

Ordinances of The University of Reading

A: Constitution and Governance

- 1. The Council**
- 2. Statement of Primary Responsibility of the Council**
- 3. The Senate**
- 4. The Committees of the University**
- 5. The Structure of the University**
- 6. The Chancellor**
- 7. The Court**
- 8. The External Auditors**
- 9. The Common Seal**
- 10. The Officers of the University**

B: Staff

- 1. The Vice-Chancellor**
- 2. The Deputy Vice-Chancellor and the Pro-Vice-Chancellors**
- 3. The Deans and the Associate Deans**
- 4. School based Roles**
- 5. Staff Procedures**
- 6. Visiting and Courtesy Titles**

C: Students

- 1. Students**
- 2. Admission and Registration**
- 3. Degrees, Diplomas and Certificates**
- 4. Awards**
- 5. Foundation Programmes**
- 6. Examinations**
- 7. Congregations**
- 8. Student Regulations and Procedures**
- 9. Students' Union**

Constitution and Governance

Ordinance A1

The Council

1. Membership of and Appointment to the Council

- 1.1 Membership of the Council shall be as set out in the Charter.
- 1.2 Council members in Class 1 and Class 3 shall be appointed to the Council by virtue of their appointment to their current roles. If the University has more than three Pro-Vice Chancellors or more than four Deans of the Faculties, employees holding that job title shall be elected to the Council by and from amongst their own number, normally for a period of three years.
- 1.3 Where a vacancy arises within Class 2, the Appointments Committee shall conduct an appropriate search and recommend the appointment of a suitable candidate to the Council.
- 1.4 Where a vacancy arises within Class 4, the Senate shall choose a member in such manner and under such conditions as are prescribed by the Senate from time to time.
- 1.5 Where a vacancy arises within Class 5, a member of staff who is employed in grades 6-9 at the time of his or her election shall be elected by and from amongst his or her own number.
- 1.6 Where a vacancy arises within Class 6, a member of staff who is employed in grades 1-5 at the time of his or her election shall be elected by and from amongst his or her own number.
- 1.7 Where a vacancy arises within Class 7, the Students' Union shall choose a member in such manner as it determines from time to time.

2. Removal from the Council

- 2.1 A member of the Council may be removed from office for good cause by the Council at the instance of the Council.
- 2.2 A member of the Council may resign his or her appointment by writing addressed to the Council.
- 2.3 Except for those who are members of the Council by virtue of their office or employment, if a member does not attend meetings of the Council for a period of one calendar year the member may be deemed to have resigned.

3. Removal of the President and the Vice-President(s) from Office

- 3.1 The President and the Vice-President(s) of the Council may be removed from their position as President or Vice-President by the Council by a resolution passed by a majority of those present and voting at a meeting of the Council.
- 3.2 The President and the Vice-President(s) of the Council may resign from their position as President or Vice-President by writing addressed to the Council.

4. Secretary to the Council

4.1 The Council shall appoint a Secretary to the Council from amongst the members of staff of the University.

5. Reserved Business

5.1 Student members of the University or any other member who has an interest in the matter to be discussed shall be required to withdraw from a meeting when it is declared by the Chair of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded.

5.2 Minutes and other records which relate to the discussion of reserved areas of business shall not at any time be made available to student members.

5.3 Reserved areas of business include matters affecting the appointment, promotion and personal affairs of individual members of staff of the University and matters affecting the academic assessment or standing of individual students.

5.4 Subject to the above, the Chair may decide in any case of doubt whether a matter is a reserved area of business or not and his or her decision shall be final.

6. Declarations of interest

6.1 All members of the Council shall declare any interests that he or she and/or his or her close associates have, including but not limited to all company directorships, membership of governing bodies, trusteeships and partnerships. In addition, significant pecuniary or other material interests should be declared where others might reasonably think that the interest could influence his or her actions and decisions as a member of the Council.

6.2 The Secretary to the Council shall retain a register of the interests of members of the Council.

6.3 The register of interests will be circulated in full to members of the Council annually and shall be published by the University.

Ordinance A2

Statement of Primary Responsibilities of the Council

Planning Monitoring and Control

- To approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators and to ensure that these meet the interests of stakeholders.
- To delegate authority to the Vice-Chancellor on such terms as it may specify for the academic, corporate, financial, estates and human resource management of the University.
- To promote teaching, learning and research within the University.
- To make such provision as it thinks fit for the general welfare of students, in consultation with the Senate.
- To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.
- To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which will, where possible and appropriate, be benchmarked against other comparable institutions.
- To establish processes to monitor and evaluate the performance of the Council and the wider governance of the University.
- To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
- To safeguard the good name and values of the University.
- To make Ordinances for any matters in respect of which Ordinances are or may be authorised to be made provided that any Ordinances relating to courses of study, degrees or diplomas or any other academic matters shall not be made without giving the Senate the opportunity of commenting thereon.
- To make Regulations for any purpose for which Regulations are or may be authorised to be made.
- To ensure compliance with the provisions of Charter and Ordinances at all times and that appropriate advice is available to allow this to happen.
- To review, refer back, control, amend or disallow any act of the Senate and give directions to the Senate provided that any act of the Senate which is amended by the Council be referred back to the Senate for consideration and report. The Council shall not establish a new degree, diploma or other qualification in the University without the concurrence of the Senate.
- To propose to the Senate the names of recipients of honorary degrees and to approve or disapprove the names of persons proposed by the Senate as recipients of such degrees. No person shall be admitted by the University to an honorary degree whose name has not been approved by the Council and by the Senate.

Financial and Legal Powers

- To be the Institution's legal authority and as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.

- To be responsible for all subsidiaries and trusts of the University.
- To be the principal financial and business authority of the University, to ensure that proper accounts are kept, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, liabilities, investments, property and estates.
- To appoint the University's External Auditors in accordance with the relevant Ordinance and any other officers or agents whom it may deem expedient to appoint.
- To act as a Trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.
- To select a Seal, Arms and Mace for the University and have the sole custody and use of the Seal.

Powers of appointment and employment

- To appoint, on the recommendation of the Appointments Committee, the Vice-Chancellor as Chief Executive Officer of the University and to put in place suitable arrangements for monitoring his or her performance.
- To be responsible for the removal of the Vice-Chancellor.
- To be responsible for delegating the Vice Chancellor's responsibilities in the event that he or she is unable to fulfil the requirements of his or her role for any reason.
- To appoint, in accordance with Ordinance and on the recommendation of the Appointments Committee, the Officers of the University.
- To appoint, on the recommendation of the Appointments Committee, the Chancellor.
- To appoint the Lay Members of the Council and put in place procedures for the appointment of certain employee members of the Council.
- To appoint a Secretary to the Council and to ensure that if he or she has managerial responsibilities in the Institution, that there shall be an appropriate separation in the lines of accountability.
- To appoint other officials of the University as the Council may determine.
- To confer honorary or visiting titles including but not limited to Visiting Professor, Professor Emeritus or Professor Emerita and Honorary Fellow.

Ordinance A3

The Senate

1. The Senate is established by the Charter to exercise general responsibility for the academic standards of the University and regulate and superintend the education and research of the University.
2. The Senate is subject to the overall control and approval of the Council.

3. Membership of the Senate

3.1. The Senate shall comprise:

- The Vice-Chancellor
- The Deputy Vice-Chancellor and the Pro-Vice-Chancellors
- The Deans
- The Associate Deans (Teaching and Learning)
- The Faculty Directors of Research
- The Heads of School
- One person other than a Head of School elected by and from amongst the members of the Academic Staff in each School
- Twelve Professors elected by and from amongst the Professors of the University
- Twelve Associate Professors and Lecturers elected by and from amongst the Associate Professors and Lecturers of the University
- Five officers of the Students' Union as determined from time to time by the Students' Union
- One member elected by and from amongst the registered students of each Faculty. Each member so elected shall hold office for one year and shall be re-eligible
- Not more than five members co-opted by the Senate for such a period not exceeding three years as the Senate shall on each occasion of co-option determine.

3.2. Where 3.1 above requires an election it shall be held under such conditions as are prescribed from time to time by the Council on the recommendation of the Senate. Unless stated otherwise, each member elected to the Senate shall hold office for three years and shall be re-eligible for one further period of three years.

3.3. The Secretary to the Council or his or her nominee shall be Secretary to the Senate.

3.4. Such Officers of the University and other employees of the University as the Senate may from time to time determine shall have right of attendance at meetings of the Senate.

4. Powers of the Senate

4.1. Subject to the Charter and Ordinances the Senate shall have the following powers:

- To direct and generally to regulate, subject to the control of the Council, the instruction and education within the University and the Examinations held by the University;
- To promote research within the University and to require reports from time to time on such research;

- To appoint Internal Examiners after report from the relevant Committees of the University;
- To appoint the external examiners;
- To report to the Council after report from the relevant Committees of the University on all matters relating to courses of study or academic qualifications conferred by the University as required by Ordinance or Regulation;
- To report to the Council on Ordinances or proposed changes to Ordinances relating to academic matters which are referred to them by the Council;
- To recommend the formulation of the organisation of Faculties or Schools and any modification or revision to their schemes, to be consulted on and to recommend which subjects should be assigned to such Faculties and to report to the Council as to the expediency of establishing at any time Faculties or Schools of the University or of abolishing or subdividing any such Faculties or Schools;
- To regulate, subject to the Ordinances and any relevant policy of the University, the admission of persons to courses of study in the University;
- To approve Regulations subject to the agreement of the Council for the discipline of the Students of the University;
- To suspend or remove Examiners for negligence or misconduct during their term of office and in the case of the death, illness or resignation of an Examiner or in the case of his/her suspension or removal, to appoint a substitute who shall have authority to act during the Examination then in progress or next ensuing. The Senate may make a Regulation delegating all or any of such powers of suspension or removal and appointment of a substitute to the Vice-Chancellor;
- To propose to the Council the names of recipients of honorary degrees and to approve or disapprove the names of persons proposed by the Council as recipients of such degrees. No person shall be admitted by the University to an honorary degree whose name has not been approved for that purpose both by the Council and the Senate;
- To establish such committees as the Senate reasonably considers necessary to discharge its obligations, but there shall be committees relating to teaching and learning and to research; and
- To do such other acts and things as the Council shall authorise.

4.2. In addition to exercising jurisdiction over the above matters, the Senate may report to the Council on any academic matter or any matter referred to them by the Council and may offer advice to the Council and the Vice-Chancellor on all academic matters.

5. Reserved business

5.1. Student members of the Senate and any other member with an interest in the matter to be discussed shall be required to withdraw from the meeting when it is declared by the Chair of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded.

5.2. Minutes and other records which relate to the discussion of reserved areas of business shall not at any time be made available to student members.

5.3. Reserved areas of business include matters affecting the appointment, promotion and personal affairs of individual members of the staff of the University and matters affecting the academic assessment or standing of individual students.

5.4. Subject to the above the Chair may decide in any case of doubt whether a matter is a reserved area of business or not and his or her decision shall be final.

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Ordinance A4

The Committees of the University

1. Principal Committees of the Council

1.1. There shall be the following Principal Committees of the Council:

- Strategy and Finance Committee
- Audit Committee
- Remuneration Committee
- Appointments Committee
- Student Experience Committee

1.2. The Council shall establish and disband such other Principal Committees as it considers appropriate from time to time.

1.3. The Senate and the Principal Committees of the Council shall make regular reports to the Council.

1.4. The Terms of Reference and membership of the Principal Committees shall be approved by the Council. The majority of members of the Principal Committees shall not be employees or registered students of the University, save for the Student Experience Committee

1.5. The Chair of each Principal Committee shall be appointed from amongst the Lay Members of the Council and shall be approved by the Council.

2. Other Committees

2.1. The Council requires that there shall be the following committees of the University:

- The University Executive Board, which shall be chaired by the Vice-Chancellor
- The University Board for Teaching and Learning
- The University Board for Research and Innovation

2.2. There shall be Faculty Management Boards with responsibility for the strategy and management of the Faculties of the University, which shall be chaired by the Dean of that Faculty.

2.3. There may be further committees, which may be committees of the Council, sub-committees of the Principal Committees or the Senate, or such other committees as are required from time to time.

2.4. The Terms of Reference of each committee shall be approved by the parent committee.

2.5. Members of committees shall declare actual or potential pecuniary and other interests in accordance with the University's policy on this matter.

Ordinance A5

The Structure of the University

1. There shall be such Faculties as the Council, following recommendation by or consultation with the Senate, shall determine from time to time. Each Faculty shall be led by the Dean of that Faculty.
2. The Council may determine that a Faculty is an Executive Faculty.
3. For the purposes of these Ordinances and the governance of the University, the Henley Business School shall be equivalent to a Faculty and is an Executive Faculty.
4. Each Faculty shall have a Faculty Management Board.
5. Each Faculty shall normally comprise Schools and/or Institutes.
6. Within Schools there may be established Departments or other intra-School groupings.
7. The University may also establish Centres, which may be within or external to a Faculty.

A5 - Appendix I - Faculties/Schools and other groupings

A5 - Appendix II - Subsidiaries and principle trusts

Ordinance A6

The Chancellor

1. Appointment of the Chancellor

- 1.1. Where a vacancy arises for a Chancellor, the Appointments Committee shall conduct an appropriate search and recommend the appointment of a suitable candidate to the Council.
- 1.2. Following the ratification by the Council of the recommendation of the Appointments Committee the new Chancellor shall be appointed.
- 1.3. A Chancellor shall be appointed to hold office for a period of five years commencing with the date of appointment, which may be extended by one further period of five years.

2. Resignation of the Chancellor

- 2.1. The Chancellor may resign from office in writing addressed to the Council.

3. Removal of the Chancellor

- 3.1. The Chancellor may be removed from office for good cause by the Council.

Ordinance A7

The Court

1. There shall be a Court of the University which shall meet annually.
2. The Court shall comprise:
 - The Chancellor;
 - The Members of the Council;
 - The Members of the Senate; and
 - Such other persons as the Council on the recommendation of the Appointments Committee shall determine from time to time, who will normally be appointed for a period of no more than five years and who shall be eligible for reappointment.
3. At its meeting, the Court shall be addressed by the Vice-Chancellor or his or her nominee.

Ordinance A8

The External Auditors

1. In accordance with the Charter, the Council shall, on the recommendation of the Audit Committee, appoint the External Auditors.
2. The External Auditors shall be a member of a recognised supervisory body who is eligible for appointment under the rules of that body but shall not be a member of the Council or employee of the University nor connected to any person who is a member of the Council or an employee of the University.
3. The External Auditors shall hold office for such period as may be determined by the Council on the recommendation of the Audit Committee, in accordance with the University's Financial Regulations. The External Auditors will be eligible for reappointment.
4. The External Auditors shall receive such remuneration as may be determined by the Council.
5. The External Auditors may resign by writing addressed to the Council, in accordance with the terms governing the External Auditors' appointment.
6. The External Auditors may be removed by the Council from time to time, in accordance with the terms governing the External Auditors' appointment.
7. The External Auditors shall act in accordance with its terms of appointment, the University's Financial Regulations and such regulatory requirements and all other relevant codes of practice as are in force from time to time.

Ordinance A9

The Common Seal

1. The Council shall have the custody and sole use of the Common Seal.

2. Use of the Common Seal

2.1. The Common Seal of the University may be affixed to any document:

- (a) by specific resolution of the Council; or
- (b) which gives effect to any resolution of the Council; or
- (c) which is requisite to implement any resolution of the Council; or
- (d) which, in case of urgency, has been approved in accordance with paragraph 2.2 below.

2.2. In case of urgency the use of the Common Seal may be approved by two people, one drawn from each of the following categories:

- (a) The President or a Vice-President of the Council; and
- (b) the Vice-Chancellor or the Secretary to the Council or the Chief Operating Officer.

2.3. The Common Seal shall be attested by either:

- (a) two members of the Council; or
- (b) a member of the Council and the Secretary to the Council.

2.4. When necessary verification by initial or signature of amendments or of supporting documents shall be undertaken by an appropriate official before the Common Seal is affixed and attested.

2.5. A register shall be maintained by the Secretary to the Council in which shall be recorded each use of the Common Seal, the names of the persons attesting the Common Seal and the identity of the resolution of the Council or the urgency decision pursuant to which the Common Seal was used.

2.6. Every use of the Seal shall be reported at the following meeting of the Council.

Ordinance A10

The Officers of the University

1. The Officers of the University shall be:
 - The President and Vice-President(s) of Council
 - The Chancellor
 - The Vice-Chancellor
 - The Deputy Vice-Chancellor
 - The Pro-Vice-Chancellor(s)
 - The Secretary to the Council
 - The Chief Operating Officer
 - The Chief Strategy Officer and University Secretary

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Staff

Ordinance B1

The Vice-Chancellor

1 Appointment of the Vice-Chancellor

- 1.1 Where a vacancy arises for a Vice-Chancellor, the Appointments Committee shall appoint a Selection Committee, which shall be chaired by the President of the Council and comprise a majority of Lay Members, to arrange such appointment.
- 1.2 The Secretary to the Council or his or her nominee shall be the Secretary to the Selection Committee.
- 1.3 The Selection Committee shall determine an appropriate recruitment process, having regard to the University's Recruitment and Retention Policy.
- 1.4 The Selection Committee shall recommend, via the Appointments Committee, a suitable candidate to the Council.
- 1.5 Following the ratification by the Council of the recommendation of the Selection Committee the new Vice-Chancellor shall be appointed on such terms as the Council shall agree.

2 Resignation of the Vice-Chancellor

- 2.1 The Vice-Chancellor may resign in writing addressed to the Council in line with his or her contractual notice period.

3 Removal of the Vice-Chancellor

- 3.1 The Vice-Chancellor may be removed from office by the Council as follows:
 - 3.1.1 No less than three members of the Council are required to make a complaint in writing to the President of the Council, which shall state that the dismissal of the Vice-Chancellor is sought.
 - 3.1.2 If the President of the Council considers that the complaint made under sub-clause 3.1.1 is trivial in nature or unfounded or does not raise a prima facie case for the removal of the Vice-Chancellor he or she shall recommend to the Council that no further action be taken.
 - 3.1.3 If the President of the Council considers that the complaint made under sub-clause 3.1.1 raises a prima facie case for the removal of the Vice-Chancellor he or she shall request that the Council appoint a Tribunal to hear and determine the matter.
 - 3.1.4 Where a complaint is referred to a Tribunal under this Ordinance the President of the Council may authorise the suspension of the Vice-Chancellor and shall determine the terms of the suspension as is appropriate in the circumstances.

- 3.1.5 A Tribunal appointed by the Council shall comprise the following members:
- Two Lay Members of the Council who were not party to the initial complaint against the Vice-Chancellor, one of whom will sit as Chair.
 - One member of the academic staff appointed by Senate
- 3.1.6 The Tribunal shall determine its own procedures, which shall be subject to the principles of natural justice and fairness and this Ordinance.
- 3.1.7 The Tribunal shall hear the complaint and evidence relating to it and shall seek the representations of the Vice-Chancellor.
- 3.1.8 The Tribunal shall send its findings of facts and recommendations to the President of the Council, who shall report the same to the Council, which shall consider such findings and recommendations and reach a decision. The President of the Council shall notify the Vice-Chancellor of the Council's decision in writing.

Ordinance B2

The Deputy Vice-Chancellor and the Pro-Vice -Chancellors

1. There shall be Pro-Vice-Chancellors in such numbers and with such remits as shall be determined by the Council from time to time.
2. One Pro-Vice-Chancellor shall normally be designated Deputy Vice-Chancellor by the Council on the recommendation of the Appointments Committee for such period as the Council shall determine from time to time.

3. Appointment

- 3.1 Where a vacancy arises for a Pro-Vice Chancellor, the Appointments Committee shall appoint a Selection Committee, which shall be chaired by the President of the Council, to arrange such appointment.
- 3.2 The Secretary to the Council or his or her nominee shall be the Secretary to the Selection Committee.
- 3.3 The Selection Committee shall determine an appropriate recruitment process in accordance with the University's Recruitment and Retention policy.
- 3.4 The Vice-Chancellor shall notify the Council and the Senate of the appointment of a Pro-Vice-Chancellor.

4. Duties

- 4.1 The management, duties and responsibilities of the Deputy Vice-Chancellor and the Pro-Vice-Chancellors shall be determined by the Vice-Chancellor from time to time, which shall include any particular remit determined by the Council.
- 4.2 The Vice-Chancellor may, from time to time, delegate some or all of his or her powers, duties and/or responsibilities to the Deputy Vice-Chancellor and/or the Pro-Vice-Chancellors.

5. Termination

- 5.1 A Deputy Vice-Chancellor and Pro-Vice-Chancellor may resign in accordance with his or her contract of employment.
- 5.2 A Deputy Vice-Chancellor and Pro-Vice-Chancellor's employment with the University may be terminated by the University in accordance with his or her contract of employment.
- 5.3 A Deputy Vice-Chancellor and Pro-Vice-Chancellor shall remain in this role only while he or she remains an employee of the University.

Ordinance B3

Deans and Associate Deans

I Deans

1. There shall be Deans in such numbers and with such remits as the University Executive Board shall determine from time to time.
2. A Dean shall:
 - be a Dean of a Faculty or Faculties; and/or
 - have a particular area of academic or academic related responsibility.

3. Appointment

- 3.1. Where a vacancy arises for a Dean, the Vice-Chancellor shall appoint a Selection Committee, which he or she shall chair and which shall arrange such appointment. Deans shall be appointed in accordance with the University's Recruitment and Retention Policy.
- 3.2. Appointment to the role of Dean shall normally be an internal appointment but external candidates may be sought at the discretion of the Vice-Chancellor.
- 3.3. A Dean shall normally be appointed for a period of not more than four years, which may be extended by one further period of not more than four years.
- 3.4. The Vice-Chancellor shall notify the Council and the Senate of the appointment of a Dean.

4. Duties

- 4.1. A Dean is accountable through the University Executive Board to the Council for the leadership and management of the Faculty or Faculties and/or the area of academic or academic related responsibility for which he or she has responsibility.
- 4.2. The management, duties and responsibilities of Deans shall be as determined by the University Executive Board from time to time.

II Associate Deans

1. Within each Faculty there shall be Associate Deans in such numbers and with such remits as the University Executive Board shall determine from time to time.
2. From time to time, the University Executive Board may determine that there shall be additional roles within a Faculty, including Directors of Research, which shall normally be governed in accordance with this part.

3. Appointment

- 3.1. Associate Deans shall be appointed in accordance with the University's Recruitment and Retention Policy.
- 3.2. Appointment to the role of Associate Dean shall normally be an internal appointment on a fractional basis, in accordance with the needs of the Faculty and University at that time.
- 3.3. Associate Deans shall normally be appointed for a period of not more than four years, which may be extended by one further period of not more than four years.

4. Duties

- 4.1. Associate Deans shall be managed by the Dean of the Faculty in which their role is placed.
- 4.2. The duties and responsibilities of Associate Deans shall be as determined by the University Executive Board from time to time.

III Termination of appointment of Deans and Associate Deans

1. Until the termination or expiry, if applicable, of the appointment, the Dean or Associate Dean shall remain in his or her role only while he or she remains an employee of the University.
2. At the end of his or her term (if applicable and unless reappointed) it is the normal expectation that the Dean or Associate Dean will return to his or her substantive role, so far as this is reasonably practicable.
3. The University may terminate the Dean or Associate Dean's appointment if it is reasonable for it to do so, following which it is the normal expectation that the Dean or Associate Dean will return to his or her substantive role, so far as this is reasonably practicable.

Ordinance B4

School based roles

I. Head of School

1. Appointment

- 1.1. Where a vacancy arises for a Head of School, the Vice-Chancellor shall appoint a Selection Committee, which shall arrange such appointment. Heads of School shall be appointed in accordance with the University's Recruitment and Retention Policy.
- 1.2. Appointment to the role of Head of School shall normally be an internal appointment but external candidates may be sought at the discretion of the Vice-Chancellor.
- 1.3. Heads of School shall normally be appointed for a period of not more than four years, which may be extended by one further period of not more than four years.
- 1.4. The Vice-Chancellor shall notify the Council and the Senate of the appointment of a Head of School.
- 1.5. From time to time, a Dean of a Faculty, with the agreement of the Vice-Chancellor, may appoint to additional roles within his or her Faculty which shall be governed in accordance with this part.

2. Duties

- 2.1. A Head of School is accountable through the Dean of his or her Faculty to the University Executive Board for the leadership and management of the School for which he or she has responsibility.
- 2.2. Heads of School shall be managed by the Dean of the Faculty in which their role is placed.
- 2.3. The management, duties and responsibilities of Heads of School shall be as determined by the Vice-Chancellor from time to time.

3. Termination of appointment

- 3.1. Until the termination or expiry of the appointment, the Head of School shall remain in his or her role only while he or she remains an employee of the University.
- 3.2. At the end of his or her term (unless reappointed as Head of School) it is the normal expectation that the Head of School will return to his or her substantive role, so far as this is reasonably practicable.
- 3.3. The University may terminate the Head of School's appointment if it is reasonable for it to do so, following which it is the normal expectation that the Head of School will return to his or her substantive role, so far as this is reasonably practicable.

II. Other School-based Roles

1. Within each School there shall be individuals to whom the duties of the following roles shall be allocated:
 - Director of Teaching and Learning;
 - Director of Research and Innovation;
 - Director of Postgraduate Research Studies;

2. Where the University Executive Board, in consultation with the Dean of the Faculty, determines that there is a need for a School to be organised into Departments or other intra-School groupings, each Department or other intra-School grouping shall have a Head.
3. A Head of School may designate additional School-based roles, in consultation with the Dean of the Faculty, in accordance with the needs of the School and the University from time to time.

4. Appointment

- 4.1. Where a vacancy for a School-based role arises, the Head of School shall arrange for appointment to that role or for the allocation of that title in accordance with the University's Recruitment and Retention Policy.

5. Duties

- 5.1. The management, duties and responsibilities of Heads of intra-School groupings, including Heads of Department where applicable, shall be as determined by the Head of School, in consultation with the Dean of the Faculty, from time to time.
- 5.2. The particular duties and responsibilities assigned to a School-based title shall be as determined by the Head of School, in consultation with the Dean of the Faculty, and detailed in a letter of delegation from time to time.

6. Termination

- 6.1. Holders of School-based roles shall hold their position or title for such period of time as the Head of School determines, and the Head of School on reasonable grounds may remove the employee from their position or title and the duties related to it at any time.

Ordinance B5

Staff procedures

1. The University shall have policies in place governing its employees. These policies shall include but shall not be limited to those listed in paragraph 2 below. The University shall ensure that these policies are in line with relevant legislation, regulation and good employment practices.
2. The University shall have in place policies concerning the following:
 - Recruitment
 - Induction and Probation
 - Reward and Promotion
 - Capability
 - Poor Performance
 - Redundancy and Restructure
 - Employee Grievances
 - Discipline and Dismissal
 - Equality and Diversity
 - Anti-Harassment and Bullying
 - Whistleblowing
 - Health and Safety
 - Data Protection and Freedom of Information
 - Anti-corruption and Bribery
3. In applying these policies the University shall act in such a way as to deliver its aims, objectives and associated activities efficiently and effectively, whilst:
 - 3.1. Subscribing to the University's principles of equality and academic freedom, which are enshrined in the Charter;
 - 3.2. Acting, as is reasonable in the all the relevant circumstances, in a manner that is fair and in accordance with natural justice; and
 - 3.3. Subscribing to the University's Values for Working Together and Professional Behaviours.
4. These procedures and any changes to them will be reviewed and endorsed by the University Executive Board and shall be consulted upon as appropriate.

Ordinance B6

Visiting and Courtesy Titles

1. Titles conferred by the Council

1.1. The Council may confer titles including but not limited to those listed below upon individuals who meet the requirements determined by the Council from time to time as set out in the Visiting and Courtesy Titles Procedure:

- Visiting Professor
- Professor Emeritus or Professor Emerita
- Honorary Fellow

2. Titles conferred by the authority of the Management Board of the relevant Faculty

2.1. The Management Board of the relevant Faculty may confer titles including but not limited to those listed below upon individuals who meet the requirements determined by the Vice-Chancellor from time to time as set out in the Visiting and Courtesy Titles Procedure:

- Visiting Research Fellow
- Visiting Fellow
- Executive Fellow

3. Procedure

3.1. The procedure for the conferment and renewal (where appropriate) of titles and the period of time for which titles shall normally be held shall be set out in the Visiting and Courtesy Titles Procedure.

3.2. Visiting or Courtesy Titles are honorary and carry with them no duties or powers, no right to membership of the Senate, the Board of any Faculty or any other Committee or administrative or decision making body and no right to exercise any administrative or executive function.

3.3. Any Visiting and Courtesy Title may be withdrawn by the body that conferred it for any or no reason at any time.

Students

Ordinance C1

Students

1. The following shall be students of the University:
 - Any person registered for a programme of study leading to a qualification of the University, including a programme leading to a research degree
 - Any person registered for a credit-bearing module of the University
 - Any person registered on a Foundation Programme
 - Any person registered as a visiting student of the University
 - Any person whom the Senate declares to be a student of the University

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Ordinance C2

Admission and Registration

- 1.1 Students shall be admitted to the University in accordance with the Admissions Policy on Taught Programmes or the Admissions Policy on Research Students, as appropriate.
- 1.2 Students shall be required to register for programmes and modules in accordance with the relevant regulations and procedures. As a condition of registration, the student shall be required to pay to the University any fee prescribed by the University.
- 1.3 This formal registration shall then confer upon the student the full privileges and obligations of student membership of the University
- 1.4 A student may have his or her registration terminated in accordance with the appropriate regulations and procedures.

Ordinance C3

Degrees Diplomas and Certificates

The University may confer or award the following Degrees, Diplomas and Certificates

1. The Degrees of the University shall be:

1.1 Foundation Degrees

Foundation Degree of Education FDEd

Foundation Degree of Science FDSc

1.2 Bachelor's Degrees

Bachelor of Arts BA

Bachelor of Arts (Education) BA (Ed)

Bachelor of Engineering BEng

Bachelor of Laws LLB

Bachelor of Science BSc

1.3 Master's Degrees

Master of Arts MA

Master of Arts (Research) MA(Res)

Master in Business Administration MBA

Master of Chemistry MChem

Master of Design MDes

Master of Engineering MEng

Master of Environmental Science MEnvSci

Master of Economics MEcon

Master of Education MEd

Master in Fine Art MFA

Master of Laws LLM

Master of Mathematics MMath

Master of Meteorology MMet

Master of Music MMus

Master of Pharmacy MPharm

Master of Philosophy	MPhil by Thesis
Master of Philosophy	MPhil
Master of Physics	MPhys
Master of Research	MRes
Master of Science	MSc
Master of Science (Integrated)	MSci
Master of Science by Research	MSc(Res)
Master in Teaching and Learning	MTL

1.4 Doctorates

Doctor of Agriculture and Food	DAgriFood
Doctor of Business Administration	DBA
Doctor of Education	EdD
Doctor of Engineering	EngD
Doctor of Philosophy	PhD
Doctor of Statistics	DStat

1.5 Higher Doctorates

Doctor of Laws	LLD
Doctor of Letters	DLitt
Doctor of Science	DSc

2. The Diplomas of the University shall be:

Graduate Diploma	Grad Dip
Diploma of Higher Education	DipHE
Postgraduate Diploma	PGDip

3. The Certificates of the University shall be:

Graduate Certificate	Grad Cert
Certificate of Higher Education	Cert HE
Certificate of Higher Education in Information Design	
Postgraduate Certificate	PG Cert
Post Graduate Certificate in Education	PGCE

Post-Experience Certificate

4. Degrees, Diplomas and Certificates shall meet the requirements set out in the University Credit and Qualifications Framework.
5. The Senate shall be responsible for the approval, monitoring and review of programmes leading to degrees and awards.
6. The Senate shall be responsible for the approval of regulations for degrees, awards and programmes.

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Ordinance C4

Awards

I Degrees, Diplomas and Certificates, excluding Higher Doctorates

1. In order to achieve a qualification of the University a Student must:
 - 1.1 be admitted to and register for the programme, and pursue the programme of study for the degree diploma or certificate as prescribed in the programme specification, save that the student may transfer credit in accordance with the relevant University policy
 - 1.2 fulfil the criteria for the qualification specified in the relevant programme specification and the relevant Framework for Classification and Progression or Code of Practice for Research Degrees
2. The regulation of the award of a qualification shall be as specified in the relevant programme specification, and in the relevant Framework for Classification and Progression or Code of Practice for Research Degrees, as appropriate.
3. The University may award a qualification jointly with other institutions, in which case there may be variations to 1.2 above which shall be agreed by the Senate

II Higher Doctorate

1. The degrees of Doctor of Letters or Doctor of Science or Doctor of Laws may be conferred upon such persons as described in [Regulations for Higher Doctorates] who have submitted to the judgement of the University their published contributions to the advancement of learning in some subject within the purview of the University and are deemed by the Senate to have distinguished themselves by research or learning. The procedures in respect of the degrees shall be specified in [Regulations for Higher Doctorates]

III Aegrotat Degrees

1. If a Student is prevented by illness or other incapacity from completing part or whole of the assessment for a qualification, excluding a degree by research, the Senate on the recommendation of the relevant Examiners and on the basis of evidence of incapacity and of satisfactory performance throughout the programme may approve the award of a degree which shall not be classified.

Ordinance C5

Foundation Programmes

1. The University may offer a Foundation Programme either as part of a degree programme or as a separate programme in preparation for admission to a degree programme.
2. A Student must fulfil the criteria stipulated in the programme specification in order to progress from the Foundation course to the subsequent part of the degree or, where the Foundation course is separate from the degree programme, a Student must meet the applicable admission criteria for the degree programme.

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Ordinance C6

Examinations

1. The examiners of the University shall be:
 - (a) The Professors, Associate Professors and Lecturers of the University
 - (b) Such other suitably qualified employees of the University as the Senate may from time to time appoint
 - (c) Such External Examiners as the Senate may from time to time appoint
2. All matters concerning the subjects, times and mode of examinations and matters concerning the Degrees and Distinction to be conferred by the University shall be provided for in the relevant *Regulation or Policy*.
3. All Final Examinations in the Degree Courses of the University shall be conducted jointly by External Examiners and by those Examiners employed by the University as listed above.

Ordinance C7

Congregations

1. Congregations of the University for the conferment of degrees or other purposes shall be held in a manner prescribed by regulation and shall be presided over by the Chancellor, or in his absence by the Vice-Chancellor or in the latter's absence by the Deputy Vice-Chancellor or by a Pro-Vice-Chancellor.

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Ordinance C8

Student Regulations and Procedures

1. The University shall have policies and regulations in place governing its Students. These policies and regulations shall include but not be limited to those listed in paragraph 2 below. The University shall ensure that these policies and regulations are in line with relevant legislation and good practice.
2. The University shall have in place policies and regulations concerning the following:
 - Regulations for student conduct
 - Complaints by Students
 - Discipline (including academic misconduct)
 - Attendance (including academic engagement)
 - Ill health (including fitness to study)
 - Fitness to practise
 - Suspension of Students
 - Review of examination results
3. These policies shall set out details of appropriately constituted bodies that have the power to impose sanctions on Students, where fair and appropriate, including the power to remove a Student from membership of the University.
4. In applying these policies and regulations the University shall act in such a way as to deliver its aims, objectives and associated activities effectively, whilst subscribing to the University's principles as enshrined in the Charter of Incorporation and acting in a manner that is fair and in accordance with natural justice.
5. These policies and regulations and any changes to shall be approved and consulted upon as appropriate.

Ordinance C9

The Students' Union

1. There shall be a Students' Union of the University. Its constitution, functions, privileges and method of operation shall be as set out in the Students' Union Constitution and the Students' Union Code of Practice. It shall also be subject to any rulings or regulations which shall from time to time be made by the Council.
2. The Students' Union Code of Practice shall be determined from time to time by the Council after consultation with the Students' Union and shall be binding on the Union.
3. The Students' Union Constitution shall be in writing and shall be subject to approval by the Council and to review by the Council at intervals of not more than five years as is required under the Education Act 1994. Changes to the Constitution may be made by the Council of its own volition or on the proposal of the Senate or the Students' Union. No change shall be made to the Constitution without prior consultation with the Students' Union.

Appendix (I)

Faculties, Schools and Other Groupings

There shall be the following Faculties at the University of Reading:

- Faculty of Arts, Humanities and Social Science
- Faculty of Life Sciences
- Faculty of Science
- Henley Business School

The Faculties shall comprise the following Schools (or entities of equivalent status)

- Faculty of Arts, Humanities and Social Science
 - School of Arts and Communication Design
 - Institute of Education
 - School of Humanities
 - International Study and Language Institute
 - School of Law
 - School of Literature and Languages
 - School of Politics, Economics and International Relations
- Faculty of Life Sciences
 - School of Agriculture, Policy and Development
 - School of Biological Sciences
 - School of Chemistry, Food and Pharmacy
 - School of Psychology and Clinical Language Sciences
- Faculty of Science
 - School of Archaeology, Geography and Environmental Science
 - School of Construction Management and Engineering
 - School of Mathematical and Physical Sciences
 - School of Systems Engineering
- Henley Business School
 - ICMA (International Capital Markets Association) Centre
 - Real Estate and Planning
 - Business Informatics, Systems and Accounting
 - International Business and Strategy
 - Leadership, Organisations and Behaviour
 - Marketing and Reputation

Within the following Schools there will be the following Departments or other Intra-School Groupings:

- School of Arts and Communication Design
- Departments
 - Film, Theatre & Television
 - Art
 - Typography & Graphic Communication

- School of Humanities
- Departments
 - Classics
 - History
 - Philosophy

- School of Literature and Languages
- Departments
 - English Literature
 - English Language and Applied Linguistics
 - Modern Languages and European Studies

- School of Politics, Economics and International Relations
- Departments
 - Economics
 - Politics

- School of Chemistry, Food and Pharmacy
- Departments
 - Chemistry
 - Food and Nutritional Sciences
 - Pharmacy

- School of Psychology and Clinical Language Sciences
- Departments
 - Clinical Language Sciences
 - Psychology
- Intra-School Group
 - Charlie Waller Institute

- School of Archaeology, Geography and Environmental Science
- Departments
 - Archaeology
 - Geography and Environmental Science

- School of Mathematical and Physical Sciences
- Departments
 - Mathematics and Statistics
 - Meteorology

Appendix (II)

Subsidiary Undertakings

The subsidiary companies, wholly or effectively controlled by the University of Reading are as follows:

- Henley Business School Limited
- Reading Real Estate Foundation
- The University of Reading Science and Technology Centre Limited
- Henley Business School GmbH
- Henley Business School (Hong Kong) Limited
- RUMAL Reading Sdn. Bhd
- Henley Business School (South Africa) Limited
- The Henley Business School (South Africa)
- Henley Management College (South Africa) Section 21A

Connected Charitable Institutions

- Research Endowment Trust
- National Institute for Research in Dairying Trust
- Hugh Sinclair Trust
- Beckett International Foundation
- Greenlands Trust