to the Committee (or between meetings of the Committee, the Chairman) that it is desirable in the interests of justice to allow an amendment to the statement of grievance or the correction of any accidental error in any document relevant to or procedural step in the proceedings, the Committee or the Chairman may order that amendment or correction to be made and may give such consequential directions as will ensure that no unfairness is caused thereby to any party.
12. The Committee shall hold an oral hearing at which the aggrieved person shall address the Committee on the substance of the grievance and the proposals which the Committee is requested to make for the redress of the grievance, and may present documents and call witnesses. Any witnesses may be questioned by the respondents and the Committee. After the aggrieved person has been heard, the respondents may address the Committee and present documents and call witnesses. Any witnesses may be questioned by the aggrieved person and the Committee, and by any respondent. If any respondent has been heard, the aggrieved person may make a closing address.
13. The hearing shall be in private, and at its conclusion the Committee shall deliberate in private.
14. The decisions reached by the Committee, with a statement of its reasons, shall be communicated to the Council in accordance with paragraph 37 of Section 6 of the Statutes and to the parties.

XXX PROCEDURE IN RESPECT OF TRIBUNALS UNDER SECTION 6 OF THE STATUTES

1. This Ordinance shall govern the procedure to be followed in respect of the preparation, consolidation, hearing and determination of charges by a Tribunal under paragraphs 14 to 18 of Section 6 of the Statutes.
2. The Registrar and Secretary or another person appointed by the Vice-Chancellor shall, in accordance with paragraph 15 of Section 6 of the Statutes, carry out the duties there prescribed in connection with the formulation and presentation of the charge or charges before the Tribunal and keep an appropriate record.

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3. Within 14 days of the Vice-Chancellor directing that a charge or charges be preferred the officer in charge of the proceedings (“the officer”) shall send to the member a written statement of the charge or charges.
4. No charge shall be determined without an oral hearing at which the member is entitled to be present.
5. The hearing shall be in private.
6. The member of the academic staff concerned (“the member”) may be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing, and a reference in this Ordinance to the member includes such a representative.
7. The officer shall give the member not less than 21 days notice of the date and time of the hearing.
8. If it appears necessary or expedient so to do for the due hearing of the case, the Tribunal may from time to time postpone or adjourn the hearing but not, without the consent of the member, for a period of more than 28 days.
9. If the member has indicated in writing that he or she does not wish to attend or to be represented at the hearing, the hearing may be proceeded with and concluded in the member’s absence. In any other case in which the member does not attend and is not represented at the opening of the hearing, the hearing shall be adjourned for not less than 24 hours and not more than seven days. If at the resumed hearing the member is again absent and unrepresented without good reason, the hearing may be proceeded with and concluded in the member’s absence.
10. If the officer does not attend the hearing or is unable or unwilling to proceed, the charge or charges may be dismissed for want of prosecution, or the hearing may be postponed or adjourned.
11. If, at any time during the hearing, it appears to the Tribunal that it is desirable in the interests of justice to make any addition to, or omission from, or alteration in a charge, they may, if such addition, omission, or alteration can be made without unfairness to the member, so amend the charge.
12. If at any time during the hearing, it appears to the Tribunal that it is desirable in the interests of justice so to do, the tribunal may remit the charge or charges to the Vice-Chancellor for further consideration. The Vice-Chancellor may direct the Tribunal to proceed with the hearing, with or without any such amendment as is permissible under the preceding paragraph, or may direct the withdrawal of the charge or charges or any of them, or may direct that the hearing be renewed before a different Tribunal.
13. At the hearing, each charge shall be put to the member who shall be invited to admit or deny it. If the member does not admit a charge, the hearing shall proceed as though the member denied the charge.
14. If a charge is not admitted –
 - (a) the officer shall outline the facts alleged and the nature and general effect of the evidence proposed to be adduced, and shall then call and examine witnesses who may be questioned by the member and by the Tribunal and may, subject to paragraph 16, submit documents in evidence;
 - (b) the member may make an introductory statement and may then call and examine witnesses who may be questioned by the officer and by the Tribunal and may, subject to paragraph 16, submit documents in evidence;
 - (c) the officer may be allowed by the Tribunal to call or recall a witness to give evidence on any matter raised by the member in the course of the hearing which the officer could not properly have mentioned to the Tribunal before the member raised the matter or which the officer could not reasonably have foreseen;
 - (d) the officer and the member may each make a closing address to the Tribunal as to whether the charge or charges should or should not be upheld;
 - (e) the Tribunal shall deliberate in private and shall then resume the hearing to announce its determination.
15. If the charge or charges are admitted, or if charges which are not admitted are upheld, the officer and the member may each address the Tribunal
 - (a) as to whether the Tribunal should or should not determine that the conduct or performance of the member as disclosed in the charges admitted or upheld constitutes good cause for dismissal or otherwise constitutes a serious complaint relating to the member’s appointment or employment; and
 - (b) as to the recommendation the Tribunal should make as to the appropriate penalty or consequence of the member’s conduct or performance as so disclosed, on which issue the officer and the member may each call and examine witnesses who may be questioned by the other party and the Tribunal.
16.
 - (a) Subject to the provisions of this paragraph, at any stage in the hearing a document made by any person who is not called as a witness may be tendered to and received in evidence by the Tribunal.
 - (b) Where the officer or the member proposes to tender a document, a copy of it shall be supplied to the other party not less than seven days before the hearing, and the other party may object and require the author of the document to be called as a witness.
 - (c) Notwithstanding sub-paragraph (b) above, the Tribunal may, with the consent of the other party, allow a document, a copy of which has not been supplied in accordance with that sub-paragraph, to be tendered in evidence.

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- (d) The Tribunal may, notwithstanding that a document has been received, request that the author of the document be called as a witness, and in such case unless the author of the document gives oral evidence the Tribunal shall be entitled to disregard the document.

17. The Tribunal's decisions on the charges and the matters referred to in the preceding paragraph shall be sent to the Vice-Chancellor, the officer and the member in accordance with paragraph 18 of Section 6 of the Statutes.

XXXI PROCEDURE IN RESPECT OF APPEALS UNDER PART V OF SECTION 6 OF THE STATUTES

1. This Ordinance shall govern the procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals under Part V of Section 6 of the Statutes.
2. The appellant, the Registrar and Secretary as respondent, and each other party is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of the appeal, and a reference in this Ordinance to the appellant or a party includes such a representative.
3. In this Ordinance, "the person appointed" means the person appointed to hear the appeal and "the tribunal" means that person together with the other persons, if any, sitting with the person appointed in accordance with paragraph 28 of Section 6 of the Statutes. Where other persons are to sit, they shall be selected from amongst those eligible by the person appointed after consultation with the Chairman of the Council.
4. Where an appeal has been instituted, the Vice-Chancellor shall appoint an officer ("the officer") to make, on the instructions of the person appointed, any necessary administrative arrangements for the proper conduct of the appeal proceedings and to keep an appropriate record.
5. The officer shall provide copies of the appellant's notice setting out the grounds of appeal to the other parties.
6. The person appointed shall give such directions as are expedient for the conduct of the appeal proceedings, and without prejudice to the generality of the foregoing such directions may include directions
 - (a) adding an additional person as a party to the proceedings;
 - (b) requiring the other parties to respond in writing to the appellant's grounds of appeal, copies of such responses to be provided to the appellant;
 - (c) requiring the parties to give notice of the names of any witnesses they wish to call;
 - (d) requiring the parties to list, or to produce, or to provide to the other parties copies of, any documents on which they propose to rely;
 - (e) consolidating the appeal proceedings with other appeal proceedings instituted under Part V of Section 6 of the Statutes in which the grounds of appeal raise the same or similar issues; and
 - (f) setting appropriate time-limits in accordance with paragraph 29 of that Section.
7. No appeal shall be determined without an oral hearing at which the appellant is entitled to be present and to address the tribunal, and, with the consent of the person appointed, to call witnesses.
8. The officer shall give the parties not less than twenty-one nor more than twenty-eight days notice of the date and time of the hearing.
9. If it appears necessary or expedient so to do in the interests of justice and for the proper determination of the appeal, the person appointed may from time to time postpone or adjourn the hearing.
10. If the appellant does not attend and is not represented at the hearing or is unwilling to proceed, the tribunal may, if it is satisfied that it would be just and proper so to do, dismiss the appeal for want of prosecution.
11. If another party does not attend and is not represented at the hearing, the hearing may be proceeded with and the appeal determined in that party's absence.
12. If at any stage, it appears to the person appointed that it is desirable in the interests of justice to allow an amendment to the grounds of appeal or the correction of any accidental error in any document relevant to or procedural step in the appeal proceedings, the person appointed may order that amendment or correction to be made and may give such consequential directions as will ensure that no unfairness is caused thereby to any party.
13. Any issue as to whether the appeal may properly be brought, having regard to the provisions of paragraph 25 of Section 6 of the Statutes shall be determined by the tribunal at the opening of the hearing.
14. At the hearing, the appellant shall address the tribunal on the grounds of the appeal and may present documents and call witnesses. Any witnesses may be questioned by the other parties and the tribunal. After the appellant has been heard, the other parties may address the tribunal and present documents and call witnesses. Any witnesses may be questioned by the appellant, the tribunal, and by any other party. If any party other than the appellant has been heard, the appellant may make a closing address. Where two or more appeals have been consolidated, the person appointed may give such directions as are expedient as to the order in which the parties are to be heard.
15. The hearing shall be in private, and, where the person appointed is not sitting alone, the tribunal shall deliberate in private.

16. The decisions reached by the tribunal shall be communicated in accordance with paragraph 30 of Section 6 of the Statutes.

XXXII WITHDRAWAL OF DEGREES AND DISTINCTIONS

1. The Senate may on good cause shown withdraw any Degree (other than an Honorary or Ex Officio Degree) Diploma Certificate Associateship or Distinction which has been awarded to or conferred upon any person.
2. The Council may on good cause shown and after report from the Senate withdraw an Honorary or Ex Officio Degree conferred upon any person.

XXXIII CONTRACTS

Contracts made by or on behalf of the University shall be validly made and binding on the University if made as follows:

- (a) Any contract which if made between private persons would be by law required to be in writing and if made according to English law to be under Seal may be made on behalf of the University in writing under its Common Seal and such contract may be in the same manner varied or discharged.
- (b) Any contract which if made between private persons would be by law required to be in writing and signed by the parties to be charged therewith may be made on behalf of the University in writing signed by any person acting under the express or implied authority of the Council and such contract may in the same manner be varied or discharged.
- (c) Any contract which if made between private persons would by law be valid although made verbally only and not reduced into writing may be made either in writing or verbally on behalf of the University by any person acting under the express or implied authority of the Council and such contract may be in the same way varied or discharged.

XXXIV NOMINATION OF MEMBERS OF THE COUNCIL

Before exercising its power under Section 3 of the Statutes to elect Members of the Council of Class (4), the Council shall receive a report from a Nominations Committee, comprising:

- (a) the Chairman of the Council;
- (b) one other Pro-Chancellor nominated for this purpose by the Chairman of the Council;
- (c) the Vice-Chancellor;
- (d) a Pro-Vice-Chancellor nominated for this purpose by the Vice-Chancellor;
- (e) the Chairman of Convocation or, in his absence, a Member of the Council of Class (3) or (4) nominated for this purpose by the Chairman of Convocation;
- (f) one member, who shall normally be a Member of the Council, appointed annually by the Council.