

# **Ordinances of The University of Reading**

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## **Constitution and Governance**

### **Ordinance A1**

#### **The Council**

##### **1. Membership of and Appointment to the Council**

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

##### **2. Removal from the Council**

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

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

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

### **4. Secretary to the Council**

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

### **5. Reserved Business**

- 5.1 Student members of the University or any other member who has an interest in the matter to be discussed shall be required to withdraw from a meeting when it is declared by the Chair of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded.
- 5.2 Minutes and other records which relate to the discussion of reserved areas of business shall not at any time be made available to student members.
- 5.3 Reserved areas of business include matters affecting the appointment, promotion and personal affairs of individual members of staff of the University and matters affecting the academic assessment or standing of individual students.
- 5.4 Notwithstanding the above, the Chair may decide in any case of doubt whether a matter is a reserved area of business or not and their decision shall be final.

### **6. Declarations of interest**

- 6.1 All members of the Council shall declare any interests that they and/or their close associates have, including but not limited to all company directorships, membership of governing bodies, trusteeships and partnerships. In addition, significant pecuniary or other material interests should be declared where others might reasonably think that the interest could influence their actions and decisions as a member of the Council.
- 6.2 The Secretary to the Council shall retain a register of the interests of members of the Council.
- 6.3 The register of interests will be circulated in full to members of the Council annually and shall be published by the University.

## **Ordinance A2**

### **Statement of Primary Responsibilities of the Council**

#### **Planning Monitoring and Control**

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

#### **Financial and Legal Powers**

- To be the Institution's legal authority and, as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.
- To be responsible for all subsidiaries and trusts of the University.
- To be the principal financial and business authority of the University, to ensure that proper accounts are kept, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, liabilities, investments, property and estates.

- To appoint the University's External Auditors in accordance with the relevant Ordinance and any other officers or agents whom it may deem expedient to appoint.
- To act as a Trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.
- To select a Seal, Arms and Mace for the University and have the sole custody and use of the Seal.

#### **Powers of appointment and employment**

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

## **Ordinance A3**

### **The Senate**

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

### **3. Membership of the Senate**

#### 3.1. The Senate shall comprise:

- The Vice-Chancellor
- The Deputy Vice-Chancellor and the Pro-Vice-Chancellors
- Five officers of the Students' Union as determined from time to time by the Students' Union
- The Dean of Postgraduate Research Studies
- The Dean for Diversity and Inclusion
- Five members elected by and from amongst the Heads of School
- Two members elected by and from amongst the Teaching and Learning Deans
- Two members elected by and from amongst the Research Deans
- Eight members elected by and from amongst the Heads of Department or equivalent
- Five members elected by and from amongst the School Directors of Teaching and Learning
- Two members elected by and from amongst the School Directors of Academic Tutoring
- Two members elected by and from amongst the University Teaching Fellows
- Five members elected by and from amongst the Research Division Leads
- One member elected by and from amongst the PDRAs
- One person other than the Head of School elected by and from amongst the members of the academic staff in each School
- Four members elected by and from amongst the registered students of the University. Each member so elected shall hold office for one year and shall be re-eligible

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

#### 3.3. The Secretary to the Council or their nominee shall be Secretary to the Senate.

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

### **4. Powers of the Senate**

#### 4.1. Subject to the Charter and Ordinances the Senate shall have the following powers, some of which may be delegated to sub-committees:

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

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

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

## **5. Reserved business**

- 5.1. Student members of the Senate and any other member with an interest in the matter to be discussed shall be required to withdraw from the meeting when it is declared by the Chair of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded.
- 5.2. Minutes and other records which relate to the discussion of reserved areas of business shall not at any time be made available to student members.
- 5.3. Reserved areas of business include matters affecting the appointment, promotion and personal affairs of individual members of staff of the University and matters affecting the academic assessment or standing of individual students, including examination results.
- 5.4. Notwithstanding the above the Chair may decide in any case of doubt whether a matter is a reserved area of business or not and their decision shall be final.

## **Ordinance A4**

### **The Committees of the University**

#### **1. Principal Committees of the Council**

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

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

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

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

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

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

#### **2. Other Committees**

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

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

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

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

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

## **Ordinance A5**

### **The Structure of the University**

1. There shall be such Schools as the Council, following recommendation by or consultation with the Senate, shall determine from time to time.
2. For the purposes of these Ordinances and the governance of the University, the Henley Business School shall be equivalent to a School. However, it shall be led and managed by a Dean appointed in accordance with these Ordinances and shall have autonomy concerning its strategic and operational arrangements, the limits of which shall be agreed by the University Executive Board from time to time.
3. Each School shall have a School Management Board.
4. Within Schools there may be established Departments or other intra-School groupings.
5. The University may also establish Centres and/or Institutes, which may be within or external to a School.

*A5 – Appendix I - Schools and other groupings*

*A5 – Appendix II - Subsidiaries and principle trusts*

## **Ordinance A6**

### **The Chancellor**

#### **1. Appointment of the Chancellor**

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

#### **2. Resignation of the Chancellor**

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

#### **3. Removal of the Chancellor**

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

## **Ordinance A7**

### **The Court**

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

## **Ordinance A8**

### **The Common Seal**

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

#### **2. Use of the Common Seal**

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

- (a) by specific resolution of the Council; or
- (b) which gives effect to any resolution of the Council; or
- (c) which is requisite to implement any resolution of the Council; or
- (d) which, in case of urgency, has been approved in accordance with paragraph 2.2 below; or
- (e) which falls within the list of approved documents detailed in paragraph 2.7 below.

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

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

2.3. The Common Seal shall be attested by either:

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

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

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

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

2.7. The following documents are designated by the Council to be approved documents, to which the Common Seal may be affixed, subject to the approval of such documents in accordance with the University's scheme of delegations:

- (a) Occupational leases of less than seven (7) years' duration, the total value of which is £1,000,000 or less, and deeds for the surrender or variation of the same;
- (b) Rent Deposit Deeds;

- (c) Easements;
- (d) Wayleaves;
- (e) Agreements made under S.278 (Highways Agreements) or s.38 (Highways Adoption Agreements) of the Highways Act 1980;
- (f) Agreements made under s.104 of the Water Industry Act 1991 (Sewer Adoption Agreements);
- (g) Caravan licences;
- (h) Shooting licences;
- (i) Grazing licences;
- (j) Fishing licences;
- (k) Deeds of bursary;
- (l) Deeds of Gift;
- (m) Deeds of Novation;
- (n) Contracts for construction services of less than £1,000,000 in value (excluding VAT) and that are approved by the relevant Project Committee for the project to which the services relate; and
- (o) Deeds for the variation or termination of any document detailed in this paragraph 2.7.

## **Ordinance A9**

### **The Officers of the University**

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

## **Staff**

### **Ordinance B1**

#### **The Vice-Chancellor**

##### **1 Appointment of the Vice-Chancellor**

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

##### **2 Resignation of the Vice-Chancellor**

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

##### **3 Removal of the Vice-Chancellor**

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

- Two Lay Members of the Council who were not party to the initial complaint against the Vice-Chancellor, one of whom will sit as Chair.
- One member of the academic staff appointed by Senate

3.1.6 The Tribunal shall determine its own procedures, which shall be subject to the principles of natural justice and fairness and this Ordinance.

3.1.7 The Tribunal shall hear the complaint and evidence relating to it and shall seek the representations of the Vice-Chancellor.

3.1.8 The Tribunal shall send its findings of facts and recommendations to the President of the Council, who shall report the same to the Council, which shall consider such findings and recommendations and reach a decision. The President of the Council shall notify the Vice-Chancellor of the Council's decision in writing.

## **Ordinance B2**

### **The Deputy Vice-Chancellor and the Pro-Vice –Chancellors**

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

### **3. Appointment**

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

### **4. Duties**

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

### **5. Termination**

- 5.1 A Deputy Vice-Chancellor or a Pro-Vice-Chancellor may resign in accordance with their contract of employment.
- 5.2 A Deputy Vice-Chancellor or a Pro-Vice-Chancellor's employment with the University may be terminated by the University in accordance with their contract of employment.
- 5.3 A Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall remain in this role only while they remain an employee of the University.

## **Ordinance B3**

### **The Non-Academic Officers**

1. The Non-Academic Officers of the University shall be the Chief Financial Officer and the Chief Strategy Officer and University Secretary.

#### **2. Appointment**

- 2.1 Where a vacancy arises for a Non-Academic Officer, the Appointments and Governance Committee shall appoint a Selection Committee, which shall be chaired by the President of the Council, to arrange such appointment.
- 2.2 The Secretary to the Council or their nominee shall be the Secretary to the Selection Committee.
- 2.3 The Selection Committee shall determine an appropriate recruitment process in accordance with the University's Recruitment and Retention policy.
- 2.4 The Vice-Chancellor shall notify the Council and the Senate of the appointment of a Non-Academic Officer.

#### **3. Duties**

- 3.1 The management, duties and responsibilities of the Non-Academic Officers shall be determined by the Vice-Chancellor from time to time. Further, the Non-Academic Officers shall contribute to the leadership and good order of the University.
- 3.2 The Vice-Chancellor may, from time to time, delegate some or all of their powers, duties and/or responsibilities to the Non-Academic Officers.

#### **4. Termination**

- 4.1 A Non-Academic Officer may resign in accordance with their contract of employment.
- 4.2 A Non-Academic Officer's employment with the University may be terminated by the University in accordance with their contract of employment.
- 4.3 A Non-Academic Officer shall remain in this role only while they remain an employee of the University.

## **Ordinance B4**

### **Deans**

#### **I Deans**

1. There shall be Deans in such numbers and with such remits as the University Executive Board shall determine from time to time.

#### **2 Appointment**

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

#### **3 Duties**

3.1 A Dean is accountable to the University Executive Board for the remit to which they are assigned responsibility and for contributing to the leadership and good order of the University.

3.2 The management, duties and responsibilities of Deans shall be as determined by the University Executive Board from time to time.

#### **II Termination of appointment of Deans**

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

## **Ordinance B5**

### **Heads of School**

#### **1. Appointment**

- 1.1. Where a vacancy arises for a Head of School, the Vice-Chancellor shall appoint a Selection Committee, which shall arrange such appointment. Heads of School shall be appointed in accordance with the University's Recruitment and Retention Policy.
- 1.2. Appointment to the role of Head of School shall normally be an internal appointment but external candidates may be sought at the discretion of the Vice-Chancellor.
- 1.3. Heads of School shall normally be appointed for a period of not more than Six years, which may be extended by one further period of not more than Six years.
- 1.4. The Vice-Chancellor shall notify the Council and the Senate of the appointment of a Head of School.

#### **2. Duties**

- 2.1. A Head of School is accountable to the University Executive Board for the leadership and management of the School for which they have responsibility. Further, a Head of School shall contribute to the leadership and good order of the University.
- 2.2. Heads of School shall be managed by a member of the University Executive Board
- 2.3. The management, duties and responsibilities of Heads of School shall be as determined by the University Executive Board from time to time.

#### **3. Termination of appointment**

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

#### **4. School based roles and activities**

There shall be within each School roles required by the University Executive Board

- 4.1. Where the University Executive Board, in consultation with the Head of School, determines that there is a need for a School to be organised into Departments or other intra-School Groupings, each Department or intra-School Grouping shall have a Head.
- 4.2. A Head of School may designate additional School-based roles, in consultation with their line manager, in accordance with the needs of the School and the University from time to time.
- 4.3. Where a vacancy arises for a School-based role as described by paragraphs 4.1, 4.2 and 4.3, the Head of School shall arrange for the allocation of role in accordance with the University's Recruitment and Retention Policy.

- 4.4. The University Executive Board shall also determine from time to time that certain activities must be undertaken within Schools and it shall be the responsibility of the Head of School to ensure that a suitable named individual within that School is allocated such activity.

## **Ordinance B6**

### **Staff procedures**

1. The University shall have policies in place governing its employees. These policies shall include but shall not be limited to those listed in paragraph 2 below. The University shall ensure that these policies are in line with relevant legislation, regulation and good employment practices.
2. The University shall have in place policies concerning:
  - Capability
  - Poor Performance
  - Redundancy and Restructure
  - Employee Grievances
  - Discipline and Dismissal

These procedures and any substantial changes to them will be reviewed and endorsed by the Council and shall be consulted upon as appropriate.

3. The University also shall have in place policies concerning:
  - Recruitment
  - Induction and Probation
  - Reward and Promotion
  - Equality and Diversity
  - Anti-Harassment and Bullying
  - Whistleblowing
  - Health and Safety
  - Data Protection and Freedom of Information
  - Anti-corruption and Bribery
  - the Prevent Duty

These procedures and any changes to them will be reviewed and endorsed by the University Executive Board and shall be consulted upon as appropriate.

4. In applying these policies the University shall act in such a way as to deliver its aims, objectives and associated activities efficiently and effectively, whilst:
  - 4.1. Subscribing to the University's principles of equality and academic freedom, which are enshrined in the Charter;
  - 4.2. Acting, as is reasonable in the all the relevant circumstances, in a manner that is fair and in accordance with natural justice; and
  - 4.3. Subscribing to the University's Values for Working Together and Professional Behaviours.

## **Ordinance B7**

### **Visiting and Courtesy Titles**

#### **1. Titles conferred by the University Executive Board**

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

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

#### **2. Titles conferred by the authority of the Head of School**

The Head of School may confer titles including but not limited to those listed below upon individuals who meet the requirements determined by the University Executive Board from time to time as set out in the Visiting and Courtesy Titles Procedure:

- Visiting Research Fellow
- Visiting Fellow
- Executive Fellow

#### **3. Procedure**

- 3.1. The procedure for the conferment and renewal (where appropriate) of titles and the period of time for which titles shall normally be held shall be set out in the Visiting and Courtesy Titles Procedure.
- 3.2. Visiting or Courtesy Titles are honorary and carry with them no duties or powers, no right to membership of the Senate, or any other Committee or administrative or decision-making body and no right to exercise any administrative or executive function.
- 3.3. Any Visiting and Courtesy Title may be withdrawn by the body that conferred it for any or no reason at any time.

## Students

### Ordinance C1

#### Students

1. For the purposes of these Ordinances the following shall be Students of the University:
  - Any person registered for a programme of study leading to a qualification of the University, including a programme leading to a research degree;
  - Any person registered for a credit-bearing module of the University and studying that module for credit;
  - Any person registered on a Foundation Programme;
  - Any person registered on a pre-sessional English Language Programme;
  - Any person registered on an apprenticeship programme; and
  - Any person registered as a visiting student of the University.
2. For the purposes of this Ordinance, a person shall be “registered” provided that they have registered in accordance with Ordinance C2.
3. A person who has registered shall continue to be registered for the purposes of this Ordinance from the date on which their programme of study commences to the earliest of the following:
  - the date on which their programme of study ends (which shall include any additional period of time properly granted by the University, as a result of extenuating circumstances or otherwise);
  - the date on which they withdraw from the University;
  - where the University withdraws the student, the date of notice of withdrawal, unless otherwise agreed by the University.
4. A person will continue to be a Student for the purposes of this Ordinance during any period of suspension.

## **Ordinance C2**

### **Admission and Registration**

1. Students shall be admitted to the University in accordance with the Admissions Policy on Taught Programmes or the Admissions Policy on Research Students, as appropriate.
2. Students shall be required to register for programmes and modules in accordance with the relevant regulations and procedures. As a condition of registration, the Student shall be required to pay to the University any fee prescribed by the University.
3. This formal registration shall then confer upon the Student the full privileges and obligations of Student Membership of the University
4. A Student may have their registration terminated in accordance with the appropriate regulations and procedures.

## Ordinance C3

### Degrees Diplomas and Certificates

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

1. The Degrees of the University shall be:

1.1 Foundation Degrees

Foundation Degree of Education FEd

Foundation Degree of Science FDS

1.2 Bachelor's Degrees

Bachelor of Arts BA

Bachelor of Arts (Education) BA (Ed)

Bachelor of Engineering BEng

Bachelor of Laws LLB

Bachelor of Science BSc

Bachelor of Pharmacy BPharm

1.3 Master's Degrees

Master of Arts MA

Master of Arts (Research) MA(Res)

Master of Architecture MArch

Master of Business Administration MBA

Master of Chemistry MChem

Master of Design MDes

Master of Engineering MEng

Master of Environmental Science MEnvSci

Master of Economics MEcon

Master of Education MEd

Master in Fine Art MFA

Master of Laws LLM

Master of Mathematics MMath

Master of Meteorology MMet

Master of Music	MMus
Master of Pharmacy	MPharm
Master of Philosophy	MPhil by Thesis
Master of Philosophy	MPhil
Master of Physician Associate Studies	MPAS
Master of Physics	MPhys
Master of Research	MRes
Master of Science	MSc
Master of Science (Integrated)	MSci
Master of Science by Research	MSc(Res)
Master of Strategy (Integrated)	MStrat
Master in Teaching and Learning	MTL

1.4 Doctorates

Doctor of Agriculture and Food	DAGriFood
Doctor of Business Administration	DBA
Doctor of Education	EdD
Doctor of Engineering	EngD
Doctor of Philosophy	PhD

1.5 Higher Doctorates

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

2. The Diplomas of the University shall be:

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

3. The Certificates of the University shall be:

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

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

## **Ordinance C4**

### **Awards**

#### **I Degrees, Diplomas and Certificates, excluding Higher Doctorates**

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

#### **II Higher Doctorate**

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

#### **III Aegrotat Degrees**

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

## **Ordinance C5**

### **Foundation Programmes**

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

## **Ordinance C6**

### **Examinations**

1. The Examiners of the University shall be:
  - (a) The Professors, Associate Professors and Lecturers of the University
  - (b) Such other suitably qualified employees of the University as the Senate may from time to time appoint
  - (c) Such External Examiners as the Senate may from time to time appoint
2. All matters concerning the subjects, times and mode of examinations and matters concerning the Degrees and Distinction to be conferred by the University shall be provided for in the relevant Regulation or Policy. In this Ordinance, examination shall mean any assessment on the basis of which credit is awarded.
3. All Final Examinations in the Degree programmes of the University shall be conducted jointly by External Examiners and by those Examiners employed by the University as listed above.

## **Ordinance C7**

### **Congregations**

1. Congregations of the University for the conferment of degrees or other purposes shall be held in a manner prescribed by regulation and shall be presided over by the Chancellor, or in their absence by the Vice-Chancellor or in the latter's absence by the Deputy Vice-Chancellor or by a Pro-Vice-Chancellor.
2. Conferring degrees at overseas institutions
  - 2.1. - The Vice-Chancellor may appoint a senior member of staff to act as an Officer of the University for a defined period of time for the sole purpose of the conferment of degrees at a degree congregation overseas.

## **Ordinance C8**

### **Student Regulations and Procedures**

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

## **Ordinance C9**

### **The Students' Union**

1. There shall be a Students' Union of the University. Its constitution, functions, privileges and method of operation shall be as set out in the Students' Union Constitution and the Students' Union's Code of Practice. It shall also be subject to any rulings or regulations which shall from time to time be made by the Council.
2. The Students' Union Code of Practice shall be determined from time to time by the Council after consultation with the Students' Union and shall be binding on the Union.
3. The Students' Union Constitution shall be in writing and shall be subject to approval by the Council and to review by the Council at intervals of not more than five years as is required under the Education Act 1994.
4. All Students studying at the University of Reading in the United Kingdom shall be eligible for membership of the Students' Union. The eligibility of Students studying at overseas campuses shall be determined on a case-by-case basis, taking account of local laws, and the University may, at its discretion, establish alternative Students' Associations for Students studying outside the United Kingdom. Students served by such alternative arrangements, as appropriate and with the agreement of the Students' Union, may be able to access some services provided by the Students' Union.

## Appendix (I)

### Schools and Other Groupings

There shall be the following Schools (or equivalent) of the University of Reading and within the Schools there shall be the following departments or other Intra-School Groupings:

- School of Agriculture, Policy and Development
- School of Archaeology, Geography and Environmental Science
  - Archaeology
  - Geography and Environmental Science
- School of Arts and Communication Design
  - Reading School of Art
  - Film, Theatre and Television
  - Typography and Graphic Communication
- School of Biological Sciences
- School of the Built Environment
  - The Reading School of Architecture
  - School of Construction, Management and Engineering
- School of Chemistry, Food and Pharmacy
  - Chemistry
  - Food and Nutritional Sciences
  - Pharmacy
- Institute of Education
- Henley Business School
  - International Capital Market Association Centre
  - Real Estate and Planning
  - Business Informatics, Systems and Accounting
  - International Business and Strategy
  - Leadership, Organisations and Behaviour
  - Marketing and Reputation
- School of Humanities
  - Classics
  - History
  - Philosophy

- International Study and Language Institute
- School of Law
- School of Literature and Languages
  - English Literature
  - English Language and Applied Linguistics
  - Languages and Cultures
- School of Mathematical, Physical and Computational Sciences
  - Computer Science
  - Mathematics and Statistics
  - Meteorology
- School of Politics, Economics and International Relations
  - Economics
  - Politics and International Relations
- School of Psychology and Clinical Language Sciences
  - Intra-School Group - Charlie Waller Institute

## **Appendix (II)**

### **Subsidiary Undertakings**

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

- Henley Business School Limited (UK and through which Henley Business School South Africa operates as a branch)
- Reading Real Estate Foundation
- The University of Reading Science and Technology Centre Limited
- Henley Business School Germany GmbH
- RUMAL Reading Sdn. Bhd
- Thames Valley Science Park Limited
- Henley Business Angels Limited

### **Connected Charitable Institutions**

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

Last updated: 8/6/2020