

# Ordinances

*Note: The text of the Ordinances relating to (i) Privileges of Associates and certain other past students of University College, Reading, and (ii) Associateship, will be found in the Calendars for the Session 1953–54 and previous Sessions.*

## I Undergraduates

*Sanctioned by the University Court on 3 March, 1971*

Courses of study in the University in preparation for the following examinations are approved for the purpose of qualifying the students following them for the status of Undergraduates:

First University and Intermediate and Final Examinations for Degrees of Bachelor in the University.

Examinations for Diplomas of the University.

Other examinations if specially approved for this purpose by the Senate.

## II Matriculation

*Sanctioned by the University Council on 5 July, 2010*

(1) Matriculation is the formal admission of a student to a course of study in the University leading to a degree of the University and a Matriculated Student of the University is a student so admitted.

(2) The date of a student's Matriculation shall be the first day of the Term in which he\* completes the required formalities for registration or the first day of the Term from which his course shall be deemed to have begun whichever is the earlier.

(3) Candidates for Matriculation shall have passed an examination approved by the University as a qualification for Matriculation or been exempted therefrom by the University.

(4) Students upon Matriculation shall pay to the University the fee prescribed by regulation.

## III Degrees Diplomas and Certificates

*Sanctioned by the University Council on 19 March, 2010*

(1) This Ordinance together with Ordinances L to LXX takes the place of the Ordinance on Degrees sanctioned by the University Court on 24 November 1926 and subsequently amended. It sets out the provisions which are generally applicable to degrees. Those relating to particular degrees will be found in Ordinances L to LXX.

(2) There shall be three Degrees in the University namely the degree of Bachelor the degree of Master and the degree of Doctor. In any Faculty of the University the degree of Bachelor shall be lowest and the degree of Doctor the highest.

(3) In the Faculty of Arts and Humanities there shall be the following degrees which shall be denoted by the letters shown:

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\*Words importing the masculine shall include the feminine.

Bachelor of Arts	BA
Bachelor of Science	BSc
Master of Arts	MA
Master of Arts (Research)	MA(Res)
Master of Design	MDes
Master in Fine Art	MFA
Master of Music	MMus
Master of Philosophy	MPhil
Master of Science	MSc
Doctor of Philosophy	PhD
Doctor of Letters	DLitt

(4) In the Henley Business School there shall be the following degrees which shall be denoted by the letters shown:

Bachelor of Arts	BA
Bachelor of Science	BSc
Master of Arts	MA
Master of Economics	MEcon
Master of Science	MSc
Master of Philosophy	MPhil
Master in Business Administration	MBA
Doctor of Business Administration	DBA
Doctor of Philosophy	PhD
Doctor of Letters	DLitt
Doctor of Science	DSc

(5) In the Faculty of Life Sciences there shall be the following degrees which shall be denoted by the letters shown:

Bachelor of Arts	BA
Bachelor of Science	BSc
Master of Chemistry	MChem
Master of Pharmacy	MPharm
Master of Arts	MA
Master of Science	MSc
Master of Science (Research)	MSc(Res)
Master of Philosophy	MPhil
Doctor of Medicine	MD
Doctor of Philosophy	PhD
Doctor of Science	DSc
Doctor of Statistics	DStat

(6) In the Faculty of Science there shall be the following degrees which shall be denoted by the letters shown:

Bachelor of Arts	BA
Bachelor of Science	BSc
Bachelor of Engineering	BEng
Master of Engineering	MEng
Master of Environmental Science	MEnvSci

Master of Mathematics	MMath
Master of Meteorology	MMet
Master of Physics	MPhys
Master of Arts	MA
Master of Arts (Research)	MA(Res)
Master of Research	MRes
Master of Science	MSc
Master of Philosophy	MPhil
Master in Business Administration	MBA
Doctor of Engineering	EngD
Doctor of Medicine	MD
Doctor of Philosophy	PhD
Doctor of Science	DSc

(7) In the Faculty of Social Sciences there shall be the following degrees which shall be denoted by the letters shown:

Bachelor of Arts	BA
Bachelor of Arts (Education)	BA(ed)
Bachelor of Laws	LLB
Bachelor of Science	BSc
Master of Arts	MA
Master of Arts (Research)	MA(Res)
Master of Economics	MEcon
Master of Education	MEd
Master of Laws	LLM
Master of Research	MRes
Master of Science	MSc
Master of Philosophy	MPhil
Master in Business Administration	MBA
Master in Business Administration (Open Learning)	MBA
Master in Teaching and Learning	MTL
Doctor of Education	EdD
Doctor of Philosophy	PhD
Doctor of Letters	DLitt
Doctor of Laws	LLD
Doctor of Science	DSc

#### **IV Degrees awarded by examination**

*Sanctioned by the University Council on 1 July 2008*

*Undergraduate Degree Programmes with Honours\**

(1) In order to qualify for the award of an undergraduate degree programme with honours in any Faculty a candidate must (save as may be otherwise provided by Ordinance)

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\*See also

Ordinance I for the degree of Bachelor

Ordinance LI for the degree of Bachelor of Arts (for Part-time Students)

Ordinance LII for the degree of BA (Ed).

Ordinance LIII for the degree of BSc (Faculty of Science) (for External Students).

Ordinance LIV for the degree of Integrated Master.

Ordinance LXVII for the International Foundation Programme

- (a) pursue for a period of not less than three years in the University to the satisfaction of the Senate a programme of study\*\* for the degree as prescribed by Ordinance all of which shall be subsequent to Matriculation in the University as prescribed by Ordinance II and
- (b) pass the examinations prescribed by Ordinance save that a candidate may with permission of the relevant Board of the Faculty concerned pursue a part or the whole of a programme of study elsewhere than in the University.
- (c) gain the appropriate number of credits at the appropriate Level for the qualification as prescribed by Ordinance.

The prescribed period may with the consent of the Senate be reduced in the case of:

- (i) graduates of other Universities approved for this purpose by the Senate and
- (ii) such other persons as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere.

(2) In every case the qualifications for an undergraduate degree with honours shall include the passing of the Final Examination prescribed by Ordinance for the degree save that subject to rulings made for that purpose by the Senate, candidates who have passed examinations elsewhere and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere may be exempted from the corresponding or relevant examination or examinations in the University.

(3) An undergraduate degree with honours in any Faculty shall not be granted to any candidate whose record as a student of the University is not deemed satisfactory by the Senate.

The Senate may refuse to admit to or allow to continue on a programme of study leading to a degree with honours any person whose place of residence during the University Terms is in its opinion at too great a distance from Reading.

Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

- (4) (a) A candidate who has completed but failed the Examination in the Final year of a programme for an Undergraduate Degree with honours may present themselves for the same examination at the next subsequent occasion but the candidate
  - (i) shall not then be eligible for Honours and

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\*\*The University reserves the right at any time (i) to change or cancel any programme specification or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

- (ii) shall not in the meantime continue in membership of the University or return to the University save with the express permission of the Senate or of the committee to which the Senate may delegate its powers in this respect. In exceptional circumstances and with the express permission of the Senate a candidate may delay re-examination for such a period as the Senate shall at its absolute discretion decide.
- (b) Candidates who have presented themselves at a Final Examination for an undergraduate degree with honours and who withdraw before the examination has concluded shall not be permitted to present themselves for the same examination on a subsequent occasion except with the special permission of the Senate. A candidate who thus withdraws must before the end of the examination give to the relevant University Officer in writing for the Senate their reasons for withdrawing and state whether they wish to present themselves for re-examination on a subsequent occasion.
- (c) Candidates shall not be permitted to present themselves for any examination in connection with a programme for an undergraduate degree with honours (whether it be a Final Examination or any examination precedent to it) on more than two occasions unless expressly allowed so to do by the Senate.
- (d) Candidates who have been unsuccessful on both these two occasions shall not be permitted to remain in the University unless expressly allowed so to do by the Senate. In such a case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain in the University.
- (e) Notwithstanding the above or any other provision concerning re-examination in any other Ordinance, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

(5) Successful candidates in a Final Examination in which Honours may be awarded shall be stated to have obtained Honours in the first or second or third class or to have passed (the second class being shown in two divisions) save that candidates permitted to present themselves for re-examination under the provisions of clause (4) above shall not be eligible for the award of Honours without the permission of the Senate.

*Postgraduate Degrees of Master awarded by examination*

(6) Postgraduate Degrees of Master may be conferred upon graduates of the University or upon graduates of other Universities or upon such other persons as may be prescribed by the relevant Ordinance or to persons holding such other qualifications as may be approved by the Senate who have

- (a) followed a prescribed programme of study\* for not less than the period specified in the relevant Ordinance and in the relevant programme specification
- (b) satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme
- (c) gained the appropriate number of credits at the Masters Level for the qualification as prescribed by Ordinance and
- (d) fulfilled such other conditions as may be prescribed by Ordinance.

The whole of the period of study shall be subsequent to completing the requirements for admission to the programme. A candidate may with the permission of the relevant Faculty pursue a part or the whole of a programme of study elsewhere than in the University.

(7) Persons other than graduates of the University of Reading who are admitted to a programme shall be required to Matriculate in the University. For the purpose of this clause a person who has completed the examination requirements for the conferment of a degree but who has yet to be formally admitted to that degree shall be regarded as a graduate.

(8) A person wishing to enter upon one of these programmes shall send to the relevant University Officer an application on the prescribed form. The relevant University Officer shall forward the application to the relevant Programme Director who shall supply the relevant University Officer with a written opinion on the application recommending acceptance or otherwise of the application. If the applicant is not a graduate of a University in the United Kingdom or is not a graduate of any University the application shall require the approval of the Senate in addition to that of the relevant Board of the Faculty.

(9) Except as may be provided in the relevant Ordinance no period occupied by a programme of study in preparation for an examination other than that for the particular degree of Master for which the candidate is registered shall be accepted as part of the period prescribed for the programme for that degree of Master.

(10) The examination for the degree of Master shall be held at the conclusion of each programme at such time as shall be specified in the relevant programme specification. An oral examination may at the discretion of the Examiners form part of the examination for the degree.

Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

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- (11) (a) Candidates who have completed but failed an examination for a Masters Degree may present themselves for the same examination at the next subsequent occasion but the candidate shall not in the meantime continue in membership of the University or return to the University save with the express permission of the Senate or of the committee to which the Senate may delegate its powers in this respect. In exceptional circumstances and with the express permission of the Senate a candidate may delay re-examination for such period as the Senate shall at its absolute discretion decide.
- (b) Candidates who withdraw before the examination has concluded shall not be permitted to present themselves for re-examination in the same programme on a subsequent occasion except with the special permission of the Senate given after consideration of their reasons for withdrawal.
- (c) Candidates shall not be permitted to present themselves for any examination in connection with a programme for the degree of Master awarded by examination on more than two occasions unless expressly allowed to do so by the Senate. A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.
- (d) Notwithstanding the above or any other provision concerning re-examination in any other Ordinance, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

(12) A candidate who has qualified for the degree of Master by examination shall not ipso facto be admitted to that degree if they are permitted to submit work previously examined for that degree in an examination for another degree of Master (whether by examination or by thesis) or for the degree of PhD.

A candidate shall however have the right to claim admission to that degree if they do not complete or do not successfully complete such a subsequent programme.

(13) The list of successful candidates for a degree of Master shall be published in alphabetical order without distinction of classes save that for particular programmes as specified in the relevant programme specification and at the discretion of the Examiners the degree may be awarded with Merit or with Distinction.

#### *Ordinary Degree Programmes*

(14) Ordinary Degrees may be awarded to such persons as may be prescribed by the relevant Ordinance who have:

- (a) followed a prescribed programme of study\* for a period of not less than two and a half years
- (b) passed the examinations prescribed by Ordinance save that a candidate may with permission of the relevant Board of the Faculty concerned pursue a part or the whole of a programme of study elsewhere than in the University
- (c) gained not less than 300 credits at an appropriate Level and
- (d) fulfilled such conditions as may be prescribed by Ordinance.

Candidates for an Ordinary Degree shall normally initially follow a programme of study for an Undergraduate Degree with Honours or a Foundation Degree but will be required to formally register for a programme of study leading to an Ordinary Degree by the start of Part 3 of that programme of study.

(15) Subject to rulings made for that purpose by the Senate candidates who have passed examinations elsewhere or who have completed appropriate work-based learning and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere or appropriate work-based learning may be exempt from the corresponding or relevant examinations in the University provided that in every case the qualification for the Ordinary Degree shall include the passing of the Examination held at the conclusion of the programme of study and as prescribed by the relevant Ordinance.

(16) An Ordinary Degree shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(17) An Ordinary Degree shall normally not be granted to any candidate who after sitting the Part 3 Examination for an Honours Degree does not meet the requirements for that Honours Degree.

(18) The examinations for an Ordinary Degree shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(19) A candidate who has failed any examination for an Ordinary Degree may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any other provision concerning re-examination in any other Ordinance re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

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\*The University reserves the right at any time (i) to change or cancel any syllabus or any programme specification or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.



Where the module concerned involves work-based learning it is the candidate's responsibility to arrange that the work-based learning can either be retaken or replaced with other work-based learning acceptable to the Examiners.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for an Ordinary Degree on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(20) Successful candidates for the award of an Ordinary Degree shall be stated to have passed.

#### *Foundation Degrees*

(21) Foundation Degrees may be awarded to such persons as may be prescribed by the relevant Ordinance who have:

(a) followed a prescribed programme of study for a period of not less than two years and satisfied the Examiners appointed by the University in the examination held at the conclusion of that period\*

(b) gained not less than 240 credits at an appropriate Level

and

(c) fulfilled such conditions as may be prescribed by Ordinance.

A candidate will normally pursue the programme of study at a validated partner Further Education College and at an organization which can provide an appropriate element of work-based learning.

(22) Subject to rulings made for that purpose by the Senate candidates who have passed examinations elsewhere or who have completed appropriate work-based learning and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere or appropriate work-based learning may be exempt from the corresponding or relevant examinations in the University provided that in every case the qualification for the Foundation Degree shall include the passing of the Examination held at the conclusion of the programme of study and as prescribed by the relevant Ordinance.

(23) A Foundation Degree shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(24) The examinations for a Foundation Degree shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate

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\*The University reserves the right at any time (i) to change or cancel any syllabus or any programme specification or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(25) A candidate who has failed any examination for a Foundation Degree may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any other provision concerning re-examination in any other Ordinance, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved. Where the module concerned involves work-based learning it is the candidate's responsibility to arrange that the work-based learning can either be retaken or replaced with other work-based learning acceptable to the Examiners.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for a Foundation Degree on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate.

In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(26) Successful candidates for the award of a Foundation Degree shall be stated to have passed.

## **V Degrees of Master and Doctor awarded by Thesis**

*Sanctioned by the University Council on 5 July, 2010*

Note: See also Ordinance LX for the Degree of Professional Doctorate and Ordinance LVII for the Degree of Doctor of Medicine.

(1) The degree of PhD or of MPhil or of LLM may be conferred upon graduates of the University of Reading or of other Universities or upon persons holding such other qualifications as may be prescribed or upon other persons approved by the Senate who have

- (a) undertaken such research (for the degree of PhD) or research or advanced study (for the degree of MPhil (or of LLM) as may be approved by the Senate for not less than the period prescribed below after completing the examination requirements for the conferment of the degree of Bachelor or of Master (except as provided by clauses (4) and (6) of this Ordinance)
- (b) fulfilled such other conditions as may be prescribed below and
- (c) submitted the results of their research or advanced study in a thesis satisfactory to the Examiners appointed by the University who may at their discretion further examine any candidate in the matter of the thesis submitted or in any matters relating to the research or advanced study.

Administrative responsibility for the research or advanced study shall rest with the Head of School concerned. The Head of School may assign the supervision of the candidate's work to such extent as they shall determine to another member of the Academic staff.

- (2) (a) The prescribed period under clause (1)(a) above shall be as stated below. For the purpose of this clause 'academic year' shall mean any period of three consecutive Terms.
- (b) For a candidate pursuing advanced study or research full-time the period of such advanced study or research shall be one academic year (and not less) for the degree of LLM two academic years (and not less) for the degree of MPhil and three academic years (and not less save as provided in (e) below) for the degree of PhD. A candidate may continue to be registered for the degree of LLM or MPhil or PhD (as the case may be) after completion of the prescribed period but (except with the express permission of the relevant Board of the Faculty concerned) the total period of registration shall not exceed three calendar years for the degree of LLM or MPhil and four calendar years for the degree of PhD from the original date of registration for the degree.
- (c) For a candidate not engaged full-time the period of advanced study or research for the degree of LLM or MPhil or PhD shall be determined by the relevant Board of the Faculty concerned at the beginning of the programme. The period shall not be less than two academic years for LLM or three academic years for MPhil or four academic years (save as provided in (e) below) for PhD. A candidate may continue to be registered for the degree of LLM or MPhil or PhD (as the case may be) after completion of the prescribed period but (except with the express permission of the relevant Board of the Faculty concerned) the total period of registration shall not exceed six calendar years from the original date of registration for the degree.
- (d) The relevant Board of the Faculty concerned shall have the power and discretion to vary the period described for any candidate save that it shall not reduce the period specified under (b) above for a candidate pursuing advanced study or research full-time except as provided in (e) below.
- (e) Where previous experience in research is deemed satisfactory by the relevant Board of the Faculty concerned the prescribed period may be reduced to two academic years in the case of an applicant for registration for PhD intending to pursue research full-time and to three academic years in the case of an applicant for PhD not engaged full-time\*.
- (f) The prescribed period shall be spent in the University save that with the permission of the relevant Board of the Faculty concerned a part or whole of it may be spent elsewhere on condition that the research

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\*These provisions are not available to applicants for the MSc/Higher Degree programme in Agricultural Economics and Management in the Faculty of Life Sciences.

or advanced study continue to be directed and supervised as provided above and on such other conditions as may be prescribed by Ordinance or by the relevant Board of the Faculty concerned.

(3) Candidates following an approved programme of research or advanced study who are permitted to spend a part or the whole of the period of research or advanced study elsewhere than in Reading shall be required to maintain such personal contact with their supervisors as the latter may specify. In such cases also the appointment of an additional supervisor other than a member of the University shall be made when circumstances make such an appointment necessary or advisable.

(4) A person wishing to enter upon a programme of research or advanced study for the degree of LLM or MPhil or PhD shall send to the relevant University Officer an application on the prescribed form. The relevant University Officer shall forward the application to the Head of the relevant School (or other designated member of the Academic Staff) to which the proposed programme of study relates. The Head of the relevant School shall supply the relevant University Officer with a written opinion on the application recommending acceptance or otherwise of the application and stating to which member of the academic staff if any they wish to delegate the supervision of the candidate's work and the date when the programme of research shall be deemed to have begun. If the applicant is not a graduate of any University the application shall require the approval of the Senate in addition to that of the relevant Board of the Faculty.

Save as provided in clause (6) below such date shall not normally be earlier than the first day of the Term in which the approval is given except in the case of a candidate who has been admitted to a programme in preparation for a degree of Master and whose application under the provisions of clause (6) below for recognition of such programme as a part of a programme in preparation for the degree of LLM or MPhil (by thesis) or PhD has been approved.

(5) If the application is approved the applicant shall be registered initially as a 'PhD student' and the relevant Board of the Faculty concerned shall have power formally to assess the progress of the student. This assessment will take place at such time as the relevant Board of the Faculty considers appropriate so to do provided that this shall not be later than the end of the second year of registration as a 'PhD' student.\*

The outcome of this assessment shall be either confirmation of the registration of the student as 'PhD', assignment to the registration of MPhil or referral to the University's Sub-Committee on Neglect of Work and Unsatisfactory Progress, under the procedures set out in Ordinance XVII. Where the registration of the student is either confirmed as 'PhD' or assigned to 'MPhil', this registration shall then be deemed to have begun on the date at which initial registration as a 'PhD' student began.

(6) No period occupied by a programme of study in preparation for an examination other than that for the degree of LLM or MPhil shall be accepted as

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\*Or equivalent for a Part-time student.

part of the prescribed period which must be spent in research or advanced study in preparation for the degree save that the Senate may recognise for this purpose any period occupied by

- (a) study under approved conditions for the degree of PhD or
- (b) a prescribed programme of study for the degree of LLM or MPhil by examination or
- (c) a prescribed programme of study for the degree of MA or MEd or MSc or MRes or MBA.

No period occupied by a programme of study in preparation for an examination other than that for the degree of PhD shall be accepted as part of the prescribed period which must be spent in research in preparation for the degree save that the Senate may recognise for this purpose any period occupied by

- (a) research or advanced study under approved conditions for the degree of LLM or MPhil or
- (b) a prescribed programme of study for the degree of LLM or MPhil by examination or
- (c) a prescribed programme of study for the degree of MA or MEd or MSc or MRes or MBA.

A candidate shall not be granted the degree of LLM or MPhil or PhD in addition to a degree of Master awarded by examination without having completed the periods of study required for each of the degrees separately.

(7) In the event of approval being given to the candidate's application the Senate shall determine the date when the programme of research shall be deemed to have begun. Save as provided in clauses (2) and (4) of this Ordinance such date shall not normally be earlier than the first day of January or of May or of October according to the Term in which the Senate's approval is given except in the case of a candidate who has been admitted to a programme in preparation for one of the degrees of Master by examination as specified above and whose application for the recognition of such programme as a part of a programme in preparation for the degree of LLM or MPhil by thesis or PhD has been approved by the Senate.

(8) The thesis embodying the results of the candidate's research or advanced study together with an abstract of it may be sent to the relevant University Officer any time after the beginning of the final Term of the prescribed period. Candidates must give notice to the relevant University Officer of their intention to submit their thesis in accordance with a schedule of dates published annually.

(9) Three copies of the thesis submitted together with three copies of the Abstract of it each bound in the form of a book shall be supplied. The form and content of the thesis shall conform with the rules for submission of theses for higher degrees approved by the Senate and having the force of Regulations\*.

Every copy of the thesis thus submitted shall become the property of the University save that one shall normally be returned by the University to the candidate.

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\*Copies may be obtained from the relevant University Officer.

(10) A candidate shall not be permitted to submit as their thesis a thesis which is being submitted for a degree in another University or for which a degree has already been conferred on them in this or any other University but a candidate shall not be precluded from incorporating work which they have already submitted for a degree in this or any other University provided that they indicate in their thesis any work which has been so incorporated.

(11) The relevant University Officer shall forward the thesis and the abstract to the Examiners appointed by the University to examine the candidate and shall request them to fix a date for the oral examination of the candidate if required. An oral examination shall ordinarily be held in the case of a candidate for the degree of PhD and may be held for the degree of LL.M or MPhil. The Examiners may also require the candidate to undergo a written examination or a practical examination or both.

(12) Candidates who are rejected by the Examiners may present themselves for re-examination for the degree of LL.M or MPhil or PhD on one subsequent occasion which shall normally be not less than one Term and not more than nine Terms following the Term in which the Examiner's Report on the thesis was approved by the Senate.

Candidates shall not be permitted to present themselves for any examination in connection with a programme for the degree of Master or Doctor awarded by thesis on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(13) When a thesis submitted by a candidate for the degree of PhD does not in the opinion of the Examiners reach the standard required for that degree it shall be at the discretion of the Examiners to recommend to the Senate that the degree of MPhil be awarded. Where such a recommendation is approved the candidate shall have the option either of accepting the degree of MPhil or of seeking re-examination. In the former case acceptance shall be in writing to the relevant University Officer not later than the end of the ninth term following that in which the recommendation was approved. In the latter case re-examination shall be as provided in (12) above. Where a candidate chooses re-examination the recommendation for the award of the degree of MPhil shall be deemed to be suspended pending the re-examination. The re-examination shall be only for the degree of PhD. If the re-submitted thesis does not in the opinion of the Examiners reach the standard required for that degree the earlier recommendation for the award of MPhil shall stand.

(14) The Examiners' decision shall be forwarded to the relevant University Officer as early as possible but shall not be notified to the candidate until it has received the approval of the Senate.

(15) A candidate for the degree of Master by examination may be jointly registered for a programme of study leading to the degree of MPhil by thesis or

PhD. The relevant Board of the Faculty concerned will determine the specific registration during the period of the Master's programme by examination. In the case of a candidate then assigned to registration for a programme of study leading to the degree of MPhil by thesis or PhD the Board shall determine the prescribed period of registration as provided in clause (2) above.

(16) For the purposes of clauses (8) to (15) above and of the Rules for the Submission of Theses made under this Ordinance a candidate wishing to be admitted to the degree of PhD or of MPhil by thesis in the fields of Film or of Drama or of Fine Art or of Musical Composition or Performance may in place of a thesis alone submit original works of film or drama or art or a folio of musical composition or a film or drama or musical performance as appropriate together with a thesis of shorter length relating the work or performance to contemporary issues in theatre or film or art or music.

## **VI Higher Doctorates**

*Sanctioned by the University Council on 1 July, 2008*

Note: Ordinance LVII relates to the degree of DLitt Ordinance LVIII relates to the degree of DSc and Ordinance LIX relates to the degree of LLD.

(1) The degrees of DLitt or DSc or LLD may be conferred upon such persons as may be described in the relevant Ordinance who have submitted to the judgement of the University their published contributions to the advancement of learning in some subject within the purview of a Faculty of the University and are deemed by the Senate to have distinguished themselves by research or learning. Before deciding upon the merits of such contributions the Senate shall consider a report thereon from the relevant Board of the Faculty or School of the University within whose purview the subject falls.

(2) A graduate of the University of Reading or of another approved University wishing to become a candidate for the degree of DLitt or DSc or LLD shall make application in writing to the relevant University Officer and shall send at the same time the examination fee\*. This application shall contain five copies of a full statement of the grounds upon which the claim for the degree is based and shall be accompanied by three copies of the published work which the applicant submits in support of it. The candidate shall also submit five separate copies of the list of such published work and shall state in that list whether and with what result any of the work has previously been submitted for any degree of any University. If publications under joint authorship are submitted the candidate shall state precisely in the list of published work his contribution to each of them.

(3) On receipt of such application the Director of Research of the relevant Faculty and the Director of Research of the relevant School in consultation with such members of Academic Staff whose advice may wish to seek shall determine whether the application has sufficient merit *prima facie* to warrant consideration by Examiners. If it is determined that the application warrants consideration by Examiners the Board of the relevant Faculty shall proceed to recommend to the

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\*Application must be made on the prescribed form, to be obtained from the relevant University Officer.

Senate not fewer than three Examiners of whom a majority shall be persons other than members of the Academic Staff of the University. If it is determined that the application *prima facie* does not warrant consideration by Examiners the candidate shall be eligible for a partial refund of the fee paid.

(4) A candidate whose application is deemed *prima facie* not to warrant consideration by Examiners has the right to request a review of the decision. A candidate who wished to request a review of the decision must notify the relevant University Officer within a period of one month from notification of the decision. A review of the decision shall be undertaken by the relevant Pro-Vice-Chancellor who may consult in considering the case such Academic Staff as he or she deems appropriate. If the Pro-Vice-Chancellor determines that the decision is well-founded the decision shall be final. If the Pro-Vice-Chancellor determines that the application merits consideration by Examiners Examiners shall be appointed and the normal examination process undertaken.

(5) Each Examiner shall be required to send to the relevant University Officer a report upon the candidate's claim and upon the published work submitted by the candidate and an expression of their opinion as to whether the candidate has sufficiently distinguished themselves by research or learning to merit the award of the degree. The reports shall be submitted in the first instance to the Dean of the relevant Faculty who shall forward the reports to the appropriate Faculty Committee. The Committee shall make a recommendation to the relevant Board of the Faculty as to whether or not the degree be awarded. The relevant Board of the Faculty shall then forward its own recommendation to the Senate. Candidates who are not awarded the degree have the right to request a review of their result on any grounds other than academic judgement and must inform the relevant University Officer of their request to review their result in writing within a period of one month from notification of the result.

(6) The disposal of the copies of the published work submitted under clause (2) shall be at the discretion of the University but normally two of the three copies shall be returned by the University to the candidate.

## **VII Postgraduate Diplomas and Certificates**

*Sanctioned by the University Council on 1 July, 2008*

(1) Postgraduate Diplomas and Certificates may be awarded to graduates of the University or to graduates of other Universities or to such other persons as may be prescribed by the relevant Ordinance who have

- (a) followed a prescribed programme of study\* for not less than the period specified in the relevant Ordinance and in the relevant programme specification
- (b) satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme and

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\*The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.



- (c) gained the appropriate number of credits at the Masters Level for the qualification as prescribed by Ordinance and
- (d) fulfilled such other conditions as may be prescribed by Ordinance.

The whole of the period of study shall be subsequent to completing the examination requirements for the conferment of a first degree. A candidate may with the permission of the relevant Faculty pursue a part or the whole of a programme of study elsewhere than in the University.

(2) A person wishing to enter upon one of these programmes shall send to the relevant University Officer an application on the prescribed form. The relevant University Officer shall forward the application to the relevant Programme Director who shall supply the relevant University Officer with a written opinion on the application recommending acceptance or otherwise of the application. If the applicant is not a graduate of a University in the United Kingdom or is not a graduate of any University the application shall require the approval of the Senate in addition to that of the relevant Board of the Faculty.

(3) The examination for a Diploma or Certificate shall be held at the conclusion of the relevant programme.

Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(4) Unless otherwise specified in the relevant Ordinance a candidate who has completed the examination for a postgraduate Diploma or Certificate but has failed to satisfy the Examiners shall be permitted to present themselves for re-examination in the same programme on one subsequent occasion. A candidate shall not be permitted to present themselves for any examination in connection with a programme for a Postgraduate Diploma or Certificate on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student. Notwithstanding the above or any other provision concerning re-examination in any other Ordinance, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

(5) The list of successful candidates for a Postgraduate Diploma or a Postgraduate Certificate shall be published in alphabetical order without distinction of classes save that for particular programmes as specified in the relevant programme specification and at the discretion of the Examiners a Postgraduate Diploma may be awarded with Merit or with Distinction.

## **VIII Post-experience Diplomas and Certificates**

*Sanctioned by the University Council on 1 July, 2008*

(1) Post-experience Diplomas and Certificates may be awarded to such persons as may be prescribed by the relevant Ordinance who have:

- (a) followed a prescribed programme of study\*
- (b) satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme and
- (c) fulfilled such other conditions as may be prescribed by Ordinance.

A candidate may with the permission of the relevant Faculty pursue a part or the whole of a programme of study elsewhere than in the University.

(2) A person wishing to enter upon one of these programmes shall send to the relevant University Officer an application on the prescribed form. The relevant University Officer shall forward the application to the relevant Programme Director who shall supply the relevant University Officer with a written opinion on the application recommending acceptance or otherwise of the application.

(3) The examination for a Diploma or Certificate shall be held at the conclusion of the relevant programme. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(4) A candidate who has completed the examination for a post-experience Diploma or Certificate but has failed to satisfy the Examiners shall be permitted to enter for re-examination in the same programme on one subsequent occasion. A candidate shall not be permitted to present themselves for any examination in connection with a programme for a Post-Experience Diploma or Certificate on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student. Notwithstanding the above or any other provision concerning re-examination in any other Ordinance, re-examination shall not be available in any part of a course related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

(5) The list of successful candidates for a Post-Experience Diploma or a Post-Experience Certificate shall be published in alphabetical order without distinction

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\*The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

of classes save that at the discretion of the Examiners a Post-Experience Diploma may be awarded with Merit or with Distinction.

## **IX Graduate Certificates and Diplomas Undergraduate Diplomas and Certificates of Higher Education**

*Sanctioned by the University Council on 7 July, 2009*

### *Certificates of Higher Education*

(1) Undergraduate Certificates of Higher Education may be awarded to such persons as may be prescribed by the relevant Ordinance who have:

- (a) followed a prescribed programme of study for a period of not less than one year and satisfied the Examiners appointed by the University in the examination held at the conclusion of that period\*
- (b) gained not less than 120 credits of which at least 100 credits must be at the Certificate Level and
- (c) fulfilled such conditions as may be prescribed by Ordinance.

A candidate may with the permission of the relevant Board of the Faculty concerned pursue a part or whole of the programme of study elsewhere than in the University.

(2) Subject to rulings made for that purpose by the Senate candidates who have passed examinations elsewhere and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere may be exempt from the corresponding or relevant examinations in the University provided that in every case the qualification for the Undergraduate Certificate of Higher Education shall include the passing of the Examination held at the conclusion of the programme of study and as prescribed by the relevant Ordinance.

(3) An Undergraduate Certificate of Higher Education shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(4) The examinations for an Undergraduate Certificate of Higher Education shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(5) A candidate who has failed any examination for an Undergraduate Certificate of Higher Education may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any other provision concerning re-examination in any other Ordinance, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in

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\*The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for an Undergraduate Certificate of Higher Education on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate.

In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(6) Successful candidates for the award of an Undergraduate Certificate of Higher Education shall be stated to have passed.

#### *Undergraduate Diplomas of Higher Education*

(7) Undergraduate Diplomas of Higher Education may be awarded to such persons as may be prescribed by the relevant Ordinance who have:

- (a) followed a prescribed programme of study for a period of not less than two years and satisfied the Examiners appointed by the University in the examination held at the conclusion of that period\*
- (b) gained not less than 240 credits of which at least 100 credits must be at the Intermediate Level and
- (c) fulfilled such conditions as may be prescribed by Ordinance.

A candidate may with the permission of the relevant Board of the Faculty concerned pursue a part or whole of the programme of study elsewhere than in the University.

The prescribed period may with the consent of the Senate be reduced to not less than one year in the case of

- (i) graduates of other institutions of higher education approved for this purpose by the Senate and
- (ii) such other persons as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere.

(8) Subject to rulings made for that purpose by the Senate candidates who have passed examinations elsewhere and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere may be exempt from the corresponding or relevant examinations in the University provided that in every case the qualification for the Undergraduate Diploma of Higher Education shall include the passing of the Examination held at the conclusion of the programme of study and as prescribed by the relevant Ordinance.

(9) An Undergraduate Diploma of Higher Education shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

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(10) The examinations for an Undergraduate Diploma of Higher Education shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(11) A candidate who has failed any examination for an Undergraduate Diploma or Diploma of Higher Education may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any other provision concerning re-examination in any other Ordinance, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for an Undergraduate Diploma of Higher Education on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate.

In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(12) Successful candidates for the award of an Undergraduate Diploma of Higher Education shall be stated to have passed.

#### *Graduate Certificates*

(13) Graduate Certificates may be awarded to such persons as may be prescribed by the relevant Ordinance who have:

- (a) followed a prescribed programme of study for a period of not less than four months and satisfied the Examiners appointed by the University in the examination held at the conclusion of that period\*
- (b) gained not less than 60 credits of which all must be at the Honours Level and
- (c) fulfilled such conditions as may be prescribed by Ordinance.

A candidate may with the permission of the relevant Board of the Faculty concerned pursue a part or whole of the programme of study elsewhere than in the University.

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(14) A Graduate Certificate shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(15) The examinations for a Graduate Certificate shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification.

(16) A candidate who has failed any examination for Graduate Certificate may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any provision concerning re-examination in any other Ordinance re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for Graduate Certificate on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such cases the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(17) Successful candidates for the award of a Graduate Certificate shall be stated to have passed.

#### *Graduate Diplomas*

(18) Graduate Diplomas may be awarded to such persons as may be prescribed by the relevant Ordinance who have:

- (a) followed a prescribed programme of study for a period of not less than one year and satisfied the Examiners appointed by the University in the examination held at the conclusion of that period\*
- (b) gained not less than 120 credits of which at least 100 credits must be at the Honours Level and
- (c) fulfilled such conditions as may be prescribed by Ordinance.

A candidate may with the permission of the relevant Board of the Faculty concerned pursue a part or whole of the programme of study elsewhere than in the University.

(19) A Graduate Diploma shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(20) The examinations for a Graduate Diploma shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification.

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\*The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

(21) A candidate who has failed any examination for Graduate Diploma may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any provision concerning re-examination in any other Ordinance re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for Graduate Diploma on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such cases the senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(22) Successful candidates for the award of a Graduate Diploma shall be stated to have passed.

## **X Aegrotat Passes**

*Sanctioned by the University Court on 14 March, 2003*

If a candidate is prevented by illness from attending the whole or a part of an examination or is affected by illness during an examination for a degree whether Bachelor's or Master's (by examination) diploma or certificate the Senate upon report from the Internal and External Examiners concerned and upon such medical and other evidence as it shall think fit may exempt them from the regulation prescribing the passing of such examination as one of the qualifications for the degree diploma or certificate or may impose such conditions as it shall think fit the fulfilment of which shall be precedent to such exemption provided that a candidate thus exempted from the examination held at the close of the course of study for a degree with honours shall not be placed in a class.

The Senate after report from the relevant Faculty Examiners' Meeting may permit a candidate whose course of study has been interrupted by illness to defer presenting himself for an examination for a degree diploma or certificate for such period as it thinks fit.

## **XI Election and Appointment to Professorships or Readerships or Senior Lecturerships**

*Sanctioned by the University Council on 11 July, 2006*

(1) Whenever it is necessary for the Council to elect and appoint to a Professorship or Readership or Senior Lecturership of the University a Committee of Selection shall be appointed.

(2) Subject to the proviso that when an appointment is to be made to fill a vacancy due to resignation or retirement the retiring or resigning member shall not be eligible the Committee of Selection shall be constituted as follows:-

- (i) *Ex officio* members
  - (a) The Vice-Chancellor or the Deputy Vice-Chancellor or a Pro-Vice-Chancellor.
  - (b) The Dean of the Faculty in which the relevant School is included.
  - (c) The Head of the relevant School.
- (ii) Elected members  
Two Professors elected by the Board of the Faculty in which the relevant School is included save that if the School is included in more than one Faculty one Professor shall be elected by each of the Boards of the Faculties. For the purposes of this clause Professor shall include Professor (part-time) and persons accorded the personal title of Professor.
- (iii) Additional member  
One additional member shall be elected by and from among the Professors Readers Senior Lecturers and Lecturers in the School in which the vacancy occurs after the elections under (ii) above have been made.

(3) The Vice-Chancellor or the Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall be Chair of the Committee of Selection. In the absence or incapacity of the Vice-Chancellor or the Deputy Vice-Chancellor or a Pro-Vice-Chancellor the Committee shall appoint one of its members to be Chair.

The Director of Human Resources shall be Secretary to the Committee.

(4) The vacant Professorship or Readership or Senior Lecturership shall be publicly advertised unless the Committee shall decide otherwise. The advertisement shall be published at least one month prior to the last day for receiving applications. If it is decided to proceed otherwise than by public advertisement the Committee of Selection shall state the grounds for such decision in its Report to the Senate and to the Council.

(5) Subject to any instructions from the Council the Committee of Selection shall frame and sanction any public advertisement and also the statement of particulars relative to the duties and remuneration of the Professorship or Readership or Senior Lecturership which is furnished to applicants.

(6) The Committee of Selection shall :

- (i) Appoint an Assessor or Assessors to be consulted in such manner as the Committee shall determine but any person so appointed shall not be a member of the Committee and shall not be entitled to vote on the recommendations which it is proposed that the Committee shall make. A member of the Academic Staff of the University shall not be eligible for appointment as Assessor.
- (ii) Have the power to co-opt one member who must be a member of the Academic Staff of the University.
- (iii) At its discretion consult any person or persons whether members of the University or not on the subject of the vacant Professorship or Readership or Senior Lecturership.

Save as provided above the proceedings of the Committee shall be private.



(7) Unless in any particular case the Council expressly shall direct otherwise the Committee of Selection shall act on behalf of the Council and appoint to the vacant Professorship or Readership or Senior Lecturership whether the person to be appointed has been a candidate or not for the post but no such appointment shall be made unless supported by the votes of four members of the Committee.

(8) The proceedings of the Committee of Selection shall be confidential to members of the Committee. The Committee shall however forward to the Senate and to the Council a Report on the procedure adopted and on the person appointed.

## **XII Management Boards of the Faculties**

*Sanctioned by the University Council on 20 December, 2006*

(1) There shall be a Management Board of the Faculty for each of the several Faculties which shall

- (a) propose to the Senate and to the Senior Management Board measures for the advancement and extension of the work of the Faculty
- (b) deal with any matters referred or delegated to it by the Senate or by the Senior Management Board
- (c) discuss any matter within the purview of the Faculty
- (d) elect together with the School Directors of Research of the Faculty and the School Directors of Teaching and Learning of the Faculty a Dean of the Faculty from among the full-time Professors Readers Senior Lecturers and Lecturers of the University
- (e) report to and comment to the Senate the University Boards and the other Faculty Boards and the Senior Management Board on reports received from the relevant Faculty Boards for Teaching and Learning on matters of policy in relation to teaching and learning and the relevant Faculty Boards for Research on matters of policy in relation to research.

(2) Each Board shall consist of

- (a) The Dean of the Faculty (Chair)
- (b) Heads of Schools of the Faculty (or their nominated alternates)
- (c) The Director of Research of the Faculty
- (d) The Director of Teaching and Learning of the Faculty
- (e) Two representatives, one elected by and from the undergraduate and one by and from the postgraduate students registered for programmes in the Faculty
- (f) One member co-opted from among the Academic Staff of the University outwith the Faculty
- (g) Not more than one member co-opted from among the employees of the University.

The Sub-Dean of the Faculty shall be Secretary to the Board.

## **XIII Research Board**

*Rescinded by the University Court on 20 March, 1996*

## **XIV The Library**

*Sanctioned by the University Council on 1 July, 2008*

(1) The Librarian of the University shall be responsible through the Director of Academic Services and the Vice-Chancellor to the Council for the organisation and conduct of the Library.

(2) The Library shall be within the purview of the Director of Academic Services.

- (3) (a) The Advisory Board for Library Services shall consist of
- (i) the Vice-Chancellor, the Director of Academic Services, the Director of Information Technology Services, the Librarian.
  - (ii) one Dean of a Faculty appointed by the Senior Management Board.
  - (iii) two members of the Academic Staff of each Faculty appointed by the Senate on the recommendation of the Board of the relevant Faculty.
  - (iv) the Vice-President Education of the Students' Union.
  - (v) A Faculty Director of Teaching and Learning appointed by the University Board for Teaching and Learning.
- (b) A member appointed under (a) (ii) or (iii) above shall hold office for a period of three years and shall be eligible for reappointment.
- (c) The Chair shall be elected by the Board from among their members. He/she shall serve for three years and shall be re-eligible. In those instances where the Chair is elected from amongst the Faculty representatives he/she shall be replaced as a Faculty representative on the recommendation of the Board of the relevant Faculty.
- (d) The Librarian shall act as Secretary to the Advisory Board.
- (4) The Advisory Board for Library Services shall
- (a) advise the Librarian as appropriate on any matters affecting the Library and the provision of Library services;
  - (b) advise the Information Strategy Committee and through the Committee of the Senior Management Board on key issues relating to the Library services required to deliver the University's strategies;
  - (c) report as necessary to the Senate and the Council.

(5) In the event of a vacancy in the office of Librarian the Advisory Board for Library Services shall be represented by its Chair and the Director of Academic Services on the resulting Committee of Selection.

## **XV The Court**

*Sanctioned by the University Council on 20 December, 2006*

- (1) There shall be a Court of the University which shall meet yearly.
- (2) The Court shall receive a report on the work of the University.
- (3) The Court shall consist of the following

- The Chancellor
- The Members of the Council
- The Members of the Senate

Up to twelve members of convocation appointed in accordance with Ordinance XXII

Such other persons as may be appointed from time to time by the Council on the recommendation of the Appointments Committee acting as Nominations Committee such persons to be appointed for a period of five years and to be eligible for re-appointment.

## **XVI Halls of Residence**

*Sanctioned by the University Council on 10 July, 2007*

(1) This Ordinance supersedes the Ordinance on the Residential Board sanctioned by the University Council on 12 July 2005.

(2) In this Ordinance

(a) 'Halls' means Halls of Residence and such other institutions as the Council may recognise as University Halls.

(b) 'University residential system' means Halls and other residential accommodation owned or controlled by the University.

(3) There shall be a Residences Management Committee which shall have the following powers and duties subject to any directions thereon which the Council may give from time to time

(a) To advise the Council (in which authority shall rest) through the Senior Management Board on all general matters of policy concerning the government and administration of the University residential system.

(b) To be responsible to the Senior Management Board and Council for the management of the University residential system.

(4) (a) The Committee shall consist of

(i) A Pro-Vice-Chancellor, the President of the Students' Union and a Dean

(ii) three members of Academic Staff appointed by the Senior Management Board

(iii) the Director of Facilities Management, the Director of Student Services and the Director of Finance and Corporate Services

The Pro-Vice-Chancellor shall be Chairman of the Board and the Director of Academic Services shall act as Secretary to the Board.

The Director of Residential and Commercial Services, the Assistant Director, Residences, and the Assistant Director, Commercial Services, shall have the right of attendance at its meetings.

A Group Residences Manager, a Senior Resident Tutor (or Group Warden), the Halls Project Co-ordinator and the Facilities

Management Management Accountant shall attend by invitation

Student members of the Committee 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 of the reserved area of business is concluded.

- (b) The members appointed by the Senior Management Board shall serve for three years save that in the first instance the three members appointed shall individually serve for one year, two years and three years respectively. The members appointed by the Students' Union shall serve for such period as shall be determined by the Students' Union provided that it does not exceed three years. Retiring members shall be eligible for reappointment.
  - (c) The Committee shall meet not fewer than ten times in each year.
  - (d) The Committee shall submit an annual report to the Senior Management Board, the Support Services Policy Committee and the Council. The Committee shall also forward Annual Reports from Hall Committees, together with its own commentary and analysis, to the Support Services Policy Committee.

At the discretion of the Council the whole or part of these reports shall be included in the Annual Report of the Proceedings of the University.
  - (e) Save as provided above and in clause (5) below the Board shall determine its own procedure.
- (5) (a) There shall be constituted for each Hall a Hall Committee consisting of
- (i) the Residence Manager
  - (ii) the Resident Tutor (or Warden) of the Hall
  - (iii) one person appointed by the Senate
  - (iv) at least one and not more than three students appointed by the Hall's Junior Common Room. These members of the Committee may be required to withdraw from a meeting for such items of business as the Chairman shall specify
  - (v) at the discretion of the Committee one person being a local resident co-opted by the Committee
  - (vi) not more than three persons co-opted by the Committee all of whom shall normally be members of the University (as defined in Statute II) or otherwise a member of staff of the University and at least one of whom shall normally be a senior resident in the Hall.
  - (vii) The Group Residences Manager of the Group in question shall have right of attendance at meetings of the Hall Committee.
- (b) The Chairman of the Committee shall be decided by the Committee and shall not normally be either the Residence Manager or the Resident Tutor (or Warden).
  - (c) The Committee shall appoint its own Secretary.
  - (d) Appointed and co-opted members shall hold office for three years save that in the first instance one co-opted member shall serve for one year, one for two years and one for three years. Retiring members shall be eligible for reappointment.
  - (e) Each Committee may from time to time make formal proposals to the Residences Management Committee as it shall deem appropriate. The Residences Management Committee shall not refer back or disallow

any such formal proposal but shall forward it to the Support Services Policy Committee with such expressions of opinion and such other recommendations as may represent its views. The Chairman of a Hall Committee or his/her nominee may be invited to attend that part of the meeting of the Residences Management Committee or to the Support Services Policy Committee at which a formal proposal made by that Hall Committee is to be discussed.

(f) Each Hall Committee shall advise and support the Resident Tutor (or Warden) and the Residence Manager in all matters concerning the Hall and shall submit to the Residences Management Committee an annual Report.

(g) Each Hall Committee shall normally meet at least once in each Term.

Save as provided above the Committee shall determine its own procedure.

(6) It shall not be the function of any Hall to provide teaching or instruction.

(7) The mode of election and appointment of Resident Tutors (or Wardens) and Senior Resident Tutors (or Group Wardens) of University Halls shall be as set out in Ordinance XXIX.

## **XVII Conduct and Discipline, Neglect of Work and Unsatisfactory Progress, Academic Misconduct and Performance in Examinations**

*Sanctioned by the University Council on 7 July, 2009*

(1) Procedures relating to the Standing Disciplinary Committee the Disciplinary Appeals Committee the Sub-Committee on Neglect of Work and Unsatisfactory Progress the Standing Committee on Academic Misconduct and the Standing Committee on Examination Results hereinafter described shall be as set out in regulations from time to time approved by the Senate and the Council. The proceedings of these bodies and any decision or determination made by any of these bodies shall not be invalidated by reason of any failure to comply with the strict procedural requirements of any Ordinance Regulation or procedure prescribed for these bodies by the Council provided always that such failure shall not have been materially detrimental to the student. In case of doubt any of these bodies shall cause the failure to be as far as possible or reasonable rectified.

(2) A student subject to any of these procedures may be accompanied by a 'friend' who is a member of the Academic Staff of the University or a currently registered student of the University or a Sabbatical Officer of the Students' Union or a Student Adviser within the Students' Union. He or she shall not be legally represented during the hearing of the appeal nor shall it be routinely permitted for him or her to appoint a proxy but these provisions shall not debar a legally qualified person who is a member of the Academic Staff of the University or a currently registered student of the University or a Sabbatical Officer of the Students' Union or a Student Adviser within the Students' Union.

*Conduct and Discipline*

(3) Every student shall be subject to such disciplinary regulations as shall from time to time be made by the Senate and approved by the Council.

(4) Every student is answerable for his or her conduct to the University. Every member of the Academic Staff shall have the power and it shall be his or her duty to check any disorderly or improper conduct on the part of a student whether it occurs within the precincts of the University including the University Halls and land and properties held by the University or while the student is engaged in any University activity wherever that occurs.

(5) The principal disciplinary officer of the University is the Vice-Chancellor. The responsibilities of other members of the University's Staff are as set out in the Regulations for Conduct.

(6) The Vice-Chancellor or a Pro-Vice-Chancellor has the power to suspend a student temporarily from attendance at the University pending consideration of an alleged case of breach of discipline.

(7) The Vice-Chancellor or a Pro-Vice-Chancellor may consider any case of a breach of the Regulations for Conduct not within the remit of the Sub-Committee on Neglect of Work and Unsatisfactory Progress the Standing Committee on Academic Misconduct or the Standing Committee on Examination Results which may be referred to him or her. He or she may apply such penalties as are available to him or her in the Regulations for Conduct or may refer the case to the Standing Disciplinary Committee which shall have the power to apply such penalties as are available to it.

(8) A Warden of a Hall may consider any case of a breach of the Regulations for Conduct relating to good order in his or her Hall. He or she may apply such penalties as are available to him or her in the Regulations for Conduct or may refer the case to the Standing Disciplinary Committee which shall have the power to apply such penalties as are available to it.

#### *Neglect of Work and Unsatisfactory Progress*

(9) The Director of Teaching and Learning of a Faculty may at the request of a Head of School or of a Tutor refer to the Sub-Committee on Neglect of Work and Unsatisfactory Progress appointed by the University Board for Teaching and Learning any case of neglect of work or of unsatisfactory progress in studies by a student. The Sub-Committee on Neglect of Work and Unsatisfactory Progress shall determine its own procedures in dealing with cases of neglect of work or of unsatisfactory progress save that in each case it shall receive a written statement from the Director of Teaching and Learning of the Faculty concerned who must have consulted the student's Head of School the student's Tutor and such others as the Director or Head deems necessary and it shall provide the student with an opportunity to appear before the Sub-Committee.

The Sub-Committee on Neglect of Work and Unsatisfactory Progress shall in such cases have the power to suspend or remove from membership of the University the student concerned. Its decision shall be final subject to the right of appeal to the Standing Disciplinary Committee.

Any case of removal from membership of the University shall be reported to the Senate.

*Academic Misconduct*

(10) There shall be a Standing Committee on Academic Misconduct appointed by the Senate to consider the case of students who are alleged to have committed academic misconduct which shall consist of

A Pro-Vice-Chancellor (with the other Pro-Vice-Chancellors acting as alternates)

The Deans of the Faculties

The Faculty Directors of Teaching and Learning.

The Committee shall meet at such times as may be necessary and shall determine its own procedure. A Pro-Vice-Chancellor shall chair the Committee. The Chair shall normally select two members of the Committee to serve at each meeting. It shall have the power to impose a range of sanctions which shall include the removal of a student from membership of the University. An appeal brought by a student against the decision of the Committee shall be considered by the Standing Disciplinary Committee.

No act or ruling of the Standing Committee on Academic Misconduct shall be invalid by reason only of vacancy in the Committee or by reason of absence of one or more members (or their alternates) from any meeting of the Committee provided always that the Committee shall not proceed to hear any case or appeal brought under the provisions of this Ordinance or of the Regulations for Conduct unless three of its members (or their alternates where provided under this Ordinance) are present.

*Performance in Examinations*

(11) There shall be a Standing Committee on Examination Results appointed by the Senate to consider requests for examination results for degrees of Bachelor and Master by examination and for Diplomas and Certificates to be reviewed. The Committee shall consist of:

The Vice-Chancellor *ex officio*

A Pro-Vice-Chancellor designated by the Vice-Chancellor

One Professorial and one non-professorial member from each Faculty other than a Dean each such member to have an alternate.

The Committee shall meet at such times as may be necessary and shall determine its own procedure. Any proposal by the Committee to vary a result shall be referred to the External Examiner(s). If the External Examiner(s) disagree(s) with the proposal of the Committee the whole case shall be referred to the Senate for resolution. In all other cases the decision of the Committee is final.

The Standing Committee on Examination Results shall also consider requests for a review of the result of examinations for the degree of PhD and MPhil by thesis the procedure for which shall be prescribed by the Senate and the Council.

(12) No act or ruling of the Standing Committee on Examination Results shall be invalid by reason only of vacancy in the Committee or by reason of absence of one or more members (or their alternates) from any meeting of the Committee

provided always that the Committee shall not proceed to hear any case or appeal brought under the provisions of this Ordinance or of the Regulations for Conduct unless three of its members (or their alternates where provided under this Ordinance) are present.

*Standing Disciplinary Committee*

(13) (a) There shall be a Standing Disciplinary Committee which shall have the following powers and duties

- (i) To review from time to time the University's disciplinary regulations and to submit such recommendations to the Senate as it deems proper
- (ii) To consider cases of breaches of the Regulations for Conduct
- (iii) To determine the penalty to be applied in respect of any such breach.

(b) The Standing Disciplinary Committee shall consist of

The Vice-Chancellor *ex officio*

One member appointed by the Council not being an employee or registered student of the University

Two members of the Academic Staff appointed by the Senate not being the Deputy Vice-Chancellor, the Pro-Vice-Chancellors or Deans of Faculties

A Students' Union Sabbatical Officer.

The Vice-Chancellor shall be Chairman of the Committee and the University Secretary shall act as Secretary to the Committee.

(c) The members appointed by the Council or the Senate shall serve for three years and shall be eligible for reappointment. When appointing members the Council and the Senate shall in each case appoint an alternate.

The Senate shall also appoint three substitutes for the Vice-Chancellor in the order in which one of them shall be called upon by the University Secretary if the Vice-Chancellor is unable for any reason to act.

In the absence or inability of the Vice-Chancellor or a designated substitute to act as Chairman the Committee shall at any meeting elect a Chairman from among the members or alternates present. In the absence or inability of the University Secretary to act as Secretary on any occasion he or the Committee shall designate a senior member of staff to perform that function.

An alternate shall act where a member has prior knowledge of the facts giving rise to the appearance of a student before the Committee.

(d) The procedure to be followed when a case is referred to the Standing Disciplinary Committee shall be as prescribed from time to time by the Senate and the Council. The Committee shall determine its own procedures on matters not so prescribed.



- (e) Save as may be prescribed by Ordinance Regulation or procedure laid down by the Senate the proceedings of any meeting of the Committee shall be confidential to those of its members (or their alternates) present at it.

(14) The Standing Disciplinary Committee shall have the power to impose such penalties as it may deem proper including the suspension or removal from membership of the University of the student concerned and the withdrawal subject to subsequent confirmation by the Senate of any Degree Diploma Certificate or other distinction already conferred on him or her. Any case of removal from membership of the University shall be reported to the Senate by the Vice-Chancellor.

No act or ruling of the Standing Disciplinary Committee shall be invalid by reason only of vacancy in the Committee or by reason of absence of one or more members (or their alternates or substitutes) from any meeting of the Committee provided always that the Committee shall not proceed to hear any case or appeal brought under the provisions of this Ordinance or of the Regulations for Conduct unless three of its members (or their substitutes or alternates where provided under this Ordinance) are present.

#### *Disciplinary Appeals Committee*

(15) There shall be a Disciplinary Appeals Committee which shall have the following powers and duties:

- (i) to review from time to time the University's disciplinary regulations and to submit such recommendations to the Council as it deems proper.
- (ii) to consider appeals against penalties imposed by the Standing Disciplinary Committee following reference to it as set out in (7) and (8) above.

- (16) (a) There shall be a Disciplinary Appeals Committee of the Council which shall consist of

The President of the Council *ex officio*

Two members appointed by the Council not being employees or registered students of the University at least one of whom shall be a member of the Council.

The President of the Council shall be Chairman of the Committee and the University Secretary shall act as Secretary to the Committee.

In the absence or inability of the President of the Council to act as Chairman the Committee shall at any meeting elect a Chairman from among the members or substitutes (as provided in (c) below) present.

In the absence or inability of the University Secretary to act as Secretary to the Committee on any occasion he or the Committee shall designate a senior member of staff to perform that function.

- (b) The members appointed by the Council shall serve for three years and shall be eligible for reappointment.

- (c) In addition the Council shall also appoint four members not being members of the Academic Staff of the University to act as substitutes for members of the Disciplinary Appeals Committee.

The University Secretary shall call upon these substitutes (in the order

decided by the Council when appointing them) to serve in place of any member of the Disciplinary Appeals Committee who shall be absent from or unable to attend any hearing of the Committee.

The substitutes shall serve for three years and be eligible for reappointment. A substitute shall act where a member has prior knowledge of the facts giving rise to the appearance of a student before the Committee.

The Disciplinary Appeals Committee shall have power to rescind the penalty imposed by the Standing Disciplinary Committee in any case which is the subject of an appeal or to confirm the penalty in any such case or to substitute another penalty for it.

The Council has not reserved to itself power to hear any further appeal and the decision of the Disciplinary Appeals Committee in any case shall be final.

- (d) The procedure to be followed when a case is referred to the Disciplinary Appeals Committee shall be as prescribed from time to time by the Council.

The Committee shall determine its own procedures on matters not so prescribed.

- (e) Save as may be prescribed by Ordinance Regulation or procedure laid down by the Council the proceedings of any meeting of the Disciplinary Appeals Committee shall be confidential to those of its members (or their substitutes) present at it.
- (f) No act or ruling of the Disciplinary Appeals Committee shall be invalid by reason only of any vacancy in the Committee.

### **XVIII Privileges of Associates and certain other Past Students of University College Reading**

*Sanctioned by the University Court on 22 February, 1928*

Note: The text of this Ordinance will be found in the Calendar for the Session 1953-54 and previous Sessions.

### **XIX Associateship**

*Sanctioned by the University Court on 27 February, 1929*

Note: The text of this Ordinance will be found in the Calendar for the Session 1953-54 and previous Sessions.

### **XX Committee for the School of Fine Art**

*Rescinded by the University Court as from 30 September, 1965*

### **XXI Committee for the School of Music**

*Rescinded by the University Court as from 14 September, 1960*

### **XXII Convocation**

*Sanctioned by the University Council on 20 December, 2006*

- (1) In accordance with Statutes the Convocation shall be represented on the

Council and in accordance with Ordinances the Convocation shall be represented on the Court. Notice shall be given seeking expressions of interest by or on behalf of members of Convocation in serving the University through appointment as members of Court or Council. The responses shall be collated by the Chairman of Convocation and remitted to the Council for consideration and appointment in such manner as the Council shall determine.

(2) The representatives on Court and Council shall constitute the Standing Committee of Convocation.

(3) The Standing Committee of Convocation shall be empowered:

to nominate either from their own number or otherwise

a Chairman of Convocation

to consider and comment on proposed alterations amendments or additions to the Charter or to the Statutes communicated to it

to enter into communication directly with the Council or Senate on any matter affecting the University.

### **XXIII Conferment of the Personal Title of Professor or Reader or Senior Lecturer**

*Sanctioned by the University Council on 17 March, 2006*

(1) The Ordinance on the Election and Appointment of Readers and Senior Lecturers not in Independent Charge sanctioned by the University Court on 29 February 1956 is hereby repealed.

The Ordinance on the Conferment of the Personal Title of Professor sanctioned by the University Court on 5 March 1969 is hereby repealed.

The repeal of the aforesaid Ordinances shall in no way affect those persons upon whom the personal title of Professor or Reader or Senior Lecturer shall already have been conferred.

(2) There shall be a Joint Committee of the Council and of the Senate (hereinafter referred to as the 'Joint Committee') which shall act on behalf of the Council and confer the personal title of Professor or of Reader or of Senior Lecturer on any full-time member of the Academic Staff of the University who shall hold such title until he cease to be in the employ of the University.

The Committee shall forward to the Senate and to the Council a Report containing a list of those upon whom a personal title has been conferred.

(3) The Joint Committee shall consist of

(a) The Vice-Chancellor the Deputy Vice-Chancellor the Pro-Vice-Chancellors the Deans of the Faculties and the Chairman of the Non-Professorial Staff *ex officio*.\*

(b) Two members appointed by the Council not being members of the Academic Staff of the University at least one of whom shall be a member of the Council.

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\*Note: Should the Chairman of the Non-Professional Staff be under consideration for a personal title an alternate nominated by the Non-Professorial Staff Committee shall take his place.

(c) Three members appointed by the Senate not being Deans of Faculties.

The two members appointed by the Council and the three members of the Senate shall hold office for three years and shall be eligible for reappointment.

(4) The Joint Committee shall meet annually to consider proposals for the conferment of the personal title of Professor or of Reader or of Senior Lecturer and to review matters pertaining thereto.

*Personal title of Professor*

(5) A proposal for the conferment of the personal title of Professor shall be made to the Vice-Chancellor by a member of the Senate.

The Vice-Chancellor shall refer it to the Joint Committee.

(6) A decision for or against a proposal for the conferment of the personal title of Professor shall be made by a majority of votes of the members of the Joint Committee present and voting save that a decision in favour of a proposal must be supported by the votes of not less than six such members.

If the Joint Committee decides against a proposal it shall ask the Vice-Chancellor to convey its decision to the proposer.

(7) A person holding the personal title of Professor shall for all purposes of courtesy and on ceremonial occasions be upon the same footing as a member of the Senate but as such shall not be entitled to membership of the Court Senate or Board of any Faculty or to exercise any administrative or executive function save that

- (a) He shall be eligible to be an Examiner of the University in accordance with the provisions of Statute XXX.
- (b) He shall not be debarred by virtue of this title from election to membership of the Court Senate or Board of any Faculty.
- (c) He shall not be debarred from appointment as Head of a School and if so appointed shall for the period of such appointment have those rights and privileges and perform any of those administrative and executive functions as are accorded to an established Professor as defined in Statute I.

*Personal title of Reader or of Senior Lecturer*

(8) The criteria for the conferment of the personal title of Reader or of Senior Lecturer shall be settled by the Council on the recommendation of the Senate. The Council shall have power to vary the criteria as it shall from time to time see fit after report from the Senate.

*Procedure*

(9) Meetings of the Joint Committee shall be convened in accordance with clause (4) of this Ordinance.

(10) The Joint Committee shall appoint one of its members to act as Chairman.

(11) In considering a proposal for the conferment of the personal title of Professor or of Reader the Joint Committee shall be empowered to appoint if it so wishes an Assessor or Assessors to be consulted in such manner as the Joint Committee shall determine but any person so appointed shall not be a member of the Joint Committee and shall not be entitled to vote on the decision which it is proposed

that the Joint Committee shall make. A person who is a member of the University shall not be eligible for appointment as Assessor.

The Joint Committee shall also be empowered to consult at its discretion any person or persons whether members of the University or not.

(12) Save as provided above the Joint Committee shall determine its own procedure. Its proceedings shall be private and confidential to its members.

## **XXIV Emeritus and other titles**

*Sanctioned by the University Council on 20 December, 2006*

The Council may on the recommendation of the Senate confer the title of Professor Emeritus or Professor Emerita as appropriate on any Professor of the University (i.e. a person appointed to an established Professorship or one accorded the personal title of Professor or of Professor (Part-time) or one accorded the title of Research Professor before 24 February 1965 but not an Honorary Professor or a Visiting Professor) on his or her retirement.

A Professor Emeritus or a Professor Emerita shall for all purposes of courtesy and on ceremonial occasions be upon the same footing as a member of the Senate but as Professor Emeritus or Professor Emerita shall not be entitled to membership of the Senate or Board of any Faculty or to exercise any administrative or executive function.

The Council may also on the recommendation of the Senate have power to confer such title as it deems appropriate on a member of the Academic Staff on or after his or her retirement who is not eligible for the title of Professor Emeritus or Professor Emerita.

## **XXV Museum of English Rural Life**

*Sanctioned by the University Council on 17 November, 2008*

(1) There shall be a Museum of English Rural Life hereinafter called 'The Museum' which shall be established by the Council under such terms and conditions as it shall determine subject to the following.

(2) The functions of the Museum shall be:

- (a) To acquire and manage nationally important collections relating to the countryside and its history.
- (b) To promote access and operate a range of public services arising from those collections.
- (c) To contribute to the University's teaching and research and its role within the wider community.

(3) The Director of the Museum of English Rural Life shall be responsible through the University Librarian, the Director of Academic Services and the Vice-Chancellor to the Council for the organisation and conduct of the Museum.

(4) The Governing body of the Museum shall be the Council.

(5) (a) There shall be a Committee for the Museum.

(b) The Committee shall consist of:

- (i) *Ex officio*

The Vice-Chancellor

The Deputy Vice-Chancellor or a Pro-Vice-Chancellor or the  
Dean of a Faculty designated by the Vice-Chancellor  
The Director of Academic Services  
The Head of the Department of History  
The Director of the Museum  
The Keeper of the Museum  
The University Librarian

- (ii) Two members appointed by the Senate
- (c) The Committee shall have the discretion to co-opt further members any or all of whom may be external to the University.
- (d) All members other than ex officio members of the Committee shall hold office for three years and shall be eligible for reappointment.
- (e) The Chairman of the Committee shall be designated by the Vice-Chancellor and shall normally be the Deputy Vice-Chancellor or a Pro-Vice-Chancellor or a Dean of a Faculty.
- (f) The Director of Finance and Corporate Services shall have right of attendance at meetings of the Committee.
- (6) The Committee shall:
- (a) Be responsible for considering and making recommendations on the operating policies and strategies and the forward plan of the Museum and for ratifying such policies and plans for the purposes of Accreditation and for the requirements of other external bodies.
- (b) Recommend operating plans and policies to the Council.
- (c) Report operating plans and policies to the Committee for Museums, Archives and Collections.
- (d) Advise on management and financial matters concerning the Museum.
- (7) The Keeper of the Museum shall annually prepare and present a report on the activities of the Museum to the Committee, which in turn will present it to the Council.

### **XXVI Joint Board for School Examinations**

*Rescinded by the University Court on 17 March, 1995*

### **XXVII School of Educational Studies**

*Rescinded by the University Court on 22 February, 1990*

### **XXVIII Conferment of the Personal Title of Professor**

*Rescinded by the University Court as from 4 March, 1970*

### **XXIX Appointment of Wardens/Senior Resident Tutors of University Halls**

*Sanctioned by the University Council on 17 March, 2006*

(1) In this Ordinance 'University Halls' means Halls of Residence and any other residence to which the University appoints a Senior Resident Tutor and such other institutions as the Council may recognise as University Halls.

(2) Whenever it is necessary for the Council to appoint a Warden or Senior Resident Tutor of a University Hall a Committee of Selection shall be appointed by the Residences Management Committee.

(3) The Committee of Selection shall be constituted as follows

- (a) The Vice-Chancellor *ex officio* or the Chair of the Residences Management Committee who shall be its Chairman.
- (b) Three other members normally to include a lay member of the Council, a member of the Senate and a serving Warden.
- (c) The Director of Student Services who shall act its secretary.

The Director of Facilities Management and the President of the Students' Union shall have the right of attendance at its meetings.

(4) The Committee of Selection shall determine whether or not the vacant Wardenship or Senior Academic Tutorship shall be publicly advertised. If it should be decided to advertise the vacancy the advertisement shall be published at least three weeks prior to the last day for receiving applications. If it is decided to proceed otherwise than by public advertisement the Committee of Selection shall state the grounds for such decision in its Report.

(5) Subject to any instructions from the Residences Management Committee the Committee of Selection shall frame and sanction any public advertisement and also the statement of particulars relative to the duties and remuneration of the Wardenship or Senior Resident Tutorship which is furnished to applicants.

(6) The Committee of Selection shall be empowered to consult at its discretion any person or persons whether members of the University or not on the subject of the vacant Wardenship or Senior Resident Tutorship but apart from such consultations the proceedings of the Committee shall be private.

(7) Unless in any particular case the Council expressly shall direct otherwise the Committee of Selection shall act on behalf of Council and appoint to the vacant Wardenship or Senior Resident Tutorship whether the person to be appointed has been a candidate or not for the post but no such appointment shall be made unless supported by the votes of three members of the Committee.

(8) The proceedings of the Committee of Selection shall be confidential to members of the Committee. The Committee shall however forward to the Senate and to the Council a report on the procedure adopted and on the person appointed.

### **XXX Food Research Institute Reading**

*Rescinded by the University Court on 17 March, 2000*

### **XXXI Board for Food Biosciences**

*Rescinded by the University Council on 13 July, 2004*

### **XXXII Degree of Bachelor of Education**

*(See Ordinance XC)*

*Rescinded by the University Court as from 3 March, 1971*

### **XXXIII Complaint against a Member of the Academic Staff and Dismissal for 'good cause'**

*Rescinded by the University Court on 18 March, 1994*

## **XXXIV Removal of Officers**

*Sanctioned by the University Council on 20 December, 2006*

(1) A complaint against a person under the provisions of Statute XXXII (1) (2) and (3) may be made by any of the following in the manner indicated:

- (a) the Chancellor by a written complaint addressed to the Secretary to the Council
- (b) the Vice-Chancellor by a written complaint addressed to the Secretary to the Council
- (c) the President of the Council by a written complaint addressed to the Secretary to the Council
- (d) the Council of its own volition
- (e) the Senate of its own volition

No persons other than the foregoing shall be entitled to institute a complaint under this Ordinance.

(2) Any written complaint addressed by the Chancellor or the Vice-Chancellor or the President of the Council to the Secretary to the Council shall be accompanied by such supporting evidence as it is practicable to include.

(3) The Secretary to the Council shall inform the Council of any complaint received whether under the provisions of clause (1) or (2) or (3) of Statute XXXII.

(4) The Council shall investigate any complaint under this Ordinance in accordance with the following procedure:

- (a) In each instance the Council shall appoint an ad hoc Committee (hereinafter referred to as 'the Committee') of not less than three of its members. The duty of the Committee will be to investigate the complaint and to submit a report thereof to the Council.
- (b) The Council shall not appoint to the Committee any member who in the opinion of the Council is involved in the complaint to be investigated to such an extent that it would not be proper for him or her to serve.
- (c) The Committee shall elect its own Chairman from its members.
- (d) The Secretary to the Council shall be Secretary to the Committee and shall make such record of its proceedings as the Committee may require. The Secretary to the Council shall not participate in the Committee's deliberations unless expressly required so to do by the Committee. If the Committee has to consider a complaint in which the Secretary to the Council is involved to the extent that the Committee deems that it would not be proper for him or her to serve as Secretary to the Committee the Chairman of the Committee shall appoint another Secretary.
- (e) The procedure to be followed by the Committee shall be as prescribed from time to time by the Council. On matters not so prescribed the Committee shall determine its own procedures.
- (f) The proceedings of the Committee shall not be invalidated by failure to follow any prescribed procedure for the conduct thereof unless such failure shall be materially prejudicial to the Officer or the member of the University concerned and steps shall where practicable be taken to rectify or remove any risk of possible prejudice.



- (g) The proceedings of any meeting of the Committee shall be confidential to those of its members present at it except insofar as mention of them might be made in the Committee's report to the Council.
  - (5) (a) The Committee's report to the Council shall contain a full account of the circumstances of the case and all other matters and recommendations that the Committee considers relevant.
  - (b) Upon receipt by the Council of a report from the Committee the Council shall decide what further action if any shall be taken.
  - (c) In advance of any decision being taken on a case the Officer or member complained against shall have the right to appear before the Council. The Council may also at its discretion request the Officer or member concerned to appear before it and in any event the Council shall not resolve to remove the Officer or member or recommend such removal as the case may be without first giving the Officer or member the opportunity to appear before it and to address it.
  - (d) The final decision of the Council and the reasons for that decision shall be conveyed in writing by the Secretary to the Council to the Officer or member concerned.
- (6) There shall be no appeal within the University on a final decision of the Council.

### **XXXV The Students' Union**

*Sanctioned by the University Court on 17 March, 1995*

(1) There shall be a Students' Union of the University. Its constitution functions privileges and method of operation shall be as set forth in the Students' Union Code of Practice and in the Students' Union Constitution and subject also 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. 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.

### **XXXVI Title of Professor (Part-time)**

*Sanctioned by the University Court on 22 March, 2002*

A person holding the title of Professor (Part-time) shall for all purposes of courtesy and on ceremonial occasions be upon the same footing as a member of the Senate but as such shall not be entitled to membership of the Court Senate or Board of any Faculty or to exercise any administrative or executive function save that

- (a) He shall be eligible to be an Examiner of the University in accordance with the provisions of Statute XXX.

- (b) He shall not be debarred from appointment as Head of a School and if so appointed shall for the period of such appointment have those rights and privileges and perform any of those administrative and executive functions as are accorded to an established Professor as defined in Statute I.

### **XXXVII Headships of Schools**

*Sanctioned by the University Court on 22 March, 2002*

The Head of a School is appointed by the Council under such Regulations on the Headship of Schools as may be made from time to time by the Council.

### **XXXVIII Termination of appointment of Academic Staff by reason of redundancy for financial exigency**

*Sanctioned by the University Council on 19 March, 2004*

(1) The Council shall have the power to terminate the appointment of a member of the Academic Staff as defined in Statute I (hereinafter called 'the Academic Staff') by reason of redundancy for financial exigency only after a state of financial exigency has been declared in accordance with the procedure described below.

(2) If in the judgment of the Vice-Chancellor the University's financial circumstances become such as may lead to a state of financial exigency he will give written notice accordingly to the President of the Reading Association of University Teachers (hereinafter called 'the President of the Reading AUT') and they shall forthwith examine the University's financial position for the forthcoming financial year. Such examination shall include consideration of the accounts for the last complete financial year the estimated position at the end of the then current financial year the estimates for the forthcoming financial year and such other information that is or may be relevant.

If they concur in their conclusion that the expenditure that will in their opinion be necessary in the forthcoming financial year to maintain the University's essential activities at the same level as in the current financial year is likely substantially to exceed the University's expected income in the forthcoming financial year they shall then report jointly and in person to the Council.

- (3) (a) If within twenty-eight days of the written notice referred to in clause (2) above the Vice-Chancellor and the President of the Reading AUT fail to agree in their conclusion as provided under clause (2) a Consultative Panel shall be appointed consisting of
- (i) a Chairman who shall be an independent person of standing nominated by and acceptable to both the Vice-Chancellor and the President of the Reading AUT
  - (ii) the Vice-Chancellor or a member of the University as defined in Statute II and nominated by the Vice-Chancellor
  - (iii) the President of the Reading AUT or a member of the University as defined in Statute II and nominated by the President of the Reading AUT
- (b) If the Vice-Chancellor and the President of the Reading AUT fail to agree on the nomination of a Chairman as specified in clause (3) (a) (i) above

which failure to agree shall be deemed if such a Chairman has not been appointed within seven days after the expiry of the twenty-eight days referred to in clause (3) (a) above a Chairman shall be appointed by the President of the Council.

- (c) If either the Vice-Chancellor or the President of the Reading AUT or both is or are or should become unable or unwilling to act as members of the Consultative Panel and fail to nominate any member of the University as provided by clause (3) (a) (ii) and (iii) above within seven days after the expiry of the twenty-eight days referred to in clause (3) (a) above the President of the Council shall appoint a member or members of the University as defined in Statute II to fill the vacancy or vacancies on the Consultative Panel.
- (d) If after the establishment of the Consultative Panel as described above any casual vacancy shall arise a substitute member shall be appointed in the same manner as the original member as specified in clause (3) (a) (b) or (c) above.

(4) The procedure to be followed by the Consultative Panel shall be determined from time to time by the Council but the Consultative Panel shall determine its own procedures on matters not so prescribed. It shall meet within fourteen days of its appointment to consider such information as it considers relevant and if within fourteen days of its first meeting it is agreed upon its findings shall report accordingly to the next meeting of the Council.

(5) If the Consultative Panel fails within fourteen days of its first meeting to agree on its report the Council shall at its next meeting receive such reports as may be presented to it by the Vice-Chancellor and the President of the Reading AUT or any member of the Consultative Panel. Any member so presenting a report shall if not already a member of the Council be invited to attend the meeting of the Council for this purpose.

(6) The Council shall consider such reports as may be provided under clause (2) or clause (5) as the case may be and shall determine whether a state of financial exigency exists requiring a reduction in the number of Academic Staff and shall determine the amount of savings it is necessary to make. The Council shall not make such a determination in respect of either matter except by a vote in which the number of votes cast in favour of the determination exceeds one half of the entire actual membership of the Council.

(7) When the Council has determined that a state of financial exigency exists it shall:

- (i) invite all members of the Academic Staff to apply for either voluntary redundancy or early retirement in accordance with such terms and conditions as may have been agreed by the Council
- (ii) delegate to the Senior Management Board the duty of considering and making recommendations upon how the necessary savings may be achieved.

(8) The Senior Management Board shall as soon as reasonably practicable forward its recommendations to a Joint Consultative Panel of the University and of the Reading AUT (hereinafter called the 'Joint Consultative Panel' which shall have

the same membership as that of the Joint University/AUT Committee) and to the Standing Committee and the Senate.

(9) Within twenty-eight days of the receipt of the recommendations of the Senior Management Board the Joint Consultative Panel shall forward to the Standing Committee and to the Senate its comments on such recommendations.

(10) At their next meetings and in any event within fifty-six days from the receipt by them of the recommendations of the Senior Management Board the Standing Committee and the Senate shall consider the recommendations and any such comments thereon by the Joint Consultative Panel. The Standing Committee and the Senate shall report to the Council and shall forward to the Council such recommendations and comments together with their own observations thereon.

(11) After the reports of the Standing Committee and the Senate have been submitted as provided under clause (10) the Council shall meet as soon as is reasonably practicable when it shall consider such reports and any other information that it may consider relevant. The Council shall determine whether a state of financial exigency still exists requiring a reduction in the number of Academic Staff but it shall not so determine except by a vote in which the votes cast in favour of such a determination exceed one half of the entire actual membership of the Council. If the existence of a state of financial exigency is so determined the Council shall then decide what action to take in the light of the recommendations of the Senior Management Board and any comments thereon and shall refer to the next meeting of the Senate the question whether the Senior Management Board or some other body be authorised to select on behalf of the Senate and the Council the individual members of Academic Staff whose appointments are to be terminated. On receiving a recommendation from the Senate the Council shall so authorise either the Senior Management Board or such other body as it deems appropriate.

(12) The Senior Management Board or such other body as has been authorised to act on behalf of the Senate and the Council as provided under clause (11) shall in reaching its decisions carry out appropriate consultations and do all in its power to preserve academic freedom and shall take into account applications for voluntary redundancy and early retirements and other relevant information. It shall communicate its decisions to the individual members of Academic Staff whose appointments are to be terminated and to the Reading AUT the Standing Committee and the Council.

(13) A state of financial exigency declared by the Council shall be deemed to have ended

*either* when the Council so declares

*or* at a date six months after the Senior Management Board or

such other body as is referred to in clause (11) has declared that all redundancy notices have been issued whichever shall be the earlier.

(14) If a post that has been cancelled by reason of the termination of the appointment of a member of Academic Staff under the provisions of this Ordinance be re-established not later than five years after the date of termination of the member's appointment the member who had held the post on the date of

cancellation shall where practicable be considered for reappointment to the post and there shall be no public advertisement of the vacancy until such consideration has been completed.

### **XXXIX St David's Society**

*Rescinded by the University Court on 22 February, 1990*

### **XL Animal and Grassland Research Station Shinfield**

*Rescinded by the University Court on 17 March, 1995*

### **XLI Procedure to be followed by a Tribunal appointed under Statute XXXIII (16)**

*Sanctioned by the University Court on 17 March, 1995*

(1) This Ordinance sets out the procedure to be followed by a Tribunal appointed under Statute XXXiii (16). It is intended to ensure a fair and effective method of hearing and determining charges which the Vice-Chancellor has directed should be preferred under Statute xxxiii (15)(3).

No such charge shall be determined without an oral hearing at which the member of academic staff to whom the charge relates ('the Member of Academic Staff') and any person appointed to represent him or her are entitled to be present. The parties to the proceedings shall be the Pro-Vice-Chancellor and the Member of Academic Staff.

(2) Where the Vice-Chancellor has directed that charges should be preferred the Pro-Vice-Chancellor so directed under Statute XXXIII 14(6)(d) shall send a written formulation of the charge or charges ('the Charge') to the officer in charge of the proceedings pursuant to Statute XXXIII (15)(3) ('the Officer in Charge') together with copies of any documents specified in that written formulation.

(3) The Officer in Charge shall send a copy of the written formulation of the Charge together with copies of any documents specified in that written formulation to each member of the Tribunal and the Member of Academic Staff.

(4) At the same time the Officer in Charge shall also notify the Member of Academic Staff of the procedure to be followed.

(5) The Member of Academic Staff shall be entitled but not obliged to send to the Officer in Charge a written response to the written formulation of the Charge within 14 days of receiving the same. The Officer in Charge shall send a copy of such written response to each member of the Tribunal and the Pro-Vice-Chancellor.

(6) After the earlier of 14 days of the date upon which the Charge was sent to the Member of Academic Staff or the date on which the Member of Academic Staff's written response is received by the Officer in Charge the Officer in Charge shall fix the date time and place for the hearing of the Charge by the Tribunal. The Officer in Charge shall notify the Pro-Vice-Chancellor and the Member of Academic Staff of that date. Such date shall be not less than 28 days but not more than 56 days from the date of notification.

- (7) (a) At least 14 days before the date fixed for the hearing the Pro-Vice-Chancellor shall send to the Officer in Charge a list of the documents in the possession custody or power of the University which he or she proposes to produce at the hearing and the Member of Academic Staff shall send to the Officer in Charge a list of the documents in his or her possession or custody or power which he or she proposes to produce at the hearing.
    - (b) In addition and without prejudice to the provisions of clause (7) (a) the Tribunal may where it appears necessary for disposing fairly of the proceedings on the application of either party direct that the other party shall send to the Officer in Charge within such period as the Tribunal may specify a list of the documents or any class of documents which are or have been in the possession custody or power of the Member of Academic Staff (in relation to an application by the Pro-Vice-Chancellor) or the University (in relation to an application by the Member of Academic Staff) relating to any issue in the proceedings.
    - (c) If the Pro-Vice-Chancellor or the Member of Academic Staff wishes to claim that any document included in a list of documents served by him or her in pursuance of a direction made under clause 7(b) is privileged from production that claim must be made in the list of documents with a sufficient statement of the grounds of privilege.
    - (d) The Officer in Charge shall send a copy of any list of documents sent to him or her under clause (7) (a) or (7) (b) to the other party and such other party shall be entitled to inspect and take copies of the documents set out in such list which are in the possession custody or power of the party who made the list and are not privileged from production at such time and place as the parties may agree or the Tribunal may direct.
    - (e) At the hearing a party shall produce any document included in a list of documents served by him or her in relation to that hearing under clause (7) (a) or (7) (b) which is in his or her possession custody or power (in the case of the Member of Academic Staff) or the possession custody or power of the University (in the case of the Pro-Vice Chancellor) and is not privileged from production if called upon to do so by the other party.
  - (8) (a) At least 14 days before the date fixed for the hearing the Pro-Vice Chancellor and the Member of Academic Staff shall send to the Officer in Charge the names and addresses of any witnesses which they propose to call to give evidence at the hearing.
  - (b) The Officer in Charge shall inform each party of the names of the witnesses to be called by the other party.
  - (c) The Officer in Charge shall inform any witnesses notified pursuant to clause (8) (a) of the date time and venue for the hearing of the Charge.
- (9) (a) Either party may at least 14 days before the date fixed for the hearing send to the Officer in Charge a statement in writing (hereinafter referred to as a 'Witness Statement') containing evidence proposed to be given by any person at the hearing.

- (b) A Witness Statement shall contain the name address and description of the person proposing to give the evidence contained therein and shall be signed by that person.
  - (c) The Officer in Charge shall forthwith send a copy of a Witness Statement sent to him or her to the other party and such copy shall state the date of receipt of the Witness Statement by the Officer in Charge and shall contain or be accompanied by a note to the effect that unless a notice of objection thereto is sent in accordance with clause (9) (d) the Witness Statement may be read at the hearing without the person who made the Witness Statement giving oral evidence thereat.
  - (d) If the other party objects to a Witness Statement being read at the hearing as evidence of any fact stated therein he or she shall send a notice of objection to such evidence to the Officer in Charge not later than seven days after the date of receipt of such Witness Statement by the Officer in Charge whereupon the Officer in Charge shall send a copy of the notice of objection to the party wishing to adduce the Witness Statement at the hearing and the Witness Statement shall not be read or admitted in evidence at such hearing unless the Tribunal otherwise directs upon application of the party wishing to adduce the Witness Statement but the person who signed such Witness Statement may give evidence orally at the hearing.
  - (e) Subject to clause (9) (d) unless the Tribunal shall otherwise direct a Witness Statement signed by any person and duly served under this rule shall be admissible in evidence at the hearing of the Tribunal as evidence of any fact stated therein of which oral evidence by that person at the hearing would be admissible.
  - (f) Where a party has objected to a Witness Statement being read at the hearing the party wishing to adduce that Witness Statement may make an application to the Tribunal for a direction that such Witness Statement shall be read and admitted in evidence at the hearing. In deciding whether to make such a direction the matters which the Tribunal shall consider shall include but shall not be limited to the whereabouts of the person who signed the Witness Statement whether that person is unfit by reason of bodily or mental condition to attend as a witness the importance of the person's evidence and whether it is desirable for the person to be present at the hearing in order to be cross-examined.
  - (g) If following a direction under clause 9 (f) the Tribunal decides at the hearing that it is desirable that the person who signed the Witness Statement should give evidence in person at the hearing the Tribunal shall be entitled to adjourn the hearing to enable the person to do so.
- (10) (a) For the purpose of determining the issues in dispute or of correcting an error or defect in the written formulation of the Charge any written

response of the Member of Academic Staff or any application the Tribunal may at any time either of its own motion or on the application of either party direct that the written formulation of the Charge any written response application or other document in the proceedings be amended in such manner as may be specified in such direction on such terms as the Tribunal may think fit.

- (b) clause (10) (a) shall not apply to a decision or direction of the Tribunal.
- (11) (a) The Tribunal may of its own motion or on the application of either party extend the time within which a party is required or authorised by this Ordinance or any decision or direction of the Tribunal to do anything in relation to the proceedings upon such terms as the Tribunal may think fit.

(b) Without prejudice to the provisions of clause (11) (a) the Tribunal may either of its own motion or on the application of either party give or make any direction as to the conduct of or as to any matter or thing in connection with the proceedings which it may think necessary or expedient to ensure the proper conduct and just determination of the proceedings.

(c) The Tribunal may make a direction under clauses (11) (a) or 11 (b) of its own motion without prior notice or reference to either party and without a hearing.
- (12) (a) An application to the Tribunal made otherwise than at a hearing shall be made by notice sent to the Officer in Charge.

(b) Unless the Tribunal otherwise directs an application made at a hearing shall be heard forthwith and no notice thereof shall be sent to the parties.

(c) Subject to clause (12) (b) the Officer in Charge shall send a notice stating the date time and place for the hearing of the application to both parties. Such date shall unless the parties otherwise agree be not less than 7 days but not more than 14 days after the date on which the notice is sent to the parties.

(d) Where the parties have agreed upon the terms of any decision or direction to be given by the Tribunal the Tribunal may give a decision or make that direction without a hearing.
- (13) The full hearing by the Tribunal and the hearing of any applications shall take place in private.
- (14) At the hearing of the Tribunal and in the stages leading up to that hearing a party may act in person or be represented by any other person by whom the party desires to be represented. A party acting in person at the hearing may choose to be accompanied by any one person. Such party shall notify the Officer in Charge of the name and address of any such representative or person at least seven days before the date fixed for the hearing.
- (15) (a) At the hearing of the Tribunal the Pro-Vice-Chancellor and the Member of Academic Staff shall be entitled to give evidence to call witnesses to question any witnesses and to address the Tribunal.



- (b) Subject to clauses (9) (d) (9) (e) and 9 (f) the Tribunal may direct or allow evidence of any fact to be given in any manner it may think fit and shall not refuse evidence tendered to it on the grounds only that such evidence would be inadmissible in a court of law.
  - (c) Both parties their representatives or persons accompanying them pursuant to clause (14) shall be entitled to be present at all stages of the hearing and any application except when both parties are asked to withdraw to enable the Tribunal to consider its decision or any other matter privately.
  - (d) The Tribunal shall determine the manner in which its proceedings and any evidence will be recorded by the Officer in Charge.
- (16) At the hearing the Tribunal shall allow:
- (a) the Pro-Vice-Chancellor (or representative) to open the Pro-Vice-Chancellor's case
  - (b) the Pro-Vice-Chancellor (or representative) to call witnesses (including allowing the Pro-Vice-Chancellor to give evidence) and to produce documentary evidence in support of the Pro-Vice-Chancellor's case
  - (c) the Member of Academic Staff (or representative) to cross-examine any witness called in support of the Pro-Vice-Chancellor's case including the Pro-Vice-Chancellor if he or she has given evidence
  - (d) the Pro-Vice-Chancellor (or representative) to re-examine a witness following cross-examination under clause (16) (c)
  - (e) the Member of Academic Staff (or representative) to open the case of the Member of Academic Staff
  - (f) the Member of Academic Staff (or representative) to call witnesses (including allowing the Member of Academic Staff to give evidence) and to produce documentary evidence in opposition to the Pro-Vice-Chancellor's case
  - (g) the Pro-Vice-Chancellor (or representative) to cross-examine any witness called to give evidence by the Member of Academic Staff (or representative) including the Member of Academic Staff if he or she has given evidence
  - (h) the Member of Academic Staff (or representative) to re-examine a witness following cross-examination under clause (16) (g)
  - (i) the Pro-Vice-Chancellor (or representative) to make an address closing the Pro-Vice-Chancellor's case
  - (j) the Member of Academic Staff (or representative) to make a final address closing the case of the Member of Academic Staff.
- (17) At the hearing the Chairman and any other member of the Tribunal may:
- (a) put any question to any witness called to give evidence thereat including the Pro-Vice-Chancellor or the Member of Academic Staff if they have given evidence
  - (b) invite a party to clarify or amplify any matter arising
  - (c) request any other person to give evidence at such stage in the proceedings as it considers appropriate provided the parties have an opportunity to cross-examine that person.

(18) If a party shall fail to appear or to be represented at the time and place fixed for the hearing the Tribunal may dispose of the application in the absence of that party or may adjourn the hearing to a later date.

(19) Any decision of the Tribunal may be taken by a majority thereof.

(20) (a) At the conclusion of the hearing regarding the Charge the Chairman may give or announce the decision of the Tribunal but in any event the decision shall be recorded in a written document containing the findings of fact by the Tribunal the reasons for its decision and its recommendations if any as to the appropriate penalty. Such document shall be signed by the Chairman. Copies of the signed document shall

be sent by the Officer in Charge to the Vice-Chancellor and to each party to the proceedings as provided in Statute XXXIII (18(1)). The copy sent to the Member of Academic Staff shall be accompanied by a copy of Statute XXXIII Part V (Appeals).

(b) At the conclusion of the hearing of an application the Chairman may give or announce the decision of the Tribunal but in any event the outcome of the application and any direction given or made by the Tribunal shall be recorded in a written direction which shall be signed by the Chairman. The Officer in Charge shall send a copy of the written direction to each party.

(c) The Chairman may correct any clerical mistake or error in a document signed by him or her and referred to in clause (20) (a) or (20) (b) by certificate under his or her hand if such correction is made after copies have been sent to the persons referred to in clause (20) (a) or (20) (b) then the Officer in Charge shall as soon as practicable thereafter send a copy of the corrected document to those parties.

(21) The Tribunal will not make an award in respect of the costs or expenses incurred by a party to the proceedings.

(22) Subject to the provisions of Statute XXXIII and this Ordinance the Tribunal shall regulate its own procedure.

(23) The Tribunal may if it thinks fit:

- (a) either of its own motion or on the application of either party postpone the day or time fixed for the hearing or adjourn the hearing at any stage
- (b) if the Pro-Vice-Chancellor shall at any time give notice of withdrawal of the Charge dismiss the proceedings
- (c) subject to clause (24) on the application of the Member of Academic Staff order the Charge to be dismissed for want of prosecution
- (d) remit the Charge to the Vice-Chancellor at any stage for further consideration.

(24) Except in accordance with clause (12) (d) the Tribunal shall not make an order under clause (23) (c) or (23) (d) without a hearing.

(25) All of the following powers of the Tribunal under this Ordinance shall be exercisable by the Officer in Charge:

- (a) power to give or make any direction by consent of the parties
- (b) power to postpone any hearing and
- (c) power to extend the time within which a party is required or authorised by this Ordinance to do anything in relation to the proceedings for a period not exceeding one month without prior notice or reference to either party and without a hearing.

(26) The Officer in Charge shall have power to sign any document recording any direction given or made by him or her under clause (25) and to correct any clerical mistake or error in such document by certificate under his or her hand.

- (27) (a) Any document authorised or required to be sent to the Officer in Charge or the Pro-Vice-Chancellor may be sent to them by post or internal mail addressed to the relevant person at the University or handed to that person or delivered to that person's office.
- (b) Any document authorised or required to be sent to the Member of Academic Staff may be sent by post or delivered to his or her home address or such other address as may be notified by the Member of Academic Staff to the University for the purpose of correspondence or to any representative appointed under clause (14) or handed to the Member of Academic Staff or such representative.

## **XLII Procedure to be followed in relation to appeals under Statute XXXIII Part V**

*Sanctioned by the University Council on 19 March, 2004*

(1) This Ordinance sets out the procedure to be followed in relation to the hearing of appeals under Statute XXXIII Part V. It is intended to ensure a fair and effective method of hearing and determining appeals. An appeal shall not be determined without an oral hearing at which the appellant and any person appointed to represent him or her are entitled to be present and subject to Statute XXXIII (25) (2) (b) and (29) (2) (b) to call witnesses.

(2) An appeal shall be instituted as provided in Statute XXXiii (26). As well as containing the matters mentioned in Statute XXXiiI (26) the notice of appeal shall state the appellant's address for service.

(3) Following receipt of a notice of appeal the Secretary to the Council shall proceed as provided in Statute XXXIII (27) (2).

(4) Upon having the notice of appeal brought to its attention the Council shall appoint a person ("the Person Appointed") to hear and determine the appeal as provided in Statute XXXIII (28)(1). The Secretary to the Council shall immediately forward the notice of appeal to that person.

- (5) (a) Where it appears to the Person Appointed that the grounds of appeal stated in the notice of appeal are outside the jurisdiction of an appeal under Statute XXXIII (25) he or she shall notify the appellant accordingly and subject to clause (5) (b) no further action shall be taken on that appeal.
- (b) Where notification has been given under clause (5) (a) the appellant may serve a fresh notice of appeal within 28 days from the date on which the Person Appointed's notification was sent to the appellant.

- (c) Where the appellant serves a fresh notice of appeal under clause (5) (b) the Person Appointed shall consider such fresh notice of appeal with regard to jurisdiction as though it were an original notice served under Statute XXXIII (26).

(6) The Person Appointed shall nominate a person from within the administrative staff of the University to be responsible for the administrative arrangements relating to the appeal (hereinafter such person shall be referred to as the 'Officer in Charge'). The Person Appointed shall notify the parties of the name and address of the Officer in Charge.

- (7) (a) The Person Appointed may of his or her own motion or on the application of the appellant or the Secretary to the Council direct that any other person be added as a party to the proceedings. Such direction shall specify the address to which the Officer in Charge shall send notification to that other party under clause (7) (b).
  - (b) Where the Person Appointed has directed that any other person be added as a party to the proceedings the Officer in Charge shall send written notification to that other party that the Person Appointed has added them as a party to the proceedings.
  - (c) Within 7 days of the Officer in Charge sending written notification to that other party under clause (7) (b) that other party shall notify the Officer in Charge of that other party's address for service for the purpose of the proceedings.
- (8) (a) Where the notice of appeal was served outside the 28 day period set out in Statute XXXIII (27) (1) the Person Appointed shall determine whether to permit the appeal to proceed. Before doing so the Person Appointed shall be entitled to invite written representations from any of the parties as to whether the appeal should be allowed to proceed or request the attendance of any of the parties before him or her specifying the date time and place.
- (b) The Person Appointed shall send a reasoned decision as to whether the appeal should be allowed to proceed to the Vice-Chancellor and the parties.

(9) The Person Appointed shall decide whether he or she will sit alone or with two other persons as provided in Statute XXXIII (28). The Person Appointed shall give notice of this decision to the parties.

(10) If the Person Appointed decides that he or she will sit with two other persons he or she shall send a request to the Council asking it to nominate a member of the Council not being a person employed by the University and to the Senate asking it to nominate a member of academic staff. The Council and Senate shall make their nominations as soon as practicable.

(11) After the Council and Senate have made their nominations the term 'Person Appointed' shall include those nominees as well as the person appointed by the Council under clause (4) unless the person appointed by the Council under clause (4) considers that a matter can be dealt with by him or her sitting alone in which case the term 'Person Appointed' shall refer just to the person appointed by the Council under clause (4) in relation to that matter.

(12) The Officer in Charge shall fix the date time and place for hearing the appeal and shall notify that date to the parties. Such date shall be not less than 28 days but not more than 56 days from the date of notification.

- (13) (a) At least 21 days before the date fixed for the hearing the appellant shall send to the Officer in Charge in writing the names and addresses of any witnesses which he or she proposes to call to give evidence at the hearing and where the appeal is against the findings of fact of a Tribunal under Statute XXXIII (18) (1) details of any other evidence which he or she wishes to adduce. The names addresses and other details shall be accompanied by brief details in writing of why the appellant wishes to call those witnesses or adduce such evidence.
- (b) The Officer in Charge shall send such names addresses and details to the Person Appointed. Upon receipt of the same the Person Appointed shall decide whether to give consent to any of the witnesses being called or to the other evidence being adduced. Before doing so the Person Appointed shall be entitled to invite further written representations from the appellant or request the attendance of the appellant before him or her at a date time and place specified by the Person Appointed.
- (c) The Officer in Charge shall notify the appellant and the other parties of the decision of the Person Appointed as to which witnesses the appellant shall be entitled to call and where the appeal is against the findings of fact of a Tribunal the other evidence which the appellant shall be entitled to adduce.
- (d) Unless the Person Appointed otherwise directs the appellant shall not be entitled to call any witnesses other than those in respect of whom the Person Appointed has consented to their being called pursuant to clause (13) (b) nor where the appeal is against the findings of fact of a Tribunal adduce any other evidence except that to which the Person Appointed has consented pursuant to the said clause.
- (14) (a) At least 14 days before the date fixed for the hearing the parties other than the appellant shall send to the Officer in Charge the names and addresses of any witnesses which they propose to call to give evidence at the hearing.
- (b) The Officer in Charge shall inform any witnesses in respect of whom the Person Appointed has consented to their being called by the appellant and any witnesses notified pursuant to clause (14) (a) of the date time and place for the hearing of the appeal.
- (c) The Officer in Charge shall inform each party of the names of the witnesses in respect of whom the Person Appointed has given his or her consent to their being called by the other party.
- (15) (a) At least 14 days before the date fixed for the hearing the Secretary to the Council shall send to the Officer in Charge a list of the documents in the possession custody or power of the University which he or she proposes to produce at the hearing and the other parties shall send to the Officer

- in Charge a list of the documents in their possession custody or power which they propose to produce at the hearing. In the case of an appeal against the findings of fact of a Tribunal under Statute xxxiii (18) (1) the list of the appellant shall be limited to those documents which the Person Appointed has consented to the appellant adducing under clause (13) (b).
- (b) In addition and without prejudice to the provisions of clause (15) (a) the Person Appointed may where it appears necessary for disposing fairly of the proceedings on the application of any party direct that another party shall send to the Officer in Charge within such period as the Person Appointed may specify a list of the documents or any class of documents which are or have been in the possession custody or power of that other party or (in the case of the Secretary to the Council) of the University relating to any question in issue in the appeal.
  - (c) If a party wishes to claim that any document included in a list of documents served by that party in pursuance of a direction made under clause (15) (b) is privileged from production that claim must be made in the list of documents with a sufficient statement of the grounds of privilege.
  - (d) The Officer in Charge shall send a copy of any list of documents sent to him or her under clause (15) (a) or (15) (b) to the other parties and such other parties shall be entitled to inspect and take copies of the documents set out in such list which are in the possession custody or power of the party who made the list and are not privileged from production at such time and place as the parties may agree or the Person Appointed may direct.
  - (e) At the hearing a party shall produce any document included in a list of documents served by that party in relation to that hearing under clause (15) (a) or (15) (b) which is in his or her possession custody or power or (in the case of the Secretary to the Council) the possession custody or power of the University and is not privileged from production if called upon to do so by another party.
- (16) (a) A party may at least 14 days before the date fixed for the hearing send to the Officer in Charge a statement in writing (hereinafter referred to as a 'Witness Statement') containing evidence proposed to be given by any person at the hearing provided in the case of the appellant that the Person Appointed has consented to that person being called as a witness by the appellant.
- (b) A Witness Statement shall contain the name address and description of the person proposing to give the evidence contained therein and shall be signed by that person.
  - (c) The Officer in Charge shall forthwith send a copy of a Witness Statement sent to him or her to the other parties and such copies shall state the date of receipt of the Witness Statement by the Officer in Charge and shall contain or be accompanied by a note to the effect that unless a notice of objection thereto is sent in accordance with clause (16) (d) the Witness Statement may be read at the hearing without the

person who made the Witness Statement giving oral evidence thereat.

- (d) If another party objects to a Witness Statement being read at the hearing as evidence of any fact stated therein that party shall send a notice of objection to such evidence to the Officer in Charge not later than seven days after the date of receipt of such Witness Statement by the Officer in Charge whereupon the Officer in Charge shall send a copy of the notice of objection to the party wishing to adduce the Witness Statement at the hearing and the Witness Statement shall not be read or admitted in evidence at such hearing unless the Person Appointed otherwise directs upon application of the party wishing to adduce the Witness Statement but the person who signed such Witness Statement may give evidence orally at the hearing.
  - (e) Unless the Person Appointed shall otherwise direct a Witness Statement signed by any person and duly served under this rule shall be admissible in evidence at the hearing of the appeal as evidence of any fact stated therein of which oral evidence by that person at the hearing would be admissible.
  - (f) Where a party has objected to a Witness Statement being read at the hearing the party wishing to adduce that Witness Statement may make an application to the Person Appointed for a direction that such Witness Statement shall be read and admitted in evidence at the hearing. In deciding whether to make such a direction the matters which the Person Appointed shall consider shall include but shall not be limited to the whereabouts of the person who signed the Witness Statement whether that person is unfit by reason of bodily or mental condition to attend as a witness the importance of the person's evidence and whether it is desirable for the person to be present at the hearing in order to be cross-examined.
  - (g) If following a direction under clause (16) (f) the Person Appointed decides at the hearing of the appeal that it is desirable that the person who signed the Witness Statement should give evidence in person at the hearing the Person Appointed shall be entitled to adjourn the hearing to enable the person to do so.
- (17) (a) For the purpose of determining the issues in dispute or of correcting an error or defect in the notice of appeal or any application the Person Appointed may at any time either of his or her own motion or on the application of a party direct that the notice of appeal or any application or other document in the proceedings be amended in such manner as may be specified in such direction and on such terms as the Person Appointed may think fit.
- (b) clause (17) (a) shall not apply to a decision or direction of the Person Appointed.
- (18) (a) The Person Appointed may of his or her own motion or on the application of a party extend the time within which a party is required

or authorised by this Ordinance or any decision or direction of the Person Appointed to do anything in relation to the proceedings upon such terms as the Person Appointed may think fit.

- (b) Without prejudice to the provisions of clause (18) (a) the Person Appointed may of his or her own motion or on the application of a party give or make any direction as to the conduct of or as to any matter or thing in connection with the proceedings which he or she may think necessary or expedient to ensure the proper conduct and just determination of the appeal.
- (c) The Person Appointed may make a direction under clause (18) (a) or (18) (b) of his or her own motion without prior notice or reference to the parties and without a hearing.

(19) Where there are pending under Statute XXXIII Part V or this Ordinance two or more notices of appeal then if at any time upon the application of a party or of his or her own motion it appears to the Person Appointed that:

- (a) some common question of fact arises in respect of both or all the notices of appeal or
  - (b) the relief claimed therein is in respect of or arises out of the same facts or
  - (c) for some other reason it is desirable to make a direction under this clause the Person Appointed may order that some (as specified in the direction) or all of the notices of appeal shall be considered together and may give such consequential directions as may be necessary. The Person Appointed shall not however make an order under this clause without sending notice to all parties concerned giving them an opportunity to show cause why such an order should not be made.
- (20) (a) An application to the Person Appointed made otherwise than at the hearing of the appeal shall be made by notice sent to the Officer in Charge.
- (b) Unless the Person Appointed otherwise directs an application made at a hearing shall be heard forthwith and no notice thereof shall be sent to the parties.
  - (c) Subject to clause (20) (b) the Officer in Charge shall send a notice stating the date time and place for the hearing of the application to all the parties. Such date shall unless the parties otherwise agree be not less than 7 days but not more than 14 days after the date on which the notice is sent to the parties.
  - (d) Where the parties have agreed upon the terms of any decision or direction to be given by the Person Appointed the Person Appointed may give a decision or make that direction without a hearing.

(21) The full hearing by the Person Appointed and the hearing of any applications shall take place in private.

(22) At the hearing of the appeal and in the stages leading up to that hearing a party may act in person or be represented by any other person by whom the party desires to be represented. A party acting in person at the hearing may choose to be accompanied by any one person. Such party shall notify the Officer in Charge



of the name and address of any such representative or person at least seven days before the date fixed for the hearing.

(23) If a party shall fail to appear or to be represented at the time and place fixed for the hearing the Person Appointed may dispose of the application in the absence of that party or may adjourn the hearing to a later date.

(24) (a) At the hearing of the appeal subject to Statute xxxiii (25) (2) (b) and (29) (2) (b) and the other clauses of this Ordinance the parties shall be entitled to give evidence to call witnesses to question any witnesses and to address the Person Appointed.

(b) Subject to clauses (16) (d) (16) (e) and (16) (f) the Person Appointed may direct or allow evidence of any fact to be given in any manner he or she may think fit and shall not refuse evidence tendered on the grounds only that such evidence would be inadmissible in a court of law.

(c) The parties their representatives or persons accompanying them pursuant to clause (22) shall be entitled to be present at all stages of the hearing and any application except when all the parties are asked to withdraw to enable the Person Appointed to consider his or her decision the directions to be given or any other matter privately.

(d) The Person Appointed shall determine the manner in which the proceedings and any evidence will be recorded by the Officer in Charge.

(25) The Person Appointed shall determine the procedure to be followed at the hearing of the appeal taking into account any representations made by the parties.

(26) At the hearing the Person Appointed shall allow:

(a) the appellant (or representative) to open the appellant's case

(b) the appellant (or representative) to call those witnesses in respect of whom the Person Appointed has consented to their being called and to produce documentary evidence subject to (in the case of an appeal against the findings of fact of a Tribunal under Statute XXXIII (18) (1)) the Person Appointed having consented to such production

(c) the other parties or their representatives to cross-examine any witness called by the appellant

(d) the appellant (or representative) to re-examine a witness following cross-examination under sub-clause (c)

(e) the other parties or their representatives to open their case

(f) the other parties or their representatives to call witnesses (including giving evidence themselves if they so wish) and to produce documentary evidence in opposition to the appellant's case

(g) the appellant to cross-examine any witnesses called to give evidence by the other parties or their representatives including the other parties if they have given evidence

(h) the other parties or their representatives to re-examine a witness following cross-examination

(i) the other parties or their representatives to make an address closing their case

- (j) the appellant (or representative) to make a final address closing the case of the appellant.
- (27) At the hearing the Person Appointed may:
- (a) put any question to any witness called to give evidence thereat
  - (b) invite a party to clarify or amplify any matter arising
  - (c) request any other person to give evidence at such stage in the proceedings as he or she considers appropriate provided the parties have an opportunity to cross-examine that person.
- (28) Where the Person Appointed consists of more than one person any decision may be taken by a majority thereof.
- (29) (a) At the conclusion of the hearing regarding the appeal the Person Appointed may give or announce his or her decision but in any event the decision shall be recorded in a written document containing the findings of fact by the Person Appointed (including any findings of fact different from those come to by the Council as the appropriate body under Part II of Statute XXXIII or by a Tribunal under Part III of Statute XXXIII) and the reasons for this decision. Such document shall be signed by the Person Appointed. Copies of the signed document shall be sent by the Officer in Charge to the Vice-Chancellor and to the parties to the appeal as provided in Statute XXXIII (30).
- (b) At the conclusion of the hearing of an application the Person Appointed may give or announce his or her decision but in any event the outcome of the application and any direction given or made by the Person Appointed shall be recorded in a written direction which shall be signed by the Person Appointed. The Officer in Charge shall send a copy of the written direction to the parties to the appeal.
- (c) The Person Appointed may correct any clerical mistake or error in a document signed by him or her and referred to in clause (29) (a) or (29) (b) by certificate under his or her hand. If such correction is made after copies have been sent to the persons referred to in clause (29) (a) or (29) (b) then the Officer in Charge shall as soon as practicable thereafter send a copy of the corrected document to those parties.
- (d) Where the Person Appointed consists of more than one person the phrase 'Person Appointed' in this clause shall mean the first person appointed under clause (4).
- (30) The Person Appointed will not make an award in respect of the costs or expenses incurred by a party to the proceedings.
- (31) Subject to the provisions of Statute XXXIII and this Ordinance the Person Appointed shall regulate the procedure to be followed in relation to the appeal.
- (32) The Person Appointed may if he or she thinks fit:
- (a) either of his or her own motion or on the application of a party postpone the day or time fixed for the hearing of the appeal or any application or adjourn the hearing at any stage

- (b) make a decision provided for in Statute XXXIII (29) (3)
  - (c) subject to clause (33) on the application of a party order the appeal to be dismissed for want of prosecution.
- (33) Except in accordance with clause 20 (d) before making any order under (32) (c) the Person Appointed shall send notice to the appellant giving him or her an opportunity to show cause why such an order should not be made.
- (34) (a) Any document authorised or required to be sent to the Secretary to the Council may be sent to him or her by post or internal mail addressed to the Secretary to the Council at the University handed to the Secretary to the Council or delivered to his or her office.
- (b) Any document authorised or required to be sent to any other party may be sent to the party at the address for service notified under clause (2) or clause (7) (c) or such other address as may be notified by that party from time to time for that purpose.

### **XLIII Procedure to be followed by a Grievance Committee appointed under Statute XXXIII (35)**

*Sanctioned by the University Council on 19 March, 2004*

(1) This Ordinance sets out the procedure to be followed by a Grievance Committee appointed under Statute XXXIII (35). It is intended to ensure a fair and effective method of hearing and determining grievances which the Vice-Chancellor has referred to a Grievance Committee under Statute XXXIII (34). Such grievances shall not be dealt with without an oral hearing at which the member of academic staff who has the grievance ('the Aggrieved Member') and the person or persons against whom the grievance lies ('a Respondent') have the right to be heard. The Aggrieved Member and the Respondent or Respondents shall be the parties to the proceedings set out hereunder.

(2) Where the Vice-Chancellor has decided that a grievance should be referred to the Grievance Committee for consideration the Secretary to the Council shall notify the Aggrieved Member in writing of the procedure to be followed.

(3) Within 14 days of the Secretary to the Council sending details of the procedure to be followed the Aggrieved Member shall send to the Secretary to the Council a written statement giving full particulars of his or her grievance and the material facts on which the Aggrieved Member is relying.

(4) The Secretary to the Council shall send a copy of such written statement to each member of the Grievance Committee and the Respondents. At the same time the Secretary to the Council shall notify the Respondents of the procedure to be followed.

(5) A Respondent shall be entitled but not obliged to send to the Secretary to the Council a written response to the Aggrieved Member's written statement within 14 days of the Secretary to the Council sending the written statement to that Respondent. The Secretary to the Council shall send a copy of such written response to each member of the Grievance Committee and to the Aggrieved Member.

(6) After 14 days from the date upon which the written statement was sent to the Respondents the Secretary to the Council shall fix the date time and place for the hearing of the grievance by the Grievance Committee. The Secretary to the Council shall notify the Aggrieved Member and the Respondents of that date. Such date shall be not less than 28 days but not more than 56 days from the date of notification.

(7) (a) At least 14 days before the date fixed for the hearing each party shall send to the Secretary to the Council a list of the documents in his or her possession custody or power which he or she proposes to produce at the hearing.

(b) In addition and without prejudice to the provisions of clause (7) (a) the Grievance Committee may where it appears necessary for disposing fairly of the proceedings on the application of a party direct that any other party shall send to the Secretary to the Council within such period as the Grievance Committee may specify a list of the documents or any class of documents which are or have been in the possession custody or power of that other party relating to any issue in the proceedings.

(c) If a party wishes to claim that any document included in a list of documents served by that party in pursuance of a direction made under clause (7) (b) is privileged from production that claim must be made in the list of documents with a sufficient statement of the grounds of privilege.

(d) The Secretary to the Council shall send a copy of any list of documents sent to him or her under clause (7) (a) or (7) (b) to the other parties and such other parties shall be entitled to inspect and take copies of the documents set out in such list which are in the possession custody or power of the party who made the list and are not privileged from production at such time and place as the parties may agree or the Grievance Committee may direct.

(e) At the hearing a party shall produce any document included in a list of documents served by that party in relation to that hearing under clause (7) (a) or (7) (b) which is in his or her possession custody or power and is not privileged from production if called upon to do so by another party.

(8) At least 14 days before the date fixed for the hearing the parties shall send to the Secretary to the Council the names and addresses of any witnesses which they propose to call to give evidence at the hearing. The Secretary to the Council shall inform each party of the names of the witnesses to be called by the other party.

(9) (a) A party may at least 14 days before the date fixed for the hearing send to the Secretary to the Council a statement in writing ('a Witness Statement') containing evidence proposed to be given by any person at the hearing.

(b) A Witness Statement shall contain the name address and description of the person proposing to give the evidence contained therein and shall be signed by that person.

(c) The Secretary to the Council shall forthwith send to the other parties a copy of a Witness Statement sent to him or her and such copy shall

state the date of receipt of the Witness Statement by the Secretary to the Council and shall contain or be accompanied by a note to the effect that unless a notice of objection thereto is sent in accordance with clause (9) (d) the Witness Statement may be read at the hearing without the person who made the Witness Statement giving oral evidence thereat.

- (d) If a party objects to a Witness Statement being read at the hearing as evidence of any fact stated therein he or she shall send a notice of objection to such evidence to the Secretary to the Council not later than seven days after the date of receipt of such Witness Statement by the Secretary to the Council whereupon the Secretary to the Council shall send a copy of the notice of objection to the party wishing to adduce the Witness Statement and the Witness Statement shall not be read or admitted in evidence at such hearing unless the Grievance Committee otherwise directs upon application of the party wishing to adduce the Witness Statement but the person who signed such Witness Statement may give evidence orally at the hearing.
  - (e) Subject to clause (9) (d) unless the Grievance Committee shall otherwise direct a Witness Statement signed by any person and duly served under this rule shall be admissible in evidence at the hearing of the Grievance Committee as evidence of any fact stated therein of which oral evidence by that person at the hearing would be admissible.
  - (f) Where a party has objected to a Witness Statement being read at the hearing the party wishing to adduce that Witness Statement may make an application to the Grievance Committee for a direction that such Witness Statement shall be read and admitted in evidence at the hearing. In deciding whether to make such a direction the matters which the Grievance Committee shall consider shall include but shall not be limited to the whereabouts of the person who signed the Witness Statement whether that person is unfit by reason of bodily or mental condition to attend as a witness the importance of the person's evidence and whether it is desirable for the person to be present at the hearing in order to be cross-examined.
  - (g) If following a direction under clause (9) (f) the Grievance Committee decides at the hearing that it is desirable that the person who signed the Witness Statement should give evidence in person at the hearing the Grievance Committee shall be entitled to adjourn the hearing to enable that person to do so.
- (10) (a) For the purpose of determining the issues in dispute or of correcting an error or defect in the Aggrieved Member's written statement any written response of a Respondent or any application the Grievance Committee may at any time either of its own motion or on the application of a party direct that the written statement any written response application or other document in the proceedings be amended

in such manner as may be specified in such direction on such terms as the Grievance Committee may think fit.

- (b) Clause (10) (a) shall not apply to a decision or direction of the Grievance Committee.
- (11) (a) The Grievance Committee may of its own motion or on the application of a party extend the time within which a party is required or authorised by this Ordinance or any decision or direction of the Grievance Committee to do anything in relation to the proceedings upon such terms as the Grievance Committee may think fit.
- (b) Without prejudice to the provisions of clause (11) (a) the Grievance Committee may of its own motion or on the application of a party give or make any direction as to the conduct of or as to any matter or thing in connection with the proceedings which it may think necessary or expedient to ensure the proper conduct and just determination of the proceedings.
  - (c) The Grievance Committee may make a direction under clause (11) (a) or (11) (b) of its own motion without prior notice or reference to the parties and without a hearing.
- (12) (a) An application to the Grievance Committee made otherwise than at a hearing shall be made by notice sent to the Secretary to the Council.
- (b) Unless the Grievance Committee otherwise directs an application made at a hearing shall be heard forthwith and no notice thereof shall be sent to the parties.
  - (c) Subject to clause (12) (b) the Secretary to the Council shall send a notice stating the date time and place for the hearing of the application to the parties. Such date shall unless the parties otherwise agree be not less than seven days but not more than 14 days after the date on which the notice is sent to the parties.
  - (d) Where the parties have agreed upon the terms of any decision or direction to be given by the Grievance Committee the Grievance Committee may give a decision or make that direction without a hearing.
- (13) The full hearing by the Grievance Committee and the hearing of any applications shall take place in private.
- (14) At the hearing of the Grievance Committee and in the stages leading up to that hearing a party may act in person or be represented by any other person by whom the party desires to be represented. A party acting in person at the hearing may choose to be accompanied by any one person. Such party shall notify the Secretary to the Council of the name and address of any such representative or person at least seven days before the date fixed for the hearing.
- (15) (a) At the hearing of the Grievance Committee the parties shall be entitled to give evidence to call witnesses to question any witnesses and to address the Grievance Committee.
  - (b) Subject to clauses (9) (d) (9) (e) and 9 (f) the Grievance Committee may direct or allow evidence of any fact to be given in any manner it may

think fit and shall not refuse evidence tendered to it on the grounds only that such evidence would be inadmissible in a court of law.

- (c) The parties their representatives or persons accompanying them pursuant to clause (14) shall be entitled to be present at all stages of the hearing and any application except when all the parties are asked to withdraw to enable the Grievance Committee to consider its decision any directions to be given or any other matter privately.
  - (d) The Grievance Committee shall determine the manner in which its proceedings and any evidence will be recorded by the Secretary to the Council.
- (16) At the hearing the Grievance Committee shall allow:
- (a) the Aggrieved Member (or representative) to open the Aggrieved Member's case
  - (b) the Aggrieved Member (or representative) to call witnesses (including allowing the Aggrieved Member to give evidence) and to produce documentary evidence in support of the Aggrieved Member's case
  - (c) the Respondents (or representative) to cross-examine any witness called in support of the Aggrieved Member's case
  - (d) the Aggrieved Member (or representative) to re-examine a witness following cross-examination under clause (16) (c)
  - (e) the Respondents (or representative) to open the case of the Respondents
  - (f) the Respondents (or representative) to call witnesses (including allowing the Respondents to give evidence) and to produce documentary evidence in opposition to the Aggrieved Member's case
  - (g) the Aggrieved Member (or representative) to cross-examine any witnesses called to give evidence by a Respondent (or representative)
  - (h) the Respondents (or their representatives) to re-examine a witness following cross-examination under clause (16) (g)
  - (i) the Respondents (or their representatives) to make addresses closing the Respondents' cases
  - (j) the Aggrieved Member (or representative) to make a final address closing the case of the Aggrieved Member.

(17) At the hearing the Chairman and any other member of the Grievance Committee may:

- (a) put any question to any witness called to give evidence thereat
- (b) invite a party to clarify or amplify any matter arising
- (c) request any other person to give evidence at such stage in the proceedings as it considers appropriate provided the parties have an opportunity to cross-examine that person.

(18) If a party shall fail to appear or to be represented at the time and place fixed for the hearing the Tribunal may dispose of the application in the absence of that party or may adjourn the hearing to a later date.

(19) Any decision of the Grievance Committee may be taken by a majority thereof.

(20) (a) At the conclusion of the hearing regarding the grievance the Chairman may give or announce the decision of the Grievance Committee but in any event the decision shall be recorded in a written document containing the findings of fact by the Grievance Committee the reasons for its decision and if it considers the grievance well founded such proposals for redress of the grievance as it sees fit. Such document shall be signed by the Chairman. Copies of the signed document shall be sent by the Secretary to the Council to the Council as provided in Statute XXXIII (37) and to each party to the proceedings.

(b) At the conclusion of the hearing of an application the Chairman may give or announce the decision of the Grievance Committee but in any event the outcome of the application and any direction given or made by the Grievance Committee shall be recorded in a written direction which shall be signed by the Chairman. The Secretary to the Council shall send a copy of the written direction to each party to the proceedings.

(c) The Chairman may correct any clerical mistake or error in a document signed by him or her and referred to in clause (20) (a) or (20) (b) by certificate under his or her hand. If such correction is made after copies have been sent to the persons referred to in clause (20) (a) or (20) (b) then the Secretary to the Council shall as soon as practicable thereafter send a copy of the corrected document to those parties.

(21) The Grievance Committee will not make an award in respect of the costs or expenses incurred by a party to the proceedings.

(22) Subject to the provisions of Statute XXXIII and this Ordinance the Grievance Committee shall regulate its own procedure.

(23) The Grievance Committee may if it thinks fit:

(a) either of its own motion or on the application of a party postpone the day or time fixed for the hearing or adjourn the hearing at any stage

(b) subject to clause (24) on the application of a Respondent order the grievance to be dismissed for want of prosecution

(c) remit the grievance to the Vice-Chancellor at any stage for further consideration.

(24) Except in accordance with clause (12) (d) the Grievance Committee shall not make an order under clause (23) (c) without a hearing.

(25) All of the following powers of the Grievance Committee under this Ordinance shall be exercisable by the Secretary to the Council:

(a) power to give or make any direction by consent of the parties

(b) power to postpone any hearing and

(c) power to extend the time within which a party is required or authorised by this Ordinance to do anything in relation to the proceedings for a period not exceeding one month without prior notice or reference to the parties and without a hearing.



(26) The Secretary to the Council shall have power to sign any document recording any direction given or made by him or her under clause (25) and to correct any clerical mistake or error in such document by certificate under his or her hand.

- (27) (a) Any document authorised or required to be sent to the Secretary to the Council may be sent to him or her by post or internal mail in a letter addressed to the Secretary to the Council at the University or handed to him or her or delivered to his or her office.
- (b) Any document authorised or required to be sent to the Aggrieved Member or a Respondent may be sent by post or delivered to his or her home address or such other address as may be notified by him or her to the University for the purpose of correspondence or to any representative appointed under clause (14) or handed to the Aggrieved Member or Respondent or such representative.

### **XLIV Powers of the Council**

*Sanctioned by the University Council on 19 March 2004*

(1) Subject to Statute XV (28) and Statute XXXIII the Council may by Resolution delegate powers to committees or to other bodies (whether through the determination of Terms of Reference or otherwise) or to officers.

(2) The Council shall maintain a record of delegated powers.

(3) Powers not so delegated shall be deemed to be reserved to the Council.

### **XLV University Board for Teaching and Learning**

*Sanctioned by the University Council on 5 July, 2010*

(1) There shall be a University Board for Teaching and Learning (hereinafter called the University Board) which shall have as its functions

- (a) subject to the authority of the Senate and in accordance with the Strategy for Teaching and Learning to develop regulate and co-ordinate all teaching and related study in the University with particular reference to matters relating to quality assurance
- (b) to advise the Senior Management Board on resource implications relating to teaching and learning.
- (c) to appoint Directors of Teaching and Learning for the several Faculties.

(2) The Board shall consist of

- (a) The Vice-Chancellor
- (b) The Deputy Vice-Chancellor
- (c) A Pro-Vice-Chancellor (Chair)
- (d) The Faculty Directors of Teaching and Learning
- (e) The Director of Postgraduate Research Studies
- (f) The Director Academic Services
- (g) The Director of Student Services
- (h) The Director of Academic Quality Support.

- (i) Two officers of the Students' Union as determined from time to time by the University Board in consultation with the Students' Union  
The Deans of the Faculties shall have the right of attendance  
The Director of Academic Services shall appoint a Secretary to the Board.
- (3) There shall be so many Faculty Boards for Teaching and Learning as may be determined by the Senate which shall
- (a) subject to the authority of the University Board for Teaching and Learning regulate and co-ordinate all aspects of teaching and study involving those Schools assigned to the Board by the Senate for this purpose  
implement locally the strategy for learning and teaching  
respond to relevant External Examiners and outside agencies  
consider proposals for new degrees and programme specifications and for changes to programme specifications from Boards of Study and Schools
  - (b) make recommendations to the University Board for Teaching and Learning
  - (c) provide reports for and receive reports from the relevant Board or Boards of the Faculties in regard to matters of policy and resource as they relate to teaching and learning
  - (d) recommend to the Senate Examiners for appointment.
- (4) Each such Faculty Board for Teaching and Learning shall consist of
- (a) The Vice-Chancellor
  - (b) The Deputy Vice-Chancellor or a Pro-Vice-Chancellor
  - (c) Such Deans and Directors of Teaching and Learning as may be assigned to the Board by the Senate
  - (d) The Head of each School deemed for the purposes of teaching and learning to be a member of the Board or his or her nominated representative
  - (e) Not more than five further members to be co-opted or appointed in a manner to be determined by the Board
  - (f) One member drawn from a School not otherwise represented on the Board
  - (g) Two representatives elected by and from the undergraduate and postgraduate students registered for programmes in the Faculty or Faculties

A Director of Teaching and Learning designated by the University Board for Teaching and Learning shall be Chairman of the Board. The Sub-Dean of a Faculty shall be Secretary to the Board.

## **XLVI University Board for Research and Innovation**

*Sanctioned by the University Council on 5 July, 2010*

(1) There shall be a University Board for Research and Innovation (hereinafter called the University Board) which shall have as its functions

- (a) subject to the authority of the Senate and in accordance with those strategies within its purview to have oversight of and to co-ordinate as appropriate all research and innovation activity broadly defined undertaken in the University
- (b) to advise the Senior Management Board on resource implications relating to such activity
- (c) to advise the Senior Management Board on priorities for allocations from the Research Endowment Trust Fund and other relevant funding streams.
- (d) to appoint Directors of Research for each of the several faculties.

(2) The Board shall consist of

- (a) The Vice-Chancellor
- (b) A Pro-Vice-Chancellor (Chair)
- (c) The Deputy Vice-Chancellor or one further Pro-Vice-Chancellor
- (d) The Deans of the Faculties
- (e) The Directors of Research of the Faculties
- (f) The Chairs of such Sub-Committees as the University Board may from time to time appoint
- (g) Not more than two further members to be coopted or appointed in a manner to be determined by the University Board
- (h) The Director of Research and Enterprise Services

A Vice-President of the Students' Union shall have the right of attendance.

The Director of Academic Services (or his nominee) shall be Secretary to the Board.

(3) There shall be so many Faculty Boards for Research as may be determined by the Senate which shall

- (a) subject to the authority of the University Board for Research have oversight of and co-ordinate all research involving those Schools assigned to the Board by the Senate for this purpose monitor research grant applications consider School research plans and annual reports organise training of research students
- (b) make recommendations to the University Board for Research
- (c) provide reports for and receive reports from the relevant Board or Boards of the Faculties in regard to matters of policy and resource as they relate to research.

(4) Each such Faculty Board for Research shall consist of

- (a) The Vice-Chancellor
- (b) The Deputy Vice-Chancellor or a Pro-Vice-Chancellor
- (c) Such Deans and Directors of Research as may be assigned to the Board by the Senate
- (d) The Head of each School deemed for the purposes of research to be a member of the Board or his or her nominated representative

- (e) Not more than five further members to be co-opted or appointed in a manner to be determined by the Board
- (f) Two representatives elected by and from the students registered for higher degrees by research in the Schools within the purview of the Board

A Director of Research designated by the University Board for Research shall be Chairman of the Board. The Sub-Dean of a Faculty shall be Secretary to the Board.

## **XLVII The Schools**

*Sanctioned by the University Court on 14 March, 2003*

The Council may from time to time establish Schools within Faculties on the basis of a School constitution approved by the Council on the recommendation of the Senate.

## **XLVIII Charter and Statutes**

*Sanctioned by the University Court on 14 March, 2003*

(1) Subject to Articles IX and XIV of the Charter and Article XV of the Statutes the following procedures shall apply in the consideration of proposals for alterations amendments or additions to the Charter or to the Statutes in preparation for an application to the Privy Council.

- (2) (a) Any proposal for alteration amendment or addition to the Charter or to the Statutes shall be submitted to a meeting of the Council for initial consideration
- (b) If agreed by the Council it shall then be communicated to the Senate and to the Standing Committee of Convocation
- (c) The proposal shall then be re-submitted to a meeting of the Council which shall have regard to any comments of either the Senate or of the Standing Committee of Convocation. The meeting to which the proposal is re-submitted shall be not less than one calendar month nor more than five calendar months after that to which it was first submitted.
- (d) If confirmed by the Council by Special Resolution the necessary application shall then be made to the Privy Council

*Note: For convenience Ordinances on individual Degrees, Diplomas and Certificates have been numbered from L onwards, thus leaving XLIX available for new Ordinances on other subjects.*

## **L Degrees of Bachelor**

*Sanctioned by the University Court on 14 March, 2003*

*Note: Ordinance LI relates to the Degree of Bachelor of Arts (for Part-time Students) and Ordinance LII relates to the Degree of Bachelor of Arts (Education).*

- (1) The provisions of this Ordinance shall apply to the following degrees:
  - Bachelor of Arts
  - Bachelor of Engineering
  - BA (other than for Part-time Students)
  - BEng

Bachelor of Laws

LLB

Bachelor of Science

BSc (other than for External Students)

(2) In addition, the provisions of Ordinance IV (1) to (5) and Ordinance X shall apply to the degrees of BA BEng LLB and BSc.

(3) The programmes of study for the degrees of Bachelor of Arts Bachelor of Engineering Bachelor of Laws and Bachelor of Science shall extend over not less than three years and in the case of a programme including a Foundation Element shall extend over not less than four years\*.

(4) Programmes are offered in accordance with the relevant programme specification.

(5) The Foundation Element shall extend over not less than three Terms and shall be completed by an examination hereinafter referred to as the Foundation Examination. (The stipulations about this examination are contained in clauses (7) and (8) below).

- (6) (a) Save where specified otherwise in the programme specification the programme of study for the degree shall be divided into three parts (Parts 1 2 and 3) in addition to the Foundation Element if studied.
- (b) Part 1 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits all of which shall be at the Certificate Level or above and shall be completed by an examination hereinafter referred to as the Part 1 Examination. (The stipulations about this examination are contained in clauses (10) to (13) below.)
- (c) Save where specified otherwise in the programme specification Part 2 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits of which at least 100 credits shall be at the Intermediate Level or above and shall be completed by an examination hereinafter referred to as the Part 2 Examination. (The stipulations about this examination are contained in clauses (15) to (17) below.)
- (d) Part 3 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits of which at least 100 credits shall be at the Honours Level or above unless provided otherwise in the programme specification and shall be completed by an examination hereinafter referred to as the Part 3 Examination.

(7) The Foundation Examination shall be held during the Summer Term of the Foundation Element Year and an additional examination for those who fail in any module or modules in the Foundation Examination shall be held at the next subsequent occasion.

The Foundation Examination shall be taken as a whole and in order to pass the examination a candidate must pass at the same time in all modules save that a candidate who fails in one or more modules shall be re-examined in that module or those modules in the additional examination held at the next subsequent

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\*For the purposes of this Ordinance, 'Foundation Element' shall not include the programme of study of the International Foundation Programme as specified in Ordinance LXVII.

occasion. If the candidate then satisfies the Examiners by passing in all the modules they are required to offer they shall then be deemed to have passed the Examination. No candidate shall normally be permitted to take any module or modules in the Examination on more than these two occasions unless they have been permitted by the Senate to continue in or resume attendance at the University to repeat the programme for that Examination.

(8) No candidate undertaking the Foundation Element shall be permitted to enter upon Part 1 of a programme of study for a degree of Bachelor until they have passed the Foundation Examination.

(9) The modules to be offered in the Foundation Examination and the Part 1 and Part 2 and Part 3 Examinations shall be as listed in the relevant programme specification.

(10) The Part 1 Examination shall be held annually during the Summer Term (this occasion being referred to hereafter as 'the first attempt') and modules may be assessed by other than formal examination at this time. An additional examination shall be held at the next subsequent occasion (this occasion being referred to hereafter as 'the second attempt') for those who fail or for those who fail to qualify for either the programme for which they are registered or for another programme to which they may be entitled to transfer.

(11) No candidate shall be admitted to the Part 1 Examination before the Summer Term of the Session next following the date at which they have passed the Matriculation Examination or an examination recognised as qualifying for matriculation in the University.

(12) (a) The Part 1 Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (c) below). In order to pass the examination a candidate must:

- (i) achieve an overall average of 40% in 120 credits (as provided in clause 6(b) above)
- (ii) achieve not less than 30% in any module taken in Part 1 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
- (iii) meet the published requirements for progression to Part 2 of at least one degree programme as listed in the relevant programme specification

(b) Candidates who have satisfied the conditions in clause (a) (i) and (ii) above shall be eligible for the award of a Certificate of Higher Education of the University. A candidate who has qualified for a Certificate of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Diploma of Higher Education (as provided in clause 16(b) below) for a Bachelors degree or for a Masters degree (Undergraduate). They shall however have the right to claim the award of a Certificate of Higher Education if they do not successfully complete any of these qualifications.

(c) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in the additional examination held at the next

subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.

(13) No candidate shall be allowed to proceed to Part 2 of a degree programme unless they have passed the Part 1 Examination.

(14) Candidates shall be permitted to transfer from one programme to another with the permission of the relevant Board of the Faculty concerned if they meet the requirements for the programme to which they wish to transfer without extending the period of study for the programme beyond that stated in the relevant programme specification. Only in exceptional circumstances and on a recommendation from the Schools concerned will such transfer be allowed after the end of the Autumn Term following a candidate's entry to Part 2 of a degree programme.

(15) The Part 2 Examination shall be held during the Summer Term of the second year (save where specified otherwise in the programme specification) and the Part 3 Examination shall be concluded during the Summer Term of the Final year. Modules may be assessed by other than formal examinations at these times.

(16) (a) The Part 2 Examination shall be a qualifying examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:

- (i) achieve an overall average of 40% in 120 credits (as provided in clause 6(c) above)
- (ii) achieve not less than 30% in any module taken in Part 2 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
- (iii) meet the published requirements for progression to Part 3 of the degree programme for which they are registered as listed in the relevant programme specification

(b) Candidates who have satisfied the conditions in clause (a) (i) and (ii) above shall be eligible for the award of a Diploma of Higher Education in the academic subject appropriate to the programme of study and shall be stated to have passed. A candidate who has qualified for a Diploma of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Bachelors degree or for a Masters degree (Undergraduate). They shall however have the right to claim the award of a Diploma of Higher Education if they do not successfully complete any of these qualifications.

(c) A candidate who does not achieve a pass in the Part 2 Examination may be re-examined in an additional examination at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the

examination on more than these two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.

(17) Save where specified otherwise in the programme specification the Final Examination shall consist of the Part 2 Examination and the Part 3 Examination together.

(19) At the discretion of the Examiners an oral examination may form part of any Final Examination. It may also at the discretion of the Examiners form part of the Part 1 Examination. Examiners may take into account at their discretion the record of a candidate's work during the course in arriving at the Final Examination result.\*

(20) A candidate who has failed the Final Examination shall be permitted to present themselves for re-assessment under the terms of Ordinance IV(4) (a) in any module they have failed in the Final Year. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at the examination in the Final Year but the candidate shall not then be eligible for Honours unless so permitted by the Senate.

## **LI Degrees of Bachelor (for part-time students)**

*Sanctioned by the University Council on 19 March, 2004*

(1) The provisions of Ordinance IV (1) to (5) and Ordinance X shall apply to degrees of Bachelor (for part-time students).

(2) The programme of study for a degree of Bachelor (for part-time students) shall extend over not less than five years and not more than seven years.

(3) A programme of study for a degree of Bachelor (for part-time students) may be taken in the day-time or in the evening or with the permission of the relevant Board of the Faculty concerned in both the day-time and the evening.

- (4) (a) The programme of study for a degree of Bachelor (for part-time students) shall be divided into two parts.
- (b) The first shall extend over one year and shall comprise modules which total not fewer than 80 credits and not more than 120 credits at the Certificate Level and shall be completed by an examination hereinafter referred to as the Part 1 Examination.
- (c) The second shall extend over not less than four years and shall consist of separate modules, which together with the modules taken in the first part shall have a total value of 360 credits of which at least 100 credits shall be at the Certificate Level at least 100 credits shall be at the Intermediate Level and at least 100 credits shall be at the Honours Level. Each module in the Second Part shall be assessed at the next available opportunity. Methods of assessment shall include written tests or examinations and assessed essay work.

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\*Candidates for the degrees of LLB in Law with French Law or LLB in Law with a Year in Europe who have reached an appropriate standard in their studies at an institution during their year abroad may graduate with distinction in French Law or in Legal Studies in Europe.



(5) The Part 1 Examination shall be held in the Summer Term of the first year of the programme and shall comprise written papers and assessment of work during the programme. An additional examination for those who fail in any module shall be held in the September next following. The Final assessment shall be made in the Summer Term of the final year of the programme.

(6) (a) The Part 1 Examination shall be taken as a whole and in order to pass the examination a candidate must:

- (i) achieve an average of 40% in at least 80 credits at the Certificate Level
- (ii) if being examined in modules totaling 120 credits achieve not less than 30% in any module taken in Part 1 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners or
- (iii) if being examined in modules totaling 80-110 credits achieve not less than 30% in any module taken in Part 1. In such case condonement shall not be permitted and
- (iv) meet the published requirements for the Part 2 of at least one degree programme as specified in the relevant programme specification

(b) Candidates who then satisfy the Examiners shall be deemed to have passed the Part 1 Examination.

(c) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.

(7) Candidates who in or after the Part 1 Examination have passed 120 credits at the Certificate Level shall be eligible for the award of a Certificate of Higher Education of the University. Candidates who have qualified for a Certificate of Higher Education shall not ipso facto be awarded that qualification if they successfully complete a programme for a Diploma of Higher Education (as provided in clause 14 below) or for a Bachelors degree. They shall however have the right to claim admission to a Certificate of Higher Education if they do not successfully complete any of these qualifications.

(8) Candidates shall not be permitted to enter upon the programme for the Final Degree until they have passed the Part 1 Examination.

(9) Students wishing to take a final degree programme in a subject or subjects other than that or those for which they were admitted and who have qualified to do so in the Part 1 Examination must obtain the permission of the relevant Board of the Faculty concerned.

(10) (a) Modules in the Final degree programme shall be assessed by written examination papers or equivalent continuously assessed work.

Examinations shall be held annually at the next formal opportunity after completion of a module.

- (b) Candidates must achieve a pass in modules totaling not less than 80 credits at the Intermediate Level before being permitted to proceed to taking modules at the Honours Level.

(11) Candidates who fail a module may be reassessed in that module at the next annual opportunity or in a future year not later than the year following completion of their programme provided they have given notice of their intention by a date determined annually by the Director of Student Services. No candidate shall be permitted to take any module or modules on more than these two occasions unless permitted to do so by the Senate.

(12) An oral examination shall at the discretion of the Examiners form part of the Final Examination at the end of any programme.

(13) A candidate who has taken 240 credits and who has passed at least 100 credits at the Intermediate Level shall be eligible for the award of a Diploma of Higher Education in the academic subject appropriate to the programme of study. A candidate who has qualified for a Diploma of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Bachelors degree. They shall however have the right to claim admission to a Diploma of Higher Education if they do not successfully complete this qualification.

## **LII Degree of Bachelor of Arts (Education) in the Faculty of Social Sciences**

*Sanctioned by the University Council on 7 July, 2009*

(1) The provisions of Ordinance IV (1) to (5) and Ordinance X shall apply to the degree of BA(Ed) in the Faculty of Social Sciences.

(2) The programme of study for the degree of BA(Ed) shall extend over not less than four years.

(3) Programmes are offered in accordance with the relevant programme specification.

- (4)
  - (a) Save where otherwise specified in the programme specification the programme of study for the degree shall be divided into three parts (Parts 1 2 and 3).
  - (b) Part 1 shall extend over three terms and comprise modules with a total value of not fewer than 120 credits all of which shall be at the Certificate Level or above and shall be completed by an examination, hereinafter referred to as the Part 1 Examination.
  - (c) Part 2 shall extend over five terms and comprise modules with a total value of not fewer than 180 credits all of which shall be at the Intermediate Level or above and shall be completed by an examination hereinafter referred to as the Part 2 Examination.
  - (d) Part 3 shall extend over four terms and comprise modules with a total value of not fewer than 180 credits all of which shall be at the Honours

Level or above and shall be completed by an examination hereinafter referred to as the Part 3 Examination.

(5) The Part 1 Examination shall be held annually during the Summer Term (this occasion being referred to hereafter as ‘the first attempt’) and modules may be assessed by other than formal examination at this time. An additional examination shall be held at the next subsequent occasion (this occasion being referred to hereafter as ‘the second attempt’) for those who fail to qualify for either the programme for which they are registered or for another programme to which they may be entitled to transfer.

(6) No candidate shall be admitted to the Part 1 Examination until the Autumn Term of the Session next following the date on which they have passed the Matriculation Examination or an examination recognised as qualifying for matriculation in the University.

(7) (a) The Part 1 Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (c) below). In order to pass the examination a candidate must:

- (i) achieve a ‘pass’ in modules totalling 100 credits (as provided in clause 4 (b) above)
- (ii) meet the published requirements for progression to Part 2 of at least one degree programme as listed in the relevant programme specification

(b) Candidates who have satisfied the conditions in clauses (a) (i) above shall be eligible for the award of a Certificate of Higher Education of the University. A candidate who has qualified for a Certificate of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Diploma of Higher Education (as provided in clause (11) (b) below) for a Bachelors degree or for an Integrated Masters degree. They shall however have the right to claim the award of a Certificate of Higher Education if they do not successfully complete any of these qualifications.

(c) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in an additional examination at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.

(8) No candidate shall be allowed to proceed to Part 2 of a degree programme unless they have passed the Part 1 Examination.

(9) Candidates shall be permitted to transfer from one programme to another with the permission of the relevant Board of the Faculty concerned if they meet the requirement for the programme to which they wish to transfer without

extending the period of study for the programme beyond that stated in the relevant programme specification.

(10) The Part 2 Examination shall be held during the Spring Term of the third year (save where specified otherwise in the programme specification) and the Part 3 Examination shall be concluded during the Summer Term of the Final year. Modules may be assessed by other than formal examinations at these times.

(11) (a) The Part 2 Examination shall be a qualifying examination and a candidate shall be required to pass the examination (save as provided in (c) below. In order to pass the examination a candidate must:

- (i) achieve an overall average of 40% over 100 credits (as provided in clause 4 (c) above)
- (ii) achieve not less than 30% in any module taken in Part 2 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
- (iii) meet the published requirements for progression to Part 3 of the degree programme for which they are registered as listed in the relevant programme specification

(b) Candidates who have satisfied the conditions in clauses (a) (i) and (ii) above shall be eligible for the award of a Diploma of Higher Education of the University. A candidate who has qualified for a Diploma of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Bachelors degree or for an Integrated Masters degree. They shall however have the right to claim the award of a Diploma of Higher Education if they do not successfully complete any of these qualifications.

(c) A candidate who does not achieve a pass in the Part 2 Examination may be re-examined in an additional examination at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the examination on more than these two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.

(12) Save where specified otherwise in the programme specification the Final Examination shall consist of the Part 2 Examination and the Part 3 Examination together.

(13) A candidate who has failed the Final Examination shall be permitted to present themselves for re-assessment under the terms of Ordinance IV(4) (a) in any module they have failed in the Final Year. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at the examination in the Final Year but the candidate shall not then be eligible for Honours unless so permitted by the Senate.

(14) The award of the degree may lead to a recommendation for qualified teacher status.

## **LIII Degree of Bachelor of Science in the Faculty of Science (for External Students)**

*Sanctioned by the University Court on 14 March, 2003*

*(Note: Candidates who registered for the course in or before October 1992 shall be examined under the terms of Ordinance LXXXI as printed in the Calendar 1991-92)*

(1) The provisions of Ordinance IV (1) to (5) (except 4c) and Ordinance X shall apply to the degree of BSc (for External Students) in the Faculty of Science save that a candidate for the degree may pursue a programme of study elsewhere than in the University and that comparable examinations passed by a candidate for the degree may be accepted at the discretion of the Senate in lieu of modules in the Level One Examination and in appropriate cases the Level Two Examination.

(2) The programme of study in preparation for the degree of BSc (for External Students) in the Faculty of Science shall normally extend over not less than four years except where exemptions apply as in paragraph (1) above. The teaching for the programme shall be provided by the College of Estate Management.

(3) Candidates for the degree shall follow an approved programme which will begin in December of the year of entry. Candidates will be examined in the modules shown in the relevant programme specification.

- (4) (a) The programmes shall be organised on a modular basis divided into Levels and into modules which shall have a total value of 360 credits of which not less than 100 credits shall be at the Certificate Level not less than 100 credits shall be at the Intermediate Level and not less than 100 credits shall be at the Honours Level.
- (b) Level One shall normally extend over not less than two years and not more than four years and comprise modules with a total value of not fewer than 180 credits all of which shall be at the Certificate Level or above.
- (c) Level Two shall normally extend over not less than one year and not more than two years and comprise modules with a total value of not fewer than 90 credits all of which shall be at the Intermediate Level or above.
- (d) Level Three shall normally extend over not less than one year and not more than two years and comprise modules with a total value of not fewer than 90 credits all of which shall be at the Honours Level or above.

(5) The examinations held at Level Three shall constitute the Final Examination for the degree save that the Examiners may at their discretion take into account performances in the examination at Level Two when assessing a candidate's classification.

At the discretion of the Examiners an oral examination may form part of any examination. Examiners shall take into account a candidate's assessed work during the programme in arriving at a result of an examination.

- (6) (a) An examination of the modules comprising Level One shall be held annually in September and additional examinations for those who fail in any modules shall be held in September next following. The Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (c) below). In order to pass the examination a candidate must:

- (i) achieve an overall average of 40% in 180 credits (as provided in clause 4(b) above)
  - (ii) achieve not less than 30% in any module taken in Level 1 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners
- (b) Candidates who have achieved a pass in modules as prescribed in the relevant programme specification with a total of at least 120 credits shall be eligible for the award of a Certificate of Higher Education of the University. A candidate who has qualified for a Certificate of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Diploma of Higher Education (as provided in clause 8(b) below) or for a Bachelors degree. They shall however have the right to claim the award of a Certificate of Higher Education if they do not successfully complete any of these qualifications.
- (c) A candidate who does not achieve a pass in the Level One Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall be permitted to take any module or modules in the examination on more than three occasions unless they have been permitted by the Senate to do so.

(7) No candidate shall be permitted to enter upon Level Two of a programme unless they have passed all of the modules of the Level One Examination save that a candidate who did not pass one module may proceed to Level Two of a programme at the discretion of the School Examiners' Meeting. The candidate would normally be required to re-take that module at the same time as the Level Two examination.

- (8) (a) An examination of the modules comprising Level Two shall be held annually in September and additional examinations for those who fail in any modules shall be held in September next following. The Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (c) below). In order to pass the examination a candidate must:
- (i) achieve an overall average of 40% in 90 credits (as provided in clause 4(c) above)
  - (ii) achieve not less than 30% in any module taken in Level 2 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners
- (b) Candidates who have achieved a pass in modules in Levels One and Two as prescribed in the relevant programme specification with a total of at least 240 credits shall be eligible for the award of a Diploma of Higher Education in the academic subject appropriate to the programme of study. A candidate who has qualified for a Diploma of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Bachelors degree. They shall however have

the right to claim the award of a Diploma of Higher Education if they do not successfully complete this qualification.

- (c) A candidate who does not achieve a pass in the Level Two Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall be permitted to take any module or modules in the examination on more than three occasions unless they have been permitted by the Senate to do so.

(9) No candidate shall be permitted to enter upon Level Three of a programme until they have passed all of the modules of the Level Two examination save that a candidate who did not pass one module may proceed to Level Three of a programme at the discretion of the School Examiners' Meeting. The candidate would normally be required to re-take that module at the same time as the Level Three examination.

(10) Candidates who have failed any module or modules in the Level Three examination shall be permitted to present themselves for re-examination in that module or modules on a maximum of two subsequent occasions in the September examination periods next following only but shall not then be eligible for Honours.

### **LIV Degrees of Integrated Master**

*Sanctioned by the University Council on 22 January, 2010*

- (1) The provisions of this Ordinance shall refer to the following degrees:

Master of Chemistry	MChem
Master of Design	MDes
Master of Engineering	MEng
Master of Environmental Science	MEnvSci
Master of Mathematics	MMath
Master of Pharmacy	MPharm
Master of Physics	MPhys

(2) In addition the provisions of Ordinance IV (1) to (5) and Ordinance X shall apply to the degrees of MChem MDes MEng MEnvSci MMath MPharm and MPhys.

(3) The programmes of study for the degrees of Master of Chemistry Master of Design Master of Engineering Master of Environmental Science Master of Mathematics Master of Pharmacy and Master of Physics shall extend over not less than four years.

(4) Programmes are offered in accordance with the relevant programme specifications.

- (5) (a) In every case the programme of study for the degree shall be divided into four parts (Parts 1 2 3 and 4).
- (b) For every programme of study Part 1 shall extend over not less than three Terms and comprise modules which total not fewer than 120 credits all of which shall be at the Certificate Level or above and shall be completed by an Examination hereinafter referred to as the Part 1 Examination. (The stipulations about this examination are contained in clause (6) below.)

- (c) Part 2 shall extend over not less than three Terms and comprise modules which total not fewer than 120 credits of which at least 100 credits shall be at the Intermediate Level or above and shall be completed by an examination hereinafter referred to as the Part 2 Examination. (The stipulations about this examination are contained in clauses (7) and (8) below.)
  - (d) Part 3 shall extend over not less than three Terms and comprise modules which total not fewer than 120 credits of which at least 100 credits shall be at the Honours Level or above and shall be completed by an examination hereinafter referred to as the Part 3 Examination.
  - (e) Part 4 shall extend over not less than three Terms and comprise modules which total not fewer than 120 credits of which at least 100 credits shall be at the Masters Level or above and shall be completed by an examination herein after referred to as the Part 4 Examination.
- (6) The Part 1 Examination shall be conducted as prescribed in Ordinance L (10) to (13), save that candidates wishing to proceed to Part 2 of the degrees of Master of Chemistry Master of Design Master of Engineering Master of Environmental Science Master of Mathematics Master of Pharmacy and Master of Physics must meet the requirements for progression to Part 2 of the degree programme as listed in the relevant programme specification.
- (7) The Part 2 Examination shall be concluded during the Summer Term of the second year the Part 3 Examination shall be concluded during the Summer Term of the third year and the Part 4 Examination shall be concluded during the Summer Term of the Final year. Modules may be assessed by other than formal examinations.
- (8) (a) The Part 2 Examination shall be a qualifying examination and a candidate shall be required to pass the examination. This examination will in addition be part of the Final Examination. In order to pass the examination a candidate must:
- (i) achieve an overall average of 50% in 120 credits (as provided in clause 5(c) above)
  - (ii) achieve not less than 30% in any module taken in Part 2 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
  - (iii) meet the published requirements for progression to Part 3 of the degree programme for which they are registered as listed in the relevant programme specification
- (b) A candidate who does not achieve a pass in the Part 2 Examination may be re-examined in an additional examination at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the examination on more than these two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.
- (c) A candidate not qualifying as stipulated in (a) and (b) but who meets the requirements for progression to Part 3 of a programme leading to the



degree of BA BEng or BSc (Ordinance L) may be permitted to follow that programme as appropriate.

(9) The Final Examination shall consist of the Part 2 Examination the Part 3 Examination and the Part 4 Examination together.

(10) At the discretion of the Examiners an oral examination may form part of any Final Examination.

(11) A candidate who has failed the Final Examination shall be permitted to present themselves for re-assessment in the Part 3 or Part 4 Examination under the terms of Ordinance IV(4) (a) in any module they have failed in Part 3 or Part 4. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at Part 4 but the candidate shall not then be eligible for Honours unless so permitted by the Senate.

## **LV Degrees of Master**

*Sanctioned by the University Council on 5 July, 2010*

*Note: Ordinance LVI relates to the Degree of Master of Philosophy (awarded by examination).*

*Ordinance LIV relates to the Degree of Integrated Master*

(1) The provisions of this Ordinance shall apply to the following degrees:

Master of Arts	MA
Master of Arts (Research)	MA (Research)
Master in Business Administration	MBA
Master of Education	MEd
Master of Fine Art	MFA
Master of Laws	LLM
Master of Music	MMus
Master of Research	MRes
Master in Teaching and Learning	MTL
Master of Science	MSc

(2) In addition, provisions of Ordinance IV (6) to (13) and Ordinance X shall apply to the degree of MA MA (Research) MBA MEd MFA LLM MMus MRes MTL and MSc.

(3) A candidate for admission to a programme must be a graduate of a recognised institution and or hold such other qualifications and experience as may be specified in the relevant programme specification.

(4) A programme of study for the degree of Master awarded by examination shall occupy a period to be specified in the relevant programme specification but shall be not less than three consecutive Terms and normally not more than fifteen calendar months except where the Senate has permitted an alternative arrangement. The whole of the period shall be spent in the University unless otherwise stated in the relevant programme specification.

(5) A programme of study for the degree of Master awarded by examination shall comprise modules with a total value of not fewer than 180 credits as specified in the relevant programme specification. Not fewer than 120 credits shall be at the Masters Level.

(6) The Examination shall normally consist both of written papers and of the submission of a dissertation but in some instances (and these shall be stated in

the relevant programme specification) either the dissertation or the written papers may not be required a project may be substituted for a dissertation or an assessment of other work composition or performance may be substituted for some or all of the written papers.

Save where otherwise specified in the relevant programme specification the examination in the written papers shall be held either annually immediately before or during the Summer Term or in two parts Part I during the Spring Term and Part II during the Summer Term.\* An additional Examination for those who do not satisfy the Examiners shall normally be held in the September next following (for an annual Examination) or for a two part Examination the additional Examinations for Part I and Part II will normally be held in September next following. The dissertation or project shall be submitted to the relevant University Officer on or before the date specified in the relevant programme specification (save that a candidate who is required to repeat the Examination in the written papers as specified above may be permitted one calendar month's extension of that date) or re-submitted under the terms of clause (8) below within one year of the original date specified in the relevant programme specification.

(6) The Examination shall be considered as a whole. Successful candidates shall be stated to have passed and as specified in the relevant programme specification may for particular programmes be stated to have obtained a Distinction or a Merit.

(7) A candidate who has failed to satisfy the Examiners shall be permitted to present himself or herself for the whole of such part of the Examination as the Examiners may at their discretion require.

### **LVI Degree of Master of Philosophy (awarded by Examination)**

*Sanctioned by the University Council on 19 March, 2004.*

(1) The provisions of Ordinance IV (6) to (13) and Ordinance X shall apply to the degree of MPhil awarded by examination.

(2) A programme of study for the degree of MPhil awarded by examination shall occupy a period to be specified in the relevant programme specification but shall not be less than six consecutive Terms and not more than twenty-four calendar months unless the Senate shall have permitted a part-time arrangement. The whole of the period shall be spent in the University unless otherwise stated in the relevant programme specification.

(3) A Programme of study for the degree of Master of Philosophy awarded by examination shall comprise modules with a total value of not fewer than 360 credits as specified in the relevant programme specification. Not fewer than 300 credits shall be at the Masters Level.

(4) Save where otherwise specified in the relevant programme specification the first part of the Examination shall be held immediately before or during the Summer Term of the first year\* of a programme and shall normally consist of

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\*Equivalent procedures shall apply for part-time students.

written papers but in some instances (and these shall be stated in the relevant programme specification) an assessment of course work may be substituted for some or all of the written papers.

If a candidate fails to satisfy the Examiners on this occasion they shall be permitted to present themselves for the whole of that part of the Examination on one subsequent occasion during the September next following.

No candidate shall be permitted to enter upon the second year\* of a programme until they have passed the first part of the Examination.

(5) The second part of the Examination shall be held shortly before or during the Summer Term of the second year\* of a programme and shall normally consist of written papers but in some instances (and these shall be stated in the relevant programme specification) an assessment of course work may be substituted for some or all of the written papers.

The Examination in the written papers (where required) shall be held annually immediately before or during the Summer Term and an additional Examination for those who do not satisfy the Examiners shall normally be held in the September next following.

(6) If required by the relevant programme specification a dissertation shall constitute the third part of the Examination and shall be submitted to the Director of Student Services on or before the date specified in the relevant programme specification (save that a candidate who is required to repeat the Examination in the written papers as specified above may be permitted one calendar month's extension of that date) or re-submitted under the terms of clause (8) below within one year of the original date specified in the relevant programme specification.

(7) The Examination shall be considered as a whole and successful candidates shall be stated to have obtained a Distinction or a Merit or to have passed.

(8) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for the whole of the second part and where applicable third part of the Examination within three months of notification of failure save that the Examiners may at their discretion waive the requirement for a candidate either to retake the written papers or to re-submit their dissertation.

## **LVII Degree of Doctor of Letters**

*Sanctioned by the University Council on 1 July, 2008*

(1) The provisions of Ordinance VI shall apply to the degree of DLitt.

(2) The degree of DLitt may be conferred upon

- (a) Doctors of Philosophy of the University of not less than three years' standing as such *or*
- (b) Masters of Philosophy (in the Faculty of Arts and Humanities or in the Henley Business School or in the Faculty of Social Sciences) of the University of not less than four years' standing as such *or*

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\*Equivalent procedures shall apply for part-time students.

- (c) Masters of Arts of the University of not less than four years' standing as such *or*
- (d) Masters of Arts (Education) of the University of not less than four years' standing as such *or*
- (e) Masters of Education of the University of not less than four years' standing as such *or*
- (f) Masters in Fine Art of the University of not less than four years' standing as such *or*
- (g) Bachelors of Music of the University of not less than four years' standing as such *or*
- (h) Bachelors of Arts of the University of not less than six years' standing as such *or*
- (i) Bachelors of Education of the University of not less than six years' standing as such *or*
- (j) Bachelors of Arts of the University of London of not less than six years' standing as such who have pursued and completed not later than July 1980 a full-time course of study for not less than three years in University College Reading or in the University of Reading *or*
- (k) members of the Academic Staff of the University who are not graduates of the University provided that such members shall have been employed full-time in the University for three years and be still so employed before offering themselves as candidates for the degree.

### **LVIII Degree of Doctor of Science**

*Sanctioned by the University Council on 1 July, 2008*

- (1) The provisions of Ordinance VI shall apply to the degree of DSc.
- (2) The degree of DSc may be conferred upon
  - (a) Doctors of Philosophy of the University of not less than three years' standing as such *or*
  - (b) Masters of Science of the University of not less than four years' standing as such *or*
  - (c) Masters of Science of the University of not less than four years' standing as such *or*
  - (d) Masters of Agricultural Science of the University of not less than four years' standing as such *or*
  - (e) Masters of Agricultural Engineering of the University of not less than four years' standing as such *or*
  - (f) Masters of Philosophy (in the Faculty of Science or in the Faculty of Life Sciences) of the University of not less than four years' standing as such *or*
  - (g) Masters in Business Administration of the University of not less than four years' standing as such *or*
  - (h) Bachelors of Science or Bachelors of Science in Agriculture or Dairying or Horticulture of the University of not less than six years' standing as such *or*

- (i) Bachelors of Engineering of the University of not less than six years' standing as such *or*
- (j) Masters of Mathematics of the University of not less than six years' standing as such *or*
- (k) Masters of Physics of the University of not less than six years' standing as such *or*
- (l) Bachelors of Science or Bachelors of Science in Agriculture or Horticulture of the University of not less than six years' standing as such who have pursued and completed not later than July 1930 a full-time course of study for not less than three years in University College Reading or in the University of Reading *or*
- (m) Members of the Academic Staff of the University who are not graduates of the University provided that such members shall have been employed full-time or part-time in the University for three years and be still so employed before offering themselves as candidates for the degree.

### **LIX Degree of Doctor of Laws**

*Sanctioned by the University Council on 1 July, 2008*

- (1) The provisions of Ordinance VI shall apply to the degree of LLD.
- (2) The degree of LLD may be conferred upon
  - (a) Doctors of Philosophy of the University of not less than three years' standing as such *or*
  - (b) Masters of Philosophy (in the Faculty of Social Sciences) of the University of not less than four years' standing as such *or*
  - (c) Masters of Laws of the University of not less than four years' standing as such *or*
  - (d) Bachelors of Laws of the University of not less than six years' standing as such *or*
  - (e) members of the Academic Staff of the University who are not graduates of the University provided that such members shall have been employed full-time in the University for three years and be still so employed before offering themselves as candidates for the degree.

### **LX Degree of Professional Doctorate**

*Sanctioned by the University Council on 14 March, 2008*

*Note: Currently the provisions of this ordinance refer to the Professional Doctorate in Applied Statistics (DStat) the Professional Doctorate in Business Administration (DBA) the Professional Doctorate in Education (EdD) and the Professional Doctorate in Engineering (EngD).*

- (1) Professional Doctorates may be conferred upon graduates of the University of Reading or of other Universities or upon persons holding such other qualifications as may be prescribed or upon other persons approved by the Senate who have
  - (a) undertaken such research and advanced study as may be approved by the Senate for not less than the period prescribed below after

completing the examination requirements for the conferment of the degree of Bachelor or of Master (except as provided by clauses (2) and (4) of this Ordinance)

- (b) fulfilled such other conditions as may be prescribed below and
- (c) submitted the results of their research or advanced study in a thesis satisfactory to the Examiners appointed by the University who may at their discretion further examine any candidate in the matter of the thesis submitted or in any matters relating to the research or advanced study.

Administrative responsibility for the research or advanced study shall rest with the Head of School concerned. The Head of School may assign the supervision of the candidate's work to such extent as he or she shall determine to another member of the Academic Staff who shall be appointed on the nomination of the said Head of School by the Board of the Faculty concerned.

(2) The prescribed period under clause (1)(a) above shall be as stated below. For the purpose of this clause 'academic year' shall mean any period of three consecutive Terms.

- (a) For a candidate pursuing advanced study or research full-time the period of such advanced study or research shall be three academic years (and not less save as provided in (e) below). A candidate may continue to be registered for the degree of Professional Doctorate after completion of the prescribed period but (except with the express permission of the Board of the Faculty concerned) the total period of registration shall not exceed four calendar years.
- (b) For a candidate not engaged full-time the period of advanced study or research for the degree of Professional Doctorate shall be determined by the Board of the Faculty concerned at the beginning of the course. The period shall not be less than four academic years. A candidate may continue to be registered for the degree Professional Doctorate after completion of the prescribed period but (except with the express permission of the Board of the Faculty concerned) the total period of registration shall not exceed six calendar years.
- (c) The Board of the Faculty concerned shall have the power and discretion to vary the period described for any candidate save that it shall not reduce the period specified under (b) above for a candidate pursuing advanced study or research full-time except as provided in (e) below.
- (d) Where previous experience in research is deemed satisfactory by the Board of the Faculty concerned the prescribed period may be reduced to two academic years in the case of an applicant for registration for Professional Doctorate intending to pursue research full-time.
- (e) The prescribed period shall be spent in the University save that with the permission of the Board of the Faculty concerned a part or whole of it may be spent elsewhere on condition that the research or advanced study continue to be directed and supervised as provided above and

on such other conditions as may be prescribed by Ordinance or by the Board of the Faculty concerned.

(3) Candidates following an approved course of research or advanced study who are permitted to spend a part or the whole of the period of research or advanced study elsewhere than in Reading shall be required to maintain such personal contact with their supervisors as the latter may specify. In such cases also the appointment of an additional supervisor other than a member of the University shall be made when circumstances make such an appointment necessary.

(4) A person wishing to enter upon a course of research or advanced study for the degree of Professional Doctorate shall send to the Director of Academic Services an application on the prescribed form. The Director of Academic Services shall forward the application to the Head of School to which the proposed programme of study relates, who shall supply the Director of Academic Services with a written opinion on the application and state to which member of the academic Staff if any he wishes to delegate the supervision of the candidate's work. If the Head of School supports the admission of the applicant the application together with the written opinion shall then be submitted to the Board of the Faculty concerned which shall have power to decide as to the acceptance of the application (save that if the applicant is not a graduate of a University in the United Kingdom the application shall require the approval of the Senate in addition to that of the Board of the Faculty) and to decide the date when the course of research shall be deemed to have begun.

Save as provided in clause (5) below such date shall not normally be earlier than the first day of the Term in which the approval is given.

(5) No period occupied by a course of study in preparation for an examination other than that for the degree of Professional Doctorate shall be accepted as part of the prescribed period which must be spent in research or advanced study in preparation for the degree save that the Senate may recognise for this purpose any period occupied by

- (a) research or advanced study under approved conditions for the degree of Professional Doctorate or
- (b) previous study as provided in clause (10)

A candidate shall not be granted the degree of Professional Doctorate in addition to a degree of Master or Doctor awarded by examination or research without having completed the periods of study required for each of the degrees separately.

(6) In the event of the Senate's approval being given to the candidate's application the Senate shall determine the date when the programme shall be deemed to have begun. Save as provided in clauses (2) and (4) of this Ordinance such date shall not be earlier than the first day of January or of May or of October according to the Term in which the Senate's approval is given.

(7) The thesis embodying the results of the candidate's research or advanced study together with an abstract of it may be sent to the Director of Academic Services any time after the beginning of the final Term of the prescribed period. Candidates must give notice to the Director of Academic Services of their intention to submit their thesis in accordance with a schedule of dates published annually.

(8) Three copies of the thesis submitted together with three copies of the Abstract of it each bound in the form of a book shall be supplied. The form and content of the thesis shall conform with the rules for submission of theses for higher degrees approved by the Senate and having the force of Regulations\*.

Every copy of the thesis thus submitted shall become the property of the University save that one shall normally be returned by the University to the candidate.

(9) A candidate shall not be permitted to submit as his thesis a thesis which is being submitted for a degree in another University or for which a degree has already been conferred on him in this or any other University but a candidate shall not be precluded from incorporating work which he has already published or has been accepted for publication or submitted for a degree in this or any other University provided that he indicates in his thesis any work which has been so incorporated.

(10) The Director of Academic Services shall forward the thesis and the abstract to the Examiners appointed by the University to examine the candidate and shall request them to fix a date for the oral examination of the candidate if required. An oral examination shall ordinarily be held in the case of a candidate for the degree of Professional Doctorate. The Examiners may also require the candidate to undergo a written examination or a practical examination or both.

(11) A candidate who is rejected by the Examiners may present himself or herself for re-examination for the degree of Professional Doctorate on one subsequent occasion which shall be not less than one Term and not more than nine Terms following the Term in which the Examiner's Report on the thesis was approved by the Senate.

A candidate shall not be permitted to present himself or herself for any examination in connection with a course for the degree of Professional Doctorate on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(12) The Examiners' decision shall be forwarded to the Director of Academic Services as early as possible but shall not be notified to the candidate until it has received the approval of the Senate.

## **LXI Postgraduate Diplomas**

*Sanctioned by the University Council on 5 July, 2010*

(1) The provisions of Ordinance VII (1) to (5) and Ordinance X shall apply to Postgraduate Diplomas.

(2) (a) A programme of study for a Postgraduate Diploma shall occupy a period

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\*Copies may be obtained from the Director of Student Services.



to be specified in the relevant programme specification but shall be not less than six nor more than twelve calendar months.

- (b) The whole of the period specified in (a) above shall be spent in the University unless otherwise stated in the relevant programme specification. With the permission of the Senate a programme may be followed under a part-time arrangement. In such an instance the period shall be not less than the maximum shown for the programme in (a) above.

(3) A candidate for admission to a programme must be a graduate of the University of Reading or of another University or hold other such qualifications as may be prescribed in the relevant programme specification.

(4) A programme of study for a Postgraduate Diploma shall comprise modules with a total value of not fewer than 120 credits. Not fewer than 80 credits shall be at the Masters Level.

(5) The Examination for a Diploma shall normally consist of written papers and equivalent assessment of other work but in some instances (and these shall be stated in the relevant programme specification) a dissertation may be required or an assessment of other work composition or performance may be substituted for some or all of the written papers.

The Examination in the written papers shall be held annually immediately before or during the Summer Term\* and an additional Examination for those who do not satisfy the Examiners shall normally be held in the September next following.

The dissertation shall be submitted to the Director of Student Services on or before the date specified in the relevant programme specification or resubmitted under the terms of clause (7) below within one year of the date specified in the relevant programme specification.

(6) The Examination shall be considered as a whole and successful candidates shall be stated to have obtained a Distinction or a Merit or to have passed.

(7) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for re-examination in those modules failed save that where a dissertation is involved the Examiners may at their discretion waive the requirement for a candidate either to retake the written papers or to re-submit the dissertation.

## **LXII Postgraduate Certificates**

*Sanctioned by the University Council on 5 July, 2010*

(1) The provisions of Ordinance VII (1) to (5) and Ordinance X shall apply to Postgraduate Certificates.

(2) A programme shall be open only to graduates of the University or to graduates of other Universities in Great Britain or to persons holding such qualifications as may be approved by Senate.

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\*Equivalent procedures shall apply for part-time students.

(3) The programme shall extend over not less than one term and normally not more than twelve months. With the permission of the Senate a programme may be followed under a part-time arrangement, in which instance the period shall be not less than six months.

(4) A Postgraduate Certificate is awarded to a candidate who has

(a) attended the prescribed modules shown in the relevant programme specification.

(b) studied modules with a total value of not fewer than 60 credits of which not fewer than 40 credits shall be at the Masters Level.

(c) satisfied the Examiners in all modules of the programme.

(5) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for re-examination in those modules failed.

(6) A candidate who has failed to satisfy the Examiners in the practical part of the course may at the discretion of the Board of Examiners and on application to the Director of Student Services submit themselves on one subsequent occasion for reassessment in the practical part of the examination. Application must normally be made before the beginning of the Session next following the first attempt save that with the express permission of the Senate a candidate may be reassessed after the expiry of that period.

### **LXIII Post-Experience Diplomas and Certificates**

*Sanctioned by the University Council on 19 March, 2004*

(1) The provisions of Ordinance VIII (1) to (5) and Ordinance X shall apply to Post-Experience Diplomas and Certificates.

(2) A programme of study shall be open to such persons as may be prescribed in the relevant programme specification.

(3) The programme of study shall not extend over more than twenty-four calendar months unless the Senate shall have permitted a part-time arrangement. The whole of the period shall be spent in the University unless otherwise stated in the relevant programme specification.

(4) A Post-Experience Diploma or Certificate shall be awarded to a candidate who has:

(a) followed the prescribed modules shown in the relevant programme specification

(b) satisfied the Examiners both in the theoretical part of the programme and in the practical part of the programme.

(5) The Examination for a Post-Experience Diploma or Certificate shall normally consist both of written papers and of the submission of a dissertation but in some instances (and these shall be stated in the relevant programme specification) a dissertation may not be required or an assessment of course work may be submitted for some or all of the written papers.

The Examinations in the written papers shall be held annually immediately before or during the Summer Term or at appropriate points in a modular programme.

The dissertation shall be submitted to the Director of Student Services on or before the date specified in the relevant syllabus or programme specification or resubmitted under the terms of clause (7) below within one year of the date specified in the relevant programme specification.

(6) The Examination shall be considered as a whole and successful candidates for a Post-Experience Diploma shall be stated to have obtained a Distinction or a Merit or to have passed. Successful candidates for a Post-Experience Certificate shall be stated to have passed.

(7) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves within one year for the reassessment of failed modules save that where a dissertation is involved the Examiners may at their discretion waive the requirement for a candidate either to retake the written papers or to re-submit the dissertation. Candidates presenting themselves for re-examination for a Post-Experience Diploma shall not be eligible for the award of a Distinction or Merit.

## **LXIV International Foundation Programme**

*Sanctioned by the University Court on 22 March, 2002*

(1) The provisions of Ordinance IV (1) to (5) shall apply to candidates admitted to read for the degree of Bachelor including an International Foundation Programme save that candidates may with the permission of Senate pursue an International Foundation Programme elsewhere than in the University.

(2) A course of study for the degree of Bachelor including the Foundation Programme shall extend over not less than four years.

(3) A course of study in preparation for the Foundation Examination shall extend over not less than three terms.

(4) A candidate for the Foundation Examination shall be examined in Academic Skills and in either three 40 credit modules or two 40 credit modules and two 20 credit modules from the list which appears in the syllabuses for the Foundation Programme.

(5) The Foundation Examination shall be held towards the end of the Summer Term (this occasion being referred to as the 'first attempt') and an additional examination for those who fail or who wish to be re-examined in any subject or subjects shall be held in the September next following.

(6) In order to pass the Foundation Examination a candidate must pass in the subject of Academic Skills and each of the other modules studied and in three other subjects, save that a candidate who fails in any subject or who fails to qualify to proceed to a course for the degree of Bachelor at the first attempt shall be re-examined in the subject or subjects failed or required for progress to a degree course in the additional examination held in the September next following. If he then satisfies the Examiners by passing in all the subjects he is required or chooses to offer he shall be deemed to have passed the Foundation Examination and may proceed to the course for the degree of Bachelor for which he has been admitted provided he satisfies the requirements for progress to that course.

(7) Passes in Foundation Programme subjects other than Academic Skills shall be at two levels: Grade I (the higher) and Grade II. In order to qualify to proceed to the degree course for which he has been admitted a candidate must normally pass in all subjects and gain at least 80 credits at Grade I level and must normally satisfy any additional requirements specified. Candidates must also satisfy the English language entry requirement of the appropriate Faculty.

(8) To qualify to proceed to a course for the degree of Bachelor a candidate must pass the Foundation Examination as specified in (6) and (7) above and must satisfy the Examiners in such subjects as the Board of the appropriate Faculty shall require.

(9) No candidate shall be permitted to take any subject or subjects in the Foundation Examination on more than the two occasions referred to in (5) above unless he has been permitted by the Senate to repeat the Foundation Programme or to take a part or the whole of the Foundation Examination on a further occasion.

## **LXV Undergraduate Diplomas and Diplomas of Higher Education in the Faculty of Arts and Humanities**

*Sanctioned by the University Court on 22 March, 2002*

(1) The provisions of Ordinance IX (1) to (6) and X shall apply to Undergraduate Diplomas and Diplomas of Higher Education in the Faculty of Arts and Humanities.

(2) A course of study in preparation for an Undergraduate Diploma or Diploma of Higher Education shall extend over not less than two years.

*Clauses (3) to (5) shall apply to the Diploma of Higher Education in Sociology*

(3) The Diploma of Higher Education in Sociology shall be divided into two parts each beginning in October and each extending over three terms.

(4) The subjects to be studied and the arrangements for admission and for assessment and for examination shall be as prescribed in the syllabus of the course.

(5) The arrangements for the Part I Examination in Part I of the course shall be in accordance with Ordinance L (10) to (12) save that the re-examination in any unit failed shall be in the September next following.

(6) A candidate who fails any other examination paper in Part I of the course or any examination paper in Part 2 may retake that paper at the next available opportunity. Candidates who then satisfy the Examiners by passing in all papers they are required to offer shall be deemed to have achieved a pass level in each paper retaken.

No candidate shall be permitted to take any paper or papers on more than two occasions unless permitted to do so by the Senate.

(7) The Diploma of Higher Education in Management shall normally extend over at least six terms and not more than three years

(8) The modules to be studied and the arrangements for admission and assessment shall be as prescribed in the syllabus of the course.

(9) To pass the Examination candidates must pass in all modules. A candidate who fails any module shall be permitted one further attempt to pass the assessment for that module within one year from the initial assessment.

(10) Candidates successfully completing the Diploma of Higher Education in Management course shall be eligible for a Pass or Distinction save that a candidate who fails any part of the assessment shall not be eligible for the award of a Distinction on re-examination.

No candidate shall be permitted to take any assessment for a module on more than these two occasions unless permitted so to do by the Senate.

## **LXVI Certificates of Higher Education in the Faculty of Arts and Humanities**

*Sanctioned by the University Court on 22 March, 2002*

(1) The provisions of Ordinance IX (7) to (12) and X shall apply to certificates.

(2) A course of study shall be open to such persons as may be prescribed in the syllabus for that course.

(3) The course of study shall extend over not less than one year on a full-time basis and not less than two years on a part-time basis. The whole of the period shall be spent in the University unless otherwise stated in the syllabus of a course.

(4) A Certificate shall be awarded to a candidate who has:

- (a) attended the prescribed course of instruction in the subjects shown in the syllabus for the course
- (b) satisfied the Examiners both in the theoretical part of the course and in the practical part of the course if any.

(5) (a) For the Certificate of Higher Education in Continuing Education examinations shall normally be held during or at the end of each module and shall normally consist of written papers or equivalent assessment of course or practical work or of both.

An additional examination for those who do not satisfy the Examiners in any module shall normally be held later in the same Session.

In order to obtain a Certificate a candidate must successfully complete modules totalling 120 credits.

- (b) For the Certificate of Higher Education in Management assessments shall normally be held during or at the end of each module. Those candidates who do not satisfy the Examiners at the first assessment will be permitted one further attempt to pass the assessment for any module failed within one year of the initial assessment.

Candidates successfully completing the Certificate of Higher Education in Management shall be eligible for a Pass or a Distinction save that a candidate who fails any part of the assessment shall not be eligible for the award of a Distinction on re-examination.

- (c) for all other certificate courses an examination shall normally be held at the end of each year of study and shall normally consist of written papers or equivalent assessment of course work and of assessment of practical work but in some instances (and these shall be stated in the syllabus of a course) assessment of practical work may not be required.

An additional examination for those who do not satisfy the Examiners in either the theoretical part of the course or in the assessment of practical work or both shall be held in the August/September next following unless the Examiners for a course shall specify otherwise. Candidates shall not be permitted to enter upon the next year or equivalent period of part-time study unless they have passed the examination at the end of the previous year or relevant period.

(6) Candidates successfully completing the Certificate course in Continuing Education shall be eligible for a Pass and Distinction. Candidates successfully completing any other Certificate course shall be awarded either a Distinction or a Merit or a Pass save that a candidate who fails the Examination held at the end of the course shall not be eligible for the award of a Distinction or a Merit on re-examination.

## **LXVII Degree of Doctor of Medicine**

*Sanctioned by the University Council on 19 March, 2004*

(1) The Degree of Doctor of Medicine may be conferred upon graduates of the University of Reading or of other Universities or upon persons holding such other qualifications as may be prescribed or upon other persons approved by the Senate who have:

- (a) undertaken such research and advanced study in a clinically-related subject area as may be approved by the Senate for not less than the period prescribed below after completing the examination requirements for the conferment of a first degree in a medical subject (except as provided by clauses (2) and (4) of this Ordinance)
- (b) fulfilled such other conditions as may be prescribed below and
- (c) submitted the results of their research or advanced study in a thesis satisfactory to the Examiners appointed by the University who may at their discretion further examine any candidate in the matter of the thesis submitted or in any matters relating to the research or advanced study. Administrative responsibility for the research or advanced study shall rest with the Head of School concerned. The Head of School may assign the supervision of the candidate's work to such extent as he or she shall determine to another member of the Academic Staff who shall be appointed on the nomination of the said Head of School by the Board of the Faculty concerned.

(2) The prescribed period under clause (1)(a) above shall be as stated below. For the purpose of this clause 'academic year' shall mean any period of three consecutive Terms.

- (a) For a candidate pursuing advanced study or research full-time the period of such advanced study or research shall be three academic years (and not less save as provided in (e) below). A candidate may continue to be registered for the degree of Doctor of Medicine after completion of the prescribed period but (except with the express permission of the

Board of the Faculty concerned) the total period of registration shall not exceed four calendar years.

- (b) For a candidate not engaged full-time the period of advanced study or research for the degree of Doctor of Medicine shall be determined by the Board of the Faculty concerned at the beginning of the course. The period shall not be less than four academic years. A candidate may continue to be registered for the degree of Doctor of Medicine after completion of the prescribed period but (except with the express permission of the Board of the Faculty concerned) the total period of registration shall not exceed six calendar years.
- (c) The Board of the Faculty concerned shall have the power and discretion to vary the period described for any candidate save that it shall not reduce the period specified under (a) above for a candidate pursuing advanced study or research full-time except as provided in (d) below.
- (d) Where previous experience in research is deemed satisfactory by the Board of the Faculty concerned the prescribed period may be reduced to two academic years in the case of an applicant for registration for the degree of Doctor of Medicine intending to pursue research full-time.
- (e) The prescribed period shall be spent in the University save that with the permission of the Board of the Faculty concerned a part or whole of it may be spent elsewhere on condition that the research or advanced study continue to be directed and supervised as provided above and on such other conditions as may be prescribed by Ordinance or by the Board of the Faculty concerned.

(3) Candidates following an approved course of research or advanced study who are permitted to spend a part or the whole of the period of research or advanced study elsewhere than in Reading shall be required to maintain such personal contact with their supervisors as the latter may specify. In such cases also the appointment of an additional supervisor other than a member of the University shall be made when circumstances make such an appointment necessary.

(4) A person wishing to enter upon a course of research or advanced study for the degree of Doctor of Medicine shall send to the Director of Student Services an application on the prescribed form which shall include an outline of the proposed programme of study in a clinically-related subject area. The Director of Student Services shall forward the application to the Head of School to which the proposed programme of study relates, who shall supply the Director of Student Services with a written opinion on the application and state to which member of the academic Staff if any he wishes to delegate the supervision of the candidate's work. If the Head of School supports the admission of the applicant the application together with the written opinion shall then be submitted to the Board of the Faculty concerned which shall have power to decide as to the acceptance of the application and to decide the date when the course of research shall be deemed to have begun. Save as provided in clauses (2d) and (5) such date shall not normally be earlier than the first day of the Term in which the approval is given.

(5) No period occupied by a course of study in preparation for an examination other than that for the degree of Doctor of Medicine shall be accepted as part of the prescribed period which must be spent in research or advanced study in preparation for the degree save that the Senate may recognise for this purpose any period occupied by previous study as provided in clause (9). A candidate shall not be granted the degree of Doctor of Medicine in addition to a degree of Master awarded by examination or research without having completed the periods of study required for each of the degrees separately.

(6) In the event of approval being given to the candidate's application the Board of the Faculty concerned shall determine the date when the programme shall be deemed to have begun. Save as provided in clauses (2) and (4) of this Ordinance such date shall not be earlier than the first day of January or of May or of October according to the Term in which the Senate's approval is given.

(7) The thesis embodying the results of the candidate's research or advanced study together with an abstract of it may be sent to the Director of Student Services any time after the beginning of the final Term of the prescribed period. A candidate wishing to graduate at the end of any Autumn Term must give notice to the Director of Student Services of his intention to submit his thesis not later than the end of the first full week of the preceding Summer Term and must submit the thesis not later than 30 September. A candidate wishing to graduate at the end of any Summer Term must give notice of his intention to the Director of Student Services not later than the end of the first full week of the preceding Spring Term and must submit the thesis not later than 30 April.

(8) Three copies of the thesis submitted together with three copies of the Abstract of it each bound in the form of a book shall be supplied. The form and content of the thesis shall conform with the rules for submission of theses for higher degrees approved by the Senate and having the force of Regulations. Every copy of the thesis thus submitted shall become the property of the University save that one shall normally be returned by the University to the candidate.

(9) A candidate shall not be permitted to submit as his thesis a thesis which is being submitted for a degree in another University or for which a degree has already been conferred on him in this or any other University but a candidate shall not be precluded from incorporating work which he has already published or has been accepted for publication or submitted for a degree in this or any other University provided that he indicates in his thesis any work which has been so incorporated.

(10) The Director of Student Services shall forward the thesis and the abstract to the Examiners appointed by the University to examine the candidate and shall request them to fix a date for the oral examination of the candidate if required. An oral examination shall ordinarily be held in the case of a candidate for the degree of Doctor of Medicine. The Examiners may also require the candidate to undergo a written examination or a practical examination or both.

(11) A candidate who is rejected by the Examiners may present himself or herself for re-examination for the degree of Doctor of Medicine on one subsequent occasion which shall be not less than one Term and not more than nine Terms



following the Term in which the Examiner's Report on the thesis was approved by the Senate. A candidate shall not be permitted to present himself or herself for any examination in connection with a course for the degree of Doctor of Medicine on more than two occasions unless expressly allowed to do so by the Senate. A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(12) The Examiners' decision shall be forwarded to the Director of Student Services as early as possible but shall not be notified to the candidate until it has received the approval of the Senate.

### **LXVIII Foundation Degrees**

*Sanctioned by the University Council on 8 March, 2005*

The provisions of this Ordinance shall apply to the following Foundation Degree:

Foundation Degree in Education FDEd

Foundation Degree in Science FDSc

(2) In addition, the provisions of Ordinance IX and Ordinance X shall apply to the degree of FDEd and FDSc.

(3) The programmes of study for the Foundation Degree in Education and the Foundation Degree in Science shall extend over not less than two years.

(4) Programmes are offered in accordance with the relevant programme specifications and may be studied on a full-time or on a part-time basis.

(5) (a) Save where specified otherwise in the programme specification the programme of study for the degree shall be divided into two parts (Parts 1 and 2).

(b) Part 1 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits as detailed in the relevant programme specification and shall be completed by an examination hereinafter referred to as the Part 1 Examination. (The stipulations about this examination are contained in clauses (7) to (9) below.)

(c) Part 2 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits as detailed in the relevant programme specification and shall be completed by an examination hereinafter referred to as the Part 2 Examination. (The stipulations about this examination are contained in clauses (10) to (13) below.)

(d) A candidate who is undertaking the programme of study on a part-time basis may study and be examined in modules offered in Part 1 and Part 2 during the course of the same academic year, save that as stipulated in clause 8(c) below, they shall be required to meet the same requirements to pass the Part 1 Examination as candidates studying on a full-time basis.

(6) The modules to be offered in Part 1 and Part 2 shall be as listed in the relevant programme specification.

(7) The modules to be offered in Part 1 shall be examined annually (this occasion being referred to hereafter as ‘the first attempt’) and modules may be assessed by other than formal examination. An additional examination shall be held at the next subsequent occasion (this occasion being referred to hereafter as ‘the second attempt’) for those who fail or for those who fail to qualify for either the programme for which they are registered or for another programme to which they may be entitled to transfer.

(8) (a) The Part 1 Examination shall be a qualifying examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:

achieve an overall average of 40% in 120 credits (as provided in clause 6(b) above)

(ii) achieve a mark of at least 30% in individual modules amounting to not less than 100 credits taken in Part 1

and

(iii) meet the published requirements for progression to Part 2 as listed in the relevant programme specification

(b) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.

(c) A candidate who is undertaking the programme of study on a part-time basis will be required to satisfy the criteria provided in clause 8(a) above in order to pass the Part 1 Examination. As provided in clause 5(d) above, such candidates may be examined in some modules offered in Part 2 in the academic year in which they complete Part 1.

(9) Save as provided in clause 8(c) no candidate shall be allowed to proceed to Part 2 of a Foundation Degree programme unless they have passed the Part 1 Examination.

(10) The modules to be offered in the Part 2 Examination shall be examined annually (save where specified otherwise in the programme specification) and modules may be assessed by other than formal examination.

(11) (a) The Part 2 Examination shall be the final examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:

(i) achieve an overall average of 40% in 120 credits (as provided in clause 6(c) above)

and

(ii) achieve a mark of at least 30% in individual modules amounting to not less than 100 credits taken in Part 2

(12) Examiners may take into account at their discretion the record of a candidate's work during the course in arriving at the Part 2 Examination result.

(13) A candidate who has failed the Part 2 Examination shall be permitted to present themselves for re-assessment under the terms of Ordinance XI(5) in any module they have failed in the Final Year. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at the examination in the Final Year.

## **LXIX Degree of Master of Science (Postgraduate) awarded jointly with other institutions**

*Sanctioned by the University Council on 12 July, 2005*

*Note: Ordinance LV relates to the Degree of Master of Science (Postgraduate) delivered solely at the University of Reading*

(1) The provisions of this Ordinance shall apply to the following degree:

Master of Science MSc

(2) In addition the provisions of Ordinance IV (6) to (13) and Ordinance X shall apply to the degree of MSc awarded jointly with other institutions.

(3) A programme of study for the degree of Master of Science (Postgraduate) awarded jointly with other institutions shall be delivered and examined by the University and by such other partner institutions as shall be approved by the Senate. Candidates who have satisfied the Examiners as detailed in clause (9) below shall be awarded a degree jointly by the University and by the other approved partner institutions.

(4) A candidate for admission to a programme must be a graduate of a recognised institution and or hold such other qualifications and experience as may be set out in the relevant programme specification.

(5) A programme of study for the degree of Master of Science (Postgraduate) awarded jointly with other institutions shall occupy a period to be set out in the relevant programme specification but shall be not less than three consecutive Terms and normally not more than 18 calendar months.

(6) Candidates shall spend periods of study at the University and at other approved partner institutions as set out in the relevant programme specification.

(7) A programme of study for the degree of Master of Science (Postgraduate) awarded jointly with other institutions shall comprise modules with a total value of not less than 180 credits as set out in the relevant programme specification. Not fewer than 120 credits shall be at the Masters Level.

(8) The Examination shall normally consist both of written papers and of the submission of a dissertation but in some instances (and these shall be stated in the relevant programme specification) either the dissertation or the written papers may not be required a project may be substituted for a dissertation or an assessment of other work may be substituted for some or all of the written papers.

Save where otherwise set out in the relevant programme specification the examination in the written papers shall be held annually at the end of the Term in which the module relevant to the written papers has been delivered. An additional

examination for those who do not satisfy the Examiners shall normally be held in the September next following. The dissertation or project shall be submitted on or before the date specified in the relevant programme specification or resubmitted under the terms of clause (10) below within one year of the original date specified in the relevant programme specification.

(9) The Examination shall be considered as a whole and successful candidates shall be stated to have passed.

(10) A candidate who has failed to satisfy the Examiners shall be permitted to present themselves for the whole or such part of the Examination as the Examiners may at their discretion require.

### **LXX Degree of Doctor of Philosophy awarded by publication**

*Sanctioned by the University Council on 17 March, 2006*

(1) The degree of Doctor of Philosophy awarded by publication may be conferred upon graduates of the University of Reading or of other Universities or upon persons holding such other qualifications as may be prescribed or upon other persons approved by the Senate who have

- (a) undertaken such research and other study as may be approved by the Senate for not more than two academic years after completing the requirements and assessment for the *prima facie* stage as provided in clause (2) of this Ordinance. The Board of the relevant Faculty concerned shall have the power and discretion to vary the period prescribed for any candidate. For the purpose of this clause 'academic year' shall mean any period of three consecutive Terms.
- (b) before the *prima facie* stage as provided in clause (2) been employed by the University of Reading for not less than two academic years and have completed their probationary period
- (c) fulfilled such other conditions as may be prescribed below and
- (d) submitted the results of their research and other study in a document (as prescribed in clause (4) of this Ordinance) satisfactory to the Examiners appointed by the University who may at their discretion further examine any candidate in the matter of the submission for the degree of Doctor of Philosophy by publication or in any matters relating to the research. Administrative responsibility for the research shall rest with the Head of School concerned. The Head of School may assign the supervision of the candidate's work to such extent as they shall determine to another member of the Academic Staff.

(2) A person wishing to enter upon a programme for the degree of Doctor of Philosophy by publication shall in the first instance be required to demonstrate the standard of their existing research and publications and their potential to make a successful submission for the degree of Doctor of Philosophy by publication.

A candidate shall in the first instance apply to the Director of Research of the relevant Faculty. The Director of Research of the relevant Faculty shall on receipt of such application convene an appropriate Panel to which the candidate shall be

required to submit examples of their research and a critical summary of these examples. The Panel shall make a *prima facie* judgment as to the standard of the candidate's work and potential to make a successful submission for the degree of Doctor of Philosophy by publication. Candidates who fail to satisfy the Panel may present themselves for the *prima facie* stage on one subsequent occasion which shall be not less than nine Terms after the initial judgement.

(3) In the event of successful completion of the *prima facie* stage a candidate wishing to progress to a programme for the degree of Doctor of Philosophy by publication shall send to the Director of Student Services an application to register for a programme for the degree of Doctor of Philosophy by publication. The Director of Student Services shall forward the application to the Head of the relevant School (or other designated member of the Academic Staff) to which the proposed programme relates. The Head of the relevant School shall supply the Director of Student Services with a statement as to which member of the Academic Staff if any they wish to delegate the supervision of the candidate's work and the date when the programme leading to a submission for the degree of Doctor of Philosophy by publication shall be deemed to have begun. If the applicant is not a graduate of any University the application shall require the approval of the Senate in addition to that of the Board of the relevant Faculty.

(4) The submission for the degree of Doctor of Philosophy by publication shall comprise the following documents

- (a) normally between three and ten publications as prescribed in clause (5) of this Ordinance. Such publications may include papers or chapters or monographs or books or scholarly editions of a text or technical reports or creative work in relevant areas or artefacts or electronic publications; and
- (b) a supporting critical document normally of not less than 10,000 words in length.

(5) Normally, the publications as provided in clause (4)(a) shall have been published or have been accepted for publication. No publication shall normally be accepted as part of the submission for the degree of Doctor of Philosophy by publication where

- (a) it has not been published within the preceding ten years; and
- (b) it has been included in an examination for a degree in this or any other University or for which a degree has already been conferred on them in this or any other University.

(6) The submission for the degree of Doctor of Philosophy by publication together with an abstract of it may be sent to the Director of Student Services at any time during the prescribed period. Candidates must give notice to the Director of Student Services of their intention to submit for the degree of Doctor of Philosophy by publication in accordance with a schedule published annually.

(7) Three copies of the submission for a Doctor of Philosophy by publication together with three copies of the abstract of it in bound form shall be supplied. Every copy of the submission for the degree of Doctor of Philosophy by publication shall become the property of the University save that one shall normally be returned by the University to the candidate.

(8) The Director of Student Services shall forward the submission for a Doctor of Philosophy by publication and the abstract to the Examiners appointed by the University to examine the candidate and shall request them to set a date for the oral examination of the candidate.

(9) Candidates who fail to satisfy the Examiners may present themselves for re-examination for the degree of Doctor of Philosophy by publication on one subsequent occasion which shall be not less than one Term and not more than nine Terms following the Term in which the Examiner's Report on the submission was approved by the Senate. Candidates shall not be permitted to present themselves for any examination in connection with a programme for the degree of Doctor of Philosophy by publication on more than two occasions unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(10) The Examiners' decision shall be forwarded to the Director of Student Services as early as possible and shall be notified to the candidate following the approval of the Senate.

(11) For the purposes of clause (4)(a) above a candidate wishing to be admitted to the degree of Doctor of Philosophy by publication in the fields of Film or of Drama or of Fine Art or of Musical Composition or Performance may submit as their publications original works of film or drama or art or a folio of musical composition or a film or drama or musical performance as appropriate.

## **LXXI Graduate Diplomas**

*Sanctioned by the University Council on 19 December, 2007*

(1) The provisions of Ordinance IX (13) to (17) shall apply to Graduate Diplomas.

(2) (a) A programme of study for a Graduate Diploma shall occupy a period to be specified in the relevant programme specification but shall be not less than six nor more than twelve calendar months.

(b) The whole of the period specified in (a) above shall be spent in the University unless otherwise stated in the relevant programme specification. With the permission of the Senate a programme may be followed under a part-time arrangement. In such an instance the period shall be not less than the maximum shown for the programme in (a) above.

(3) A candidate for admission to a programme must be a graduate of the University of Reading or of another University or hold other such qualifications as may be prescribed in the relevant programme specification.

(4) A programme of study for a Graduate Diploma shall comprise modules with a total value of not fewer than 120 credits. Not fewer than 100 credits shall be at the Honours Level.

(5) The Examination for a Graduate Diploma shall normally consist of written papers and equivalent assessment of other work but in some instances (and these shall be stated in the relevant programme specification) a dissertation may be

required or an assessment of other work composition or performance may be substituted for some or all of the written papers.

The Examination in the written papers shall be held annually immediately before or during the Summer Term\* and an additional Examination for those who do not satisfy the Examiners shall normally be held in the September next following.

At the discretion of the Examiners an oral examination may form part of the Examination.

(6) The Examination shall be considered as a whole and successful candidates shall be stated to have passed.

(7) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for re-examination in those modules failed.

## **LXXII Ordinary Degrees**

*Sanctioned by the University Council on 14 March, 2008*

(1) The provisions of this Ordinance shall apply to the following degrees.

Bachelor of Arts (Ordinary)      BA (Ordinary)

(2) In addition, the provisions of Ordinance IV (14) to (20) shall apply to Ordinary Degrees.

(3) The programmes of study for Ordinary Degrees shall extend over not less than two and a half years.

(4) Programmes are offered in accordance with the relevant programme specification.

(5) (a) Save where specified otherwise in the programme specification the programme of study for the degree shall be divided into three parts (Parts 1 2 and 3).

(b) Part 1 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits of which at least 100 credits shall be at the Certificate level or above and shall be completed by an examination hereinafter referred to as the Part 1 Examination. (The stipulations about this examination are contained in clauses (7) to (10) below.)

(c) Save where specified otherwise in the programme specification Part 2 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits of which at least 100 credits shall be at the Intermediate Level or above and shall be completed by an examination hereinafter referred to as the Part 2 Examination. (The stipulations about this examination are contained in clauses (11) to (12) below.)

(d) Part 3 shall extend over not less than two Terms and comprise modules with a total value of not fewer than 60 credits all of which shall be at the Honours Level and shall be completed by an examination hereinafter referred to as the Part 3 Examination. (The stipulations about this examination are contained in clauses (13) to (16) below.)

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\*Equivalent procedures shall apply for part-time students.

(6) The modules to be offered in Part 1 and Part 2 and Part 3 Examinations shall be as listed in the relevant programme specification.

(7) The Part 1 Examination shall be held annually during the Summer Term (this occasion being referred to hereafter as ‘the first attempt’) and modules may be assessed by other than formal examination at this time. An additional examination shall be held at the next subsequent occasion (this occasion being referred to hereafter as ‘the second attempt’) for those who fail or for those who fail to qualify for either the programme for which they are registered or for another programme to which they may be entitled to transfer.

(8) No candidate shall be admitted to the Part 1 Examination before the Summer Term of the Session next following the date at which they have passed the Matriculation Examination or an examination recognised as qualifying for matriculation in the University.

- (9) (a) The Part 1 Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (b) below). In order to pass the examination a candidate must:
- (i) achieve an overall average of 40% in 120 credits (as provided in clause 5(b) above)
  - (ii) achieve not less than 30% in any module taken in Part 1 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners

and

- (iii) meet the published requirements for progression to Part 2 of the relevant degree programme as listed in the relevant programme specification
- (b) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.

(10) No candidate shall be allowed to proceed to Part 2 of a degree programme unless they have passed the Part 1 Examination.

(11) The Part 2 Examination shall be held during the Summer Term of the second year (save where specified otherwise in the programme specification). Modules may be assessed by other than formal examinations at these times.

- (12) (a) The Part 2 Examination shall be a qualifying examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:
- (i) achieve an overall average of 40% in 120 credits (as provided in clause 5(c) above)
  - (ii) achieve not less than 30% in any modules taken in part 2 save that a



mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and

- (iii) meet the published requirements for progression to Part 3 of the degree programme for which they are registered as listed in the relevant programme specification
  - (b) A candidate who does not achieve a pass in the Part 2 Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the examination on more than these two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.
- (13) The Part 3 Examination shall be held during the Summer Term of the Third year (save where specified otherwise in the programme specification). Modules may be assessed by other than formal examinations at these times.
- (14) (a) The Part 3 Examination shall be the Final Examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:
- (i) achieve an overall average of 40% in 60 credits (as provided in clause 5(d) above)
  - (ii) achieve marks of no less than 40 in modules amounting to 40 credits.
- (15) At the discretion of the Examiners an oral examination may form part of any Final Examination. Examiners may take into account at their discretion the record of a candidate's work during the course in arriving at the Final Examination result.
- (16) A candidate who has failed the Final Examination shall be permitted to present themselves for re-assessment under the terms of Ordinance IV(19) in any module they have failed in the Final Year. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at the examination in the Final Year.

## **LXXIII Graduate Certificates**

*Sanctioned by the University Council on 7 July, 2009*

- (1) The provisions of Ordinance IX (13) to (17) shall apply to Graduate Certificates.
- (2) (a) A programme of study for a Graduate Certificate shall occupy a period to be specified in the relevant programme specification but shall be not less than four months nor more than eight calendar months.
- (b) The whole of the period specified in (a) above shall be spent in the University unless otherwise stated in the relevant programme specification.

With the permission of the Senate a programme may be followed under a part-time arrangement. In such an instance the period shall be not less than the maximum shown for the programme in (a) above.

(3) A candidate for admission to a programme must be a graduate of the University of Reading or of another University or hold other such qualifications as may be prescribed in the relevant programme specification.

(4) A programme of study for a Graduate Certificate shall comprise modules with a total value of not fewer than 60 credits. Not fewer than 60 credits shall be at the Honours Level.

(5) The Examination for a Graduate Certificate shall normally consist of written papers and equivalent assessment of other work but in some instances (and these shall be stated in the relevant programme specification) a dissertation may be required or an assessment of other work composition or performance may be substituted for some or all of the written papers.

The Examination in the written papers shall be held at a time specified in the programme specification and an additional Examination for those who do not satisfy the Examiners shall normally be held subsequently.

(6) The Examination shall be considered as a whole and successful candidates shall be stated to have passed.

(7) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for re-examination in those modules failed.

### **LXXIV Degree of Master and Doctor by Thesis awarded jointly with other Institutions**

*Sanctioned by the University Council on 22 January, 2010*

(1) The provisions of this Ordinance shall apply to the following degree:

Master and Doctor awarded by Thesis awarded jointly with other institutions.

(2) In addition, the provisions of Ordinance V shall apply to the degree of Master and Doctor by Thesis awarded jointly with other institutions, save that in any case where the provisions of the two Ordinance are at odds, this Ordinance LXXIV shall take precedence over Ordinance V.

(3) A programme of study for the degree of Master and Doctor by Thesis awarded jointly with other institutions shall be delivered and examined by the University and by such other partner institutions as shall be approved by the Senate. Candidates who have satisfied the Examiners shall be awarded a degree jointly by the University and by the other approved partner institution/s.

(4) A candidate for admission to a programme must be a graduate of a recognised institution or professional equivalent. As provided in Ordinance V, any applicant who is not a graduate of any University shall require the approval of the Senate, in addition to that of the relevant Board of the Faculty.

(5) Candidates for the degree of Master and Doctor awarded jointly with other institutions shall be initially registered on the programme as specified in the formal memorandum of agreement between the student and all institutions involved in delivery applicable to the programme (hereafter 'the memorandum of agreement').

(6) Candidates for the degree of Master and Doctor by Thesis awarded jointly with other institutions shall be registered simultaneously at the University and at the partner institution. Candidates shall be subject to a formal review of progress, which shall result in continuation on the programme or assignment to an alternative programme (which shall be specified in the memorandum of agreement) or termination of registration. This process of review shall be undertaken by the relevant body or bodies as specified within the memorandum of agreement which shall comprise members of all partner institutions. This process shall take place no later than the second year of registration or part time equivalent.

(7) The procedures for reviewing the progress of the candidate and therefore for approving continuation on the programme or assignment of registration to an alternative programme or termination of registration shall be set out in the memorandum of agreement prior to the commencement of studies.

(8) A programme of study for the degree of Master and Doctor by Thesis awarded jointly with other institutions shall occupy a period as set out in Ordinance V, subject to the recognition of programmes equivalent to those specified in Ordinance V (6a-c).

(9) Candidates shall spend periods of study at the University and at other approved partner institutions as set out in the formal memorandum of agreement but shall normally spend a period of not less than 12 months at the University.

(10) A candidate shall be supervised by at least one member of Academic staff of the University and also by a member of Academic staff at each of the partner institutions; the University and the partner institutions shall approve each member of staff assigned supervisory responsibilities and this approval shall be based primarily on the academic standing and experience of the members of staff in supervising candidates for periods of research.

(11) The supervisors from each institution shall agree arrangements to discuss with each other the progress of the candidate not less than once yearly. Arrangements for the formal monitoring of the progress of the candidate shall be set down in the memorandum of agreement.

(12) The Examiners shall include at least one external examiner appointed by the relevant Board of the Faculty and may include at least one external examiner appointed by the partner institutions.

(13) The Examination shall consist of the submission of a thesis and ordinarily a viva voce examination and may include other forms of examination as specified in the memorandum of agreement.

(14) The Examination shall be considered as a whole and successful candidates shall be stated to have passed.

(15) Provisions in regard to candidates who have not passed shall be set out in the memorandum of agreement.

**With effect from 1 October 2002 the following Ordinances were renumbered:**

- XI Election and Appointment to Professorships or Readerships or Senior Lectureships (formerly Ordinance V)
- XIII Research Board (formerly Ordinance VII)
- XIV The Library (formerly Ordinance VIII)
- XV Academic Representation on the Court (formerly Ordinance IX)
- XVI Residential Board (formerly Ordinance X)
- XVII Conduct, Discipline, Neglect of Work and Performance in Examinations (formerly Ordinance XI)
- XVIII Privileges of Associates and certain other Past Students of University College Reading (formerly Ordinance XII)
- XIX Associateship (formerly Ordinance XIII)
- XX Committee for the School of Fine Art (formerly Ordinance XIV)
- XXI Committee for the School of Music (formerly Ordinance XV)
- XXII Convocation (formerly Ordinance XVI)
- XXIII Conferment of the Personal Title of Professor or Reader or Senior Lecturer (formerly Ordinance XVII)
- XXIV Emeritus and other titles (formerly Ordinance XVIII)
- XXV Rural History Centre (formerly Ordinance XIX)
- XXVI Joint Board for School Examinations (formerly Ordinance XX)
- XXVII School of Education Studies (formerly Ordinance XXI)
- XXVIII Conferment of the Personal Title of Professor (formerly Ordinance XXII)
- XXIX Election and Appointment of Wardens of University Halls (formerly Ordinance XXIII)
- XXX Food Research Institute Reading (formerly Ordinance XXIV)
- XXXI Board for Food Biosciences (formerly Ordinance XXV)
- XXXII Degree of Bachelor of Education (formerly Ordinance XXVI)
- XXXIII Complaint against a Member of the Academic Staff and Dismissal for 'good cause' (formerly Ordinance XXVII)
- XXXIV Removal of Officers (formerly Ordinance XXVIII)
- XXXV The Students' Union (formerly Ordinance XXIX)
- XXXVI Title of Professor (Part-Time) (formerly Ordinance XXX)
- XXXVII Headships of Departments (formerly Ordinance XXXI)
- XXXVIII Termination of Appointment of Academic Staff by reason of redundancy for financial exigency (formerly Ordinance XXXII)
- XXXIX St David's Society (formerly Ordinance XXXIII)
- XL Animal and Grassland Research Station Shinfield (formerly Ordinance XXXIV)
- XLI Procedure to be followed by a Tribunal appointed under Statute XXXIII (16) (formerly Ordinance XXXV)
- XLII Procedure to be followed in relation to appeals under Statute XXXIII Part V (formerly Ordinance XXXVI)
- XLIII Procedure to be followed by a Grievance Committee appointed under Statute XXXIII (5) (formerly Ordinance XXXVII)

- XLIV Powers of the Council (formerly Ordinance XXXVIII)
- XLV University Board for Teaching and Learning (formerly Ordinance XXXIX)
- XLVI University Board for Research (formerly Ordinance XL)
- LX Degree of Doctor of Letters (formerly Ordinance C)
- LXI Degree of Doctor of Science (formerly Ordinance CI)
- LXII Degree of Doctor of Laws (formerly Ordinance CII)
- LXIII Degree of Professional Doctorate (formerly Ordinance CIV)
- LXVII International Foundation Programme (formerly Ordinance CXI)
- LXIX Undergraduate Diplomas and Diplomas of Higher Education in the Faculty of Arts and Humanities (formerly Ordinance CXIII)
- LXX Certificates of Higher Education in the Faculty of Arts and Humanities (formerly Ordinance CXVI)

**With effect from 1 October 2003 the following Ordinances were renumbered:**

- LVII Degree of Doctor of Letters (formerly Ordinance LX)
- LVIII Degree of Doctor of Science (formerly Ordinance LXI)
- LIX Degree of Doctor of Laws (formerly Ordinance LXII)
- LX Degree of Professional Doctorate (formerly Ordinance LXIII)
- LXI Postgraduate Programmes (formerly Ordinance LXIV)
- LXII Postgraduate Certificates (formerly Ordinance LXV)
- LXIII Post-Experience Diplomas and Certificates (formerly Ordinance LXVI)
- LXIV International Foundation Programme (formerly Ordinance LXVII)
- LXV Undergraduate Diploma and Diplomas of Higher Education in the Faculty of Arts and Humanities (formerly Ordinance LXIX)
- LXVI Certificates of Higher Education in Faculty of Arts and Humanities (formerly Ordinance LXX)

**The following Ordinances were rescinded with effect from 1 October 2002 except where otherwise stated:**

- III Degrees Diplomas and Certificates
- VI Boards of Faculties
- L Degree of Bachelor of Arts
- LI Degree of Bachelor of Arts (for part-time students)
- LII Degrees of Bachelor of Laws
- LIII Degree of Bachelor of Science in the Faculty of Letters and Social Sciences
- LIV Degree of Master of Arts in the Faculty of Letters and Social Sciences
- LV Degree of Master of Science in the Faculty of Letters and Social Sciences
- LVI Degree of Master in Fine Art
- LVII Degree of Master of Music
- LVIII Degree of Master of Philosophy in the Faculty of Letters and Social Sciences (awarded by examination)
- LIX Degree of Master of Laws
- LX Degree of Bachelor of Science in the Faculty of Science

- LXI Degree of Bachelor of Engineering in the Faculty of Science
- LXII Degree of Master of Science in the Faculty of Science
- LXIII Degree of Master of Philosophy in the Faculty of Science  
(awarded by examination)
- LXIV Post-Experience Diplomas in the Faculty of Urban and Regional Studies
- LXV Degree of Master In Business Administration (Open Learning) in the Faculty of  
Urban and Regional Studies
- LXVI Degree of Master of Mathematics
- LXVII Degree of Master of Physics
- LXVIII Degree of Master of Chemistry
- LXIX Degree of Master of Engineering
- LXX Degree of Bachelor of Science in the Faculty of Life Sciences
- LXXI Degree of Bachelor of Science in the Faculty of Agriculture and Food (Courses  
at the National College of Food Technology) (Rescinded as from 13 March, 1985)
- LXXII Degree of Master of Philosophy in the Faculty of Life Sciences  
(awarded by Examination)
- LXXIII Degree of Master of Science in the Faculty of Life Sciences
- LXXIV Degree of Master of Agricultural Science
- LXXV Degree of Master of Agricultural Engineering  
(Rescinded as from 10 March, 1982)
- LXXVI Degree of Master in Business Administration in the Faculty of Life Sciences
- LXXVII Post-Experience Diplomas in the Faculty of Life Sciences
- LXXVIII Post Experience Certificates in the Faculty of Life Sciences
- LXXX Degree of Bachelor of Science in the Faculty of Urban and Regional Studies
- LXXXI Degree of Bachelor of Science in the Faculty of Urban and Regional Studies  
(for External Students)
- LXXXII Degree of Bachelor of Engineering in the Faculty of Urban and Regional  
Studies
- LXXXIII Degree of Master of Science in the Faculty of Urban and Regional Studies
- LXXXIV Degree of Master of Philosophy in the Faculty of Urban and Regional  
Studies (awarded by examination)
- LXXXV Degree of Master in Business Administration in the Faculty of Urban and  
Regional Studies (for part-time students)
- LXXXVI Degree of Master of Research in the Faculty of Urban and Regional Studies
- XC Degree of Bachelor of Education (in the Faculty of Education and Community  
Studies)(Rescinded as from 10 March, 1997)
- XCI Degree of Bachelor of Education (Further Education) (Rescinded as from 10  
March, 1997)
- XCII Degree of Bachelor of Arts in the Faculty of Education and Community Studies
- XCIII Degree of Bachelor of Arts (Education) in the Faculty of Education and  
Community Studies
- XCIV Degrees of Master of Arts, Master of Arts (Research) and Master of Science in  
the Faculty of Education and Community Studies
- XCV Degree of Master of Education

- XCVI Degree of Bachelor of Education (In-Service)
- CV Postgraduate Diplomas
- CVI Postgraduate Certificates in the Faculty of Education and Community Studies
- CVII Post-Experience Diplomas and Certificates in the Faculty of Education and Community Studies
- CVIII Art Teacher's Certificate (Rescinded as from 30 September, 1975)
- CVIX Post-Experience Certificates in the Faculty of Urban and Regional Studies
- CX Undergraduate Diplomas and Diplomas of Higher Education in the Faculty of Education and Community Studies
- CXII Modular Programme for MA, MSc and Postgraduate Diploma within the Faculty of Education and Community Studies
- CXIV Degree of Master of Research in the Faculty of Science
- CXV Degree of MSW (Master in Social Work) in the Faculty of Education and Community Studies
- CXVII Degree of Master of Economics in the Faculty of Letters and Social Sciences
- CXVIII Degree of Master of Teaching English as a Foreign Language in the Faculty of Letters and Social Sciences
- CXIX Degree of Master of Arts in the Faculty of Life Sciences

