

I. STUDENT DISCIPLINE

This Ordinance is made pursuant to Article V[vi] of the Charter and Statutes V.5 and 6, XIV[xv] and XXI

1. General

- 1.1 Every student of the University shall be subject to The General Regulations for all Students (Regulation 13) and any rules governing the conduct of students as shall be made in accordance with regulations of the Senate. Such rules shall include conditions set by academic departments, halls of residence and central service departments of the University.
- 1.2 The University shall appoint: [a] Disciplinary Officers, [b] a Board of Discipline, and [c] a Board of Appeal.
- 1.3 Reviews of the decision of a Disciplinary Officer shall be conducted by two other Disciplinary Officers. Appeals against the decision of the Board of Discipline shall be considered by the Board of Appeal.
- 1.4 Incidents which may involve breaches of the regulations of the University may be reported to the University Secretary (or nominee) or to one of the Disciplinary Officers. Reports of incidents may be submitted by a student or by a staff member of the University (e.g. Personal Tutor) acting on a student's behalf and with their consent. If the student, or person acting on a student's behalf, believes that an incident constitutes a criminal offence, the student must carefully consider whether to report the incident to the Police and/or to the University. Students should be aware that:
 - If an incident is reported to the Police and the University, then consideration of the incident by the University may be deferred until the Police investigation has been completed (See Section 2.6).
 - If an incident is reported to the University, the University will only consider whether a breach of the University's regulations has occurred and will only impose penalties as permitted by this Ordinance.
- 1.5 All reports of incidents must be submitted in writing. Any report (and accompanying evidence) will be retained and may be used in the initial consideration of the incident and any subsequent consideration under the review process, by the Board of Discipline or by the Board of Appeal.
- 1.6 The names of complainants and other witnesses (and information that might identify them) must be redacted before documents are circulated under any stage of the disciplinary process to any person other than the Disciplinary Officers, members of the Board of Discipline, members of the Board of Appeal or other relevant members of University staff as required by the incident (e.g. Personal Tutor).
- 1.7 At any stage in the disciplinary process, Disciplinary Officers may determine that it is appropriate to attempt to address a reported incident informally by way of mediation. Such mediation can only be pursued with the agreement of all parties to the incident.

The process of mediation represents a “stepping-aside” from the disciplinary process in an attempt to reach an acceptable resolution. The disciplinary process and any consequent time limits will be suspended for the duration of the mediation. A successful mediation will result in an agreed way forward being established between the Disciplinary Officer and all parties, and a record of the agreement reached will be retained by the University. If mediation is not successful, the disciplinary process must resume from where it was ‘suspended’.

- 1.8 For students enrolled on a programme which is delivered by another institution under the terms of a collaborative agreement, a penalty imposed by the other institution in respect of a breach of its disciplinary regulations shall constitute a penalty imposed by the University.
- 1.9 For disabled students, the University will make reasonable adjustments to the procedures in this Ordinance.
- 1.10 The University will hold records relating to disciplinary matters in accordance with data protection legislation for as long as it is necessary and appropriate to do so. Where a student is found to have committed a disciplinary breach, the University may refer to such matters in any reference which it is later required to provide for the student where appropriate.
- 1.11 The outcome of disciplinary proceedings will remain confidential between the University and the student, save for in circumstances where it is necessary and appropriate for the University to report the matter to external third parties (e.g. police or professional standards bodies) or to refer to the outcome in any reference.

2. Disciplinary Officers and their role

2.1 The Disciplinary Officers are:

The Pro Vice-Chancellors
Deans of Colleges
Dean of Postgraduate Research
The Director of Property and Campus Services
The Director of Library and Archives Services
The Director of IT Services
The Director of Commercial Services
The Head of Residential Life, Head Warden and Senior Wardens

- 2.2 The jurisdiction of Disciplinary Officers, other than the Pro Vice-Chancellors and Deans, shall normally be restricted as follows: Director of Library and Archives Services to incidents concerned with the premises or property of the Library; the Director of IT Services to premises, equipment and computer systems; that of the Director of Property and Campus Services to incidents concerned with the premises; that of the Director of Commercial Services to services within their portfolio, and that of the Head of Residential Life, Head Warden and Senior Wardens to incidents concerned with Halls of Residence. All Disciplinary Officers are eligible to review the decision of another Disciplinary Officer as specified in Section 4.
- 2.3 After receiving a report of an incident, the Disciplinary Officer must decide on the basis of the available evidence whether to investigate the incident (as specified in

Section 2.5), refer the report to another Disciplinary Officer, or, if the Disciplinary Officer is not a Pro Vice-Chancellor, to refer the report to a Pro Vice-Chancellor with a recommendation that the student be suspended from the University (as specified in Section 3).

- 2.4 When a Disciplinary Officer is investigating an incident, and it is not clear whether disciplinary action will be necessary or appropriate, the Disciplinary Officer may interview a student informally. The student may be accompanied at the interview by a person who has no direct involvement in the incident being investigated (e.g. by an Officer of the Students' Union). If the Disciplinary Officer decides that disciplinary action is appropriate, the procedure described in Section 2.5 must be followed.

If the Disciplinary Officer concludes, after investigating an incident, that formal disciplinary action is not appropriate, the Disciplinary Officer may not impose a penalty but may issue a verbal and/or written warning to the student. Such a warning would be appropriate in circumstances where there was insufficient evidence to demonstrate breaches of the regulations but the student's conduct was not entirely consistent with the University's expectations as defined in Section 1.1.

- 2.5 Where, in the opinion of the Disciplinary Officer, the evidence is sufficient to justify a formal interview, the Disciplinary Officer shall:

- [a] Arrange for the student concerned to be notified in writing at least 5 working days before the date of any proposed interview that a report of an incident has been received. The letter should indicate the general nature of the incident, refer to the regulations that have been breached, include details of the evidence to support the allegation(s), and state that the student is required to attend an interview at a specified time and place,
- [b] arrange for at least one other member of staff of the University to be present at the interview as an observer,
- [c] advise that the student may be accompanied at the interview by a person who has no involvement in the incident being investigated (e.g. by an Officer of the Students' Union),
- [d] before the proposed interview commences, inform the student of the nature of the incident and
- [e] give the student an opportunity to respond to the report of the incident.

- 2.6 After the formal interview, the Disciplinary Officer must choose one or more of the following:

- [a] Dismiss the report of the incident.
- [b] Impose one or more of the following penalties:
 - [i] A reprimand.
 - [ii] A fine not exceeding £100 for each breach of the regulations.
 - [iii] A suspension of privileges for a period not exceeding 28 days.
 - [iv] A requirement to pay the cost of any damage caused.
- [c] If the Disciplinary Officer is a Pro Vice-Chancellor, suspend the student from the University (as specified in Section 3).
- [d] If the Disciplinary Officer is a Pro Vice-Chancellor, refer the incident to the Board of Discipline.

- [e] If the Disciplinary Officer is not a Pro Vice-Chancellor, refer the incident to a Pro Vice-Chancellor with a recommendation that the student be suspended from the University (as specified in Section 3).
- [f] If the Disciplinary Officer is not a Pro Vice-Chancellor, refer the incident to a Pro Vice-Chancellor with a recommendation that the incident be referred to the Board of Discipline.

The Disciplinary Officer may defer making a decision pending further enquiries, further interviews or the results of any legal proceedings concerning the incident(s).

- 2.7 The Disciplinary Officer (or nominee) shall, within seven days of the final interview with the student: (a) inform the student, in writing, of the decision and/or recommendation, (b) advise the student of their right to request a review of the decision as set out in Section 3, and (c) keep a record of the evidence and of the interview.
- 2.8 A student may request a review of the finding reached or the penalty imposed by a Disciplinary Officer as detailed in Section 4.
- 2.9 The Board of Discipline, convened at the request of a Pro Vice-Chancellor under Section 2.6 must normally meet within 28 working days of the date on which the student is informed of the Pro Vice-Chancellor's decision.

3. Suspension from the University

- 3.1 The Vice-Chancellor (or other Officer to whom they have delegated this power) and Pro Vice-Chancellors may suspend any student from the University with immediate effect for an initial period not exceeding 28 days (*Suspension from the University* is defined in the notes to this Ordinance). If at the end of that 28 day period, the University considers that the suspension needs to remain in place, the student may be suspended for such further period of time as is considered necessary and appropriate in accordance with Sections 3.4 and 3.5 below by the Vice-Chancellor (or any other Officer to whom they have delegated this power) and Pro Vice-Chancellors. A student may be suspended if it is considered in all the facts and circumstances of the case that such suspension is in the best interests of the University, its staff or students, or of the student concerned, or is necessary to ensure an effective investigation.
- 3.2 Where a student has been suspended, the student concerned shall be invited, within 5 working days of the suspension from the University, to make representations in person to a Pro Vice-Chancellor. If it is not possible for the student to attend in person, a written statement may be submitted. This interview is not required if the student has already been interviewed by a Pro Vice-Chancellor under Section 2.5.
- 3.3 After interviewing the student, or considering a written statement from the student, the Pro Vice-Chancellor must choose one or more of the following:
 - [a] Rescind the suspension from the University (for example, in a case of mistaken identity).
 - [b] Reduce the period of suspension to less than 28 days.
 - [c] Confirm that the period of suspension will remain until the 28 day suspension period has elapsed.
 - [d] Refer the allegations against the student to the Board of Discipline.

Under option c, the Pro Vice-Chancellor will undertake a review of the suspension towards the conclusion of the initial 28 day period in order to consider whether it is necessary to extend further the suspension, either for an additional specified period of time or until specified conditions have been met.

- 3.4 If the Pro Vice-Chancellor considers it necessary for a student to remain suspended upon the conclusion of the initial 28 day period set out in Section 3.3 above, the University Secretary (or nominee) shall then arrange for two Disciplinary Officers (at least one of whom must be a Pro Vice-Chancellor) to conduct a review of the incident by examining the documentary evidence only. This shall include a report submitted by the Pro Vice-Chancellor who recommended that the period of suspension from the University be further extended. The two Disciplinary Officers must not have had any previous involvement with the case.
- 3.5 After reviewing the documents, the Disciplinary Officers shall take one of the following decisions:
- [a] Confirm that the period of suspension from the University be extended and specify such further suspension period as they consider necessary and appropriate and/or any conditions that must be met.
 - [b] Confirm that the period of suspension from the University should not be further extended.
- 3.6 If a decision is taken to extend a period of suspension in accordance with Section 3.4 and 3.5 above, the Disciplinary Officers must recommend to the University Secretary (or nominee), any actions that must be completed before the student is permitted to return to studies. The actions may include an interview, consideration by the Board of Discipline or any other evidence. If a student is suspended for an extended period of time, the student must make the University aware of any changes in circumstances during that period which may mean that the suspension is no longer necessary in order for the University to review the position accordingly.
- 3.7 If the Pro Vice-Chancellor, under Section 3.3d refers the allegations to the Board of Discipline, the Board of Discipline must normally meet within 28 working days of the beginning of the period of suspension from the University.
- 3.8 In cases where a criminal charge has been brought against a student, the student may be suspended from the University in accordance with this Section 3 without prejudice, pending the outcome of the legal process. Such suspension shall not be deemed to represent disciplinary action by the University against the student. When the outcome of the legal process is known, the matter should be investigated as specified by the Disciplinary Officers under Section 3.6.

Please refer to Section 8 for further details on the University's position in respect of its treatment of criminal offences under this procedure

- 3.9 A student may request a review of the decision to suspend them from the University, including a decision to extend the period of suspension beyond the initial 28 day period, as specified in Section 4.

4. Review of a Decision made by the Vice-Chancellor, Pro Vice-Chancellor(s) or

Disciplinary Officer(s)

- 4.1 A student may request a review of (a) a penalty imposed by a Disciplinary Officer (under Section 2.6b or 2.6c), (b) a decision to suspend them from the University (under Section 3.3c) or (c) a decision to extend a period of suspension from the University beyond 28 days (under Section 3.5). A request for a review must be submitted in writing to the University Secretary (or nominee) within 7 days of the receipt of the relevant decision. The student should explain fully in writing the reason for requesting a review, and may submit any documentary evidence that is considered appropriate.
- 4.2 The University Secretary (or nominee) will arrange for two Disciplinary Officers (at least one of whom must be a Pro Vice-Chancellor) to conduct a review of the incident by examining the documentary evidence only. This shall include a report submitted by the first Disciplinary Officer. The two Disciplinary Officers must not have had any previous involvement with the case.
- 4.3 After reviewing the documents, the Disciplinary Officers shall take one of the following decisions:
 - [a] Confirm the decision taken by the original Disciplinary Officer(s).
 - [b] Request that the original Disciplinary Officer(s) reconsider the matter in the light of the student's submission and any other evidence considered by the Disciplinary Officers.
 - [c] Amend or rescind the penalty imposed by the original Disciplinary Officer(s).
- 4.4 If the original Disciplinary Officer is requested to reconsider an incident, the decision must be reported to the University Secretary (or nominee) who will arrange for the two Disciplinary Officers to continue the review and to reach one of the decisions specified in Section 4.3.
- 4.5 The University Secretary (or nominee) shall convey the decision of the Disciplinary Officers in writing to the student noting that their decision is final. A student who remains dissatisfied after the review procedure has been concluded may appeal to the Office of the Independent Adjudicator (OIA). Details are available from the University Secretary (or nominee) or on the OIA's website.

5. The Board of Discipline

- 5.1 The Board of Discipline shall be appointed by the Senate and shall consist of a minimum of four members of the academic staff (including the Chair). Any one of the Senate appointees may chair a Board of Discipline.
- 5.2 The University Secretary (or nominee) shall have power to appoint deputy members of the Board of Discipline to replace any members absent, including the Chair.
- 5.3 The President of the Students' Union, shall be invited to nominate a representative to attend a meeting of the Board of Discipline as an observer. The student charged may however object to the presence of the observer, as specified in Section 7.3.
- 5.4 The University Secretary (or nominee) shall be Secretary of the Board of Discipline.
- 5.5 The Secretary shall convene a meeting of the Board of Discipline and shall give notice

in writing of the charge(s) to the student charged, the Disciplinary Officer concerned, the members of the Board of Discipline and the student's Personal Tutor (or equivalent). The University Secretary shall give at least 10 working days' notice in writing to the student of the date, time and place of the meeting of the Board of Discipline, and shall advise the student of their rights under this Ordinance. The letter must indicate the general nature of the incident, refer to the regulations that have been breached, and include details of the evidence to support the allegations.

- 5.6 The student may submit a written statement before the meeting of the Board of Discipline. The statement must normally be provided at least 5 working days before the meeting of the Board of Discipline. New information presented by the student at the meeting will not be considered unless there is a good reason, supported by evidence, why it was not possible to present this information any earlier.
- 5.7 Where incidents relate to students following professional training courses, or academic courses which lead to professional recognition, a representative of the relevant profession may be invited to attend meetings of the Board of Discipline as an advisor. In determining any penalty to be imposed, it shall be open to the Board of Discipline to invite the professional advisor to comment and to take account of such comment.
- 5.8 The procedure at the hearing before the Board of Discipline shall be as specified in Section 7.
- 5.9 The penalties that can be imposed by the Board of Discipline are one or more of:
- [a] A reprimand.
 - [b] A fine (not exceeding £300 for each breach of the regulations).
 - [c] A requirement to pay the cost of any damage caused
 - [d] Suspension of privileges.
 - [e] Suspension from the University.
 - [f] Termination of the student's current enrolment.
 - [g] Expulsion from the University.

If a decision is taken to suspend a student from the University or to terminate a student's current enrolment, the Board of Discipline can recommend to the University Secretary (or nominee) any actions that must be completed before the student is permitted to return to studies. The actions may include an interview, consideration by the Board of Discipline or any other evidence.

(Suspension of Privileges, Suspension from the University and Expulsion from the University are defined in the notes to this Ordinance).

- 5.10 Within four working days of the completion of the proceedings of the Board of Discipline, the University Secretary shall give notice, in writing, to the student of the finding of the Board and the penalty (if any) imposed. The University Secretary (or nominee) shall at the same time advise the student of the right to appeal as specified in Section 6.

6. The Board of Appeal

- 6.1 A student is entitled to appeal against a decision of the Board of Discipline to the

Board of Appeal, whose decision shall be final.

- 6.2 An appeal against the Board of Discipline must be submitted to the University Secretary (or nominee) within seven working days of receiving the decision of the Board of Discipline. The Appeal shall state if the appeal is against the finding or the penalty or both and shall give the grounds for the appeal.
- 6.3 The Board of Appeal shall be appointed by the Senate and shall consist of four members as follows:
 - Two lay members of the Council, nominated by the Council (one of which shall be Chair of the Board of Appeal).
 - Two members of the Senate.
- 6.4 No person shall be appointed to both the Board of Discipline and the Board of Appeal.
- 6.5 The University Secretary (or nominee) shall have power to appoint deputy members of the Board of Appeal to replace any members absent, including the Chair.
- 6.6 The Students' Union shall be invited to nominate a representative to attend a meeting of the Board of Appeal as an observer. The student who is appealing may however object to the presence of the observer, as specified in Section 7.3
- 6.7 The quorum for a meeting of the Board of Appeal shall be three members, one of whom must be a lay member of the Council.
- 6.8 Where incidents relate to students following professional training courses, or academic courses which lead to professional recognition, a representative of the relevant profession may be invited to attend meetings of the Board of Appeal as an advisor. When considering matters relating to the penalty imposed by the Board of Discipline, it shall be open to the Board of Appeal to invite the professional advisor to comment and to take account of such comment.
- 6.9 The University Secretary (or nominee) shall be Secretary of the Board of Appeal.
- 6.10 The Secretary shall convene a meeting of the Board of Appeal and shall give at least 10 working days' notice in writing to the student of the date, time and place of the meeting of the Board of Appeal.
- 6.11 The Secretary shall provide for each member of the Board of Appeal, for the student and for the person presenting the allegation against the student, a report of the deliberations of the Board of Discipline, and copies of all documentary evidence presented to the Board of Discipline.
- 6.12 Appeals will only be considered on the following grounds:
 - [a] Defects or irregularities in the conduct of the Board of Discipline and where such defects, irregularities or advice could have affected the decision.
 - [b] Exceptional personal circumstances that relate to the Board of Discipline's decision. The appellant must explain why such personal circumstances were not made known to the Board before its meeting. Where a student could have

reported exceptional circumstances to the Board prior to its meeting, but did not do so, those circumstances cannot subsequently be cited as grounds for appeal.

- 6.13 The Board of Appeal may hear an appeal against the whole finding of the Board of Discipline or against any part or parts of it in accordance with the notice of appeal submitted by the student. If the Board of Appeal decides that either of the grounds for appeal, as specified in Section 6.12, have been met, the Board of Appeal may consider the case in its entirety before reaching its decision.
- 6.14 The procedure at the hearing before the Board of Appeal shall be as specified in Section 7.
- 6.15 The decision of the Board of Appeal shall be one of the following:
- [a] Reject the appeal and confirm the decision the Board of Discipline.
 - [b] Uphold the appeal and allow the student to continue studies
 - [c] Conclude that disciplinary action was appropriate but vary the penalty imposed by the Board of Discipline within the limits specified in Section 5.9.
- 6.16 Within four days of the completion of the proceedings of the Board of Appeal the University Secretary (or nominee) shall give notice in writing to the student of the finding of the Board of Appeal and of the penalty (if any) imposed.
- 6.17 An appellant who remains dissatisfied after the appeals procedure has been concluded may appeal to the Office of the Independent Adjudicator (OIA). Details are available from the University Secretary (or nominee) or on the OIA's website.

7. Procedure at Hearings

- 7.1 Hearings before the Board of Discipline and Board of Appeal shall be in either English or Welsh, and translation shall be provided as required. The proceedings of the Board of Discipline and Board of Appeal may only be recorded with the agreement of all participants.
- 7.2 Any member of the Board of Discipline or the Board of Appeal who is personally involved in any case before the Board shall withdraw from membership of the Board for that case and must be replaced by an alternate.
- 7.3 The student charged shall be given the opportunity to object to the presence of student observers. If the student objects the observers shall be required by the Chair to withdraw.
- 7.4 The student may be accompanied at the meeting of the Board of Discipline and the Board of Appeal by one person who may speak or conduct the case on the student's behalf.
- 7.5 Hearings before the Board of Discipline and the Board of Appeal shall be private and such hearings may be attended only by the following: the members of the Board; the student and the person accompanying them (if any); the University Secretary (or nominee) as Secretary to the Board; a professional observer (where appropriate); a legal adviser to the Board; the student observer; and at the Board of Discipline - the

Disciplinary Offer presenting the allegations against the student and the person accompanying the Disciplinary Officer (if any).

7.6 All persons other than the members of the Board of Discipline or Board of Appeal and the Secretary shall withdraw from the room in which the hearing is held whilst the Board considers its decision.

7.7 The Board of Discipline and Board of Appeal may postpone or adjourn its meeting and may request additional information and/or that witnesses are invited to attend the Board provided that this does not prejudice the proper conduct or presentation of the case on behalf of the student.

The Board of Discipline shall on the postponement or adjournment of a meeting have power to suspend a student's privileges or to suspend a student from the University until the date of the reconvened meeting.

7.8 The Secretary shall prepare a record of the hearing of the Board of Discipline and Board of Appeal, including a précis of the evidence given and of the statements made by witnesses.

7.9 A statement of the decision made on any case by the Board of Discipline and the Board of Appeal shall be sent to the Senate. However, the names and details shall be confidential to the student concerned, the complainant, the Disciplinary Officer, the Board of Discipline or the Board of Appeal, as appropriate. Information will be retained on the student's University record and will be held for as long as it is necessary and appropriate to do so.

7.10 At a Board of Discipline

In addition to the provisions set out in Sections 7.1-7.9:

[a] The student and the person presenting the allegations may each call any witnesses as they may think fit provided that they give notice of the names of such witnesses to the Secretary in writing at least 5 working days before the date of the meeting of the Board of Discipline.

[b] The allegations against the student shall be presented by a Disciplinary Officer who may be accompanied by one person. The allegations presented by the Disciplinary Officer must be based on the documentary evidence sent to the Board members and the student in advance of the meeting. The Disciplinary Officer may recommend an outcome to the Board of Discipline.

[c] The student, or the person representing the student shall be entitled to present a statement.

[d] Each party shall be entitled to make a final address to the Board after all the witnesses have been called and the student or the person presenting the case shall have the right to speak last.

7.11 At a Board of Appeal

In addition to the provisions set out in Sections 7.1-7.9:

- [a] The Board of Appeal, at the discretion of the Chair, may call any witnesses as it may think fit provided that the student is given notice of the names of such witnesses in writing at least 5 working days before the date of the meeting of the Board of Appeal.
- [b] The student may each call any witnesses as they may think fit provided that they give notice of the names of such witnesses to the Secretary in writing at least 5 working days before the date of the meeting of the Board of Appeal.
- [c] The primary role of witnesses appearing before the Board of Appeal is to provide evidence relevant to the grounds upon which the appeal has been submitted. However the Board of Appeal may, at the discretion of the Chair, hear other evidence relevant to the case.
- [d] The Chair of the Board of Discipline shall present a summary of the findings of the Board of Discipline.
- [e] The student, or the person representing the student shall be entitled to present a statement.
- [f] The student shall be entitled to make a final address to the Board of Appeal.

8. Criminal offences

- 8.1 Where a student is alleged to have committed a criminal offence the University can impose precautionary measures at an early stage pending the outcome of any criminal proceedings. Any measures undertaken would not be a penalty or sanction and would not indicate that the University has concluded that the student has committed any criminal offence. Such action would only be undertaken following referral to a Disciplinary Officer, who would undertake a risk assessment, and would only be for the reasons outlined below:
- [a] to ensure that a full and proper investigation could be carried out (either by the police or a university investigator); and/or
 - [b] to protect the reporting student or others whilst the allegation is being dealt with.
- 8.2 Any precautionary action taken under 8.1 above must be reasonable and proportionate, and could include:
- [a] Imposing conditions on the student (for example, requiring them not to contact the reporting student and/or certain witnesses and/or requiring the them to move accommodation);
 - [b] Suspending the student from their studies (in accordance with Section 3 above);
 - [c] Excluding the student from certain areas of the University (for example, prohibiting them from going to certain accommodation blocks or using the sports facilities).

- 8.3 Where, at the completion of any police investigation, a student has not been convicted of a criminal offence, the University reserves the right to take its own disciplinary action, if a breach of University Regulations is involved.
- 8.4 The University reserves the right to report incidents to the police where it considers it necessary and appropriate to do so

9. Serving of Notices and Attendance

Notices in writing shall be deemed to have been properly served as follows:

- 9.1 By any Officer of the University upon a student: by delivering the notice by hand to the student, by sending it by email or by First Class post to the student at the last known address which the student has registered with the University.
- 9.2 By the student or adviser upon the University: by delivering the notice by hand to the office of the University Secretary (or nominee) at the University, by sending it by email or by First Class post addressed to the University Secretary (or nominee) of the University.
- 9.3 Notices sent by post shall be deemed to have been served at the time at which the letter would in the ordinary course be delivered.
- 9.4 If there are mitigating circumstances the student has the right to seek a postponement of a meeting of the Board of Discipline or of the Board of Appeal. The student must request a postponement at least 3 working days before the date of the Board. In the absence of mitigating circumstances and with the agreement of the Chair, a Board meeting can proceed in the absence of the student if the student does not attend at the appointed time and has not contacted the Secretary to the Board at least 3 working days before the scheduled time for the Board meeting to arrange a postponement. For the avoidance of doubt, a Board meeting can only be delayed if the student is able to provide documentary evidence of mitigating circumstances that prevent their attendance. The Chair of the Board has authority to decide whether the mitigating circumstances presented by a student are sufficient to warrant a postponement of the Board meeting. Under no circumstances can a Board meeting be delayed more than once.

Notes

1. *'Suspension of privileges' means, for the purpose of this Ordinance:*
- *exclusion from certain buildings, departments, activities or parts of the University Campus*
 - *selective restriction on attendance at the University*
 - *prohibition on exercising the functions or duties of any office or committee membership in the University or the Students' Union*
 - *withdrawal of certain facilities or services*
2. *'Suspension from the University' means, for the purpose of this Ordinance:*
- *total prohibition for a specified period on attendance at or access to the University (including the Students' Union) or participation in University or Students' Union activities. It may be subject to qualification, such as permission to attend the University to sit an examination.*

3. *'Termination of enrolment' means, for the purpose of this Ordinance:*
 - *the student cannot continue with the degree programme, but may be permitted to enrol for an alternative degree programme, subject to normal entry requirements.*

4. *'Expulsion' means, for the purpose of this Ordinance:*
 - *the student ceases to be a student of the University, and may not be re-admitted to the University on any future occasion.*

Amended April 2018

III. REPRESENTATION OF THE ACADEMIC STAFF ON THE COUNCIL

1. Pursuant to Statute XI, 1(ii)(c) the representative of the Academic Staff shall be appointed to the Council in the manner following.
2. The normal period of office on the Council of this representative shall be four years.
3. When a vacancy in the Academic Staff representation on the Council is about to occur, the University Secretary shall inform those members of the Senate who are academic staff representatives (i.e. they are not Heads of College, Heads of School or Professors), and invite them to nominate one of their members to fill the vacancy.
4. If no nomination is forthcoming within four weeks, all members of the Academic Staff shall be invited to submit written nominations for appointment and if more than one nomination is received to conduct a ballot with the vacancy being filled by the candidate receiving the greatest number of votes.
5. The manner of the election, save as here provided, shall be determined by the University Secretary.
6. Casual vacancies in the representation on Council shall be filled as they arise by an election conducted (so far as is relevant) in the manner specified above.

Amended December 2017

V. MEMBERSHIP OF THE COURT

The Court shall consist of the following persons :

(i) Ex-officio members:

- (a) The President
- (b) The Vice-Presidents
- (c) The Treasurer
- (d) The Vice-Chancellor
- (e) The members of the Council
- (f) The members of parliament representing constituencies in areas covered by the Councils listed in (ii) (b) below
- (g) The members of the National Assembly for Wales representing constituencies in areas covered by the Councils listed in (ii) (b) below

(ii) Appointed members:

- (a) HM Lord Lieutenant of Gwynedd
- (b) One person nominated by each of the principal Councils of Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd, Powys and Wrexham appointed by the Councils
- (c) One person nominated by each of the NHS Trusts in North Wales appointed by the Trusts
- (d) The Principals of the Further Education institutions in North Wales appointed by the FE institutions
- (e) One person nominated by each of the recognised Campus Trade Unions appointed by the Unions
- (f) One person nominated by the City of Bangor Council
- (g) Two persons nominated by the Alumni Advisory Board
- (h) Two persons nominated by the Students' Union
- (i) One person nominated by the North Wales Business Club
- (j) One person nominated by the CBI (North Wales)

(iii) Co-opted members

Up to 10 lay persons, appointed by the Council

Note : The Court is a public meeting, but only members may vote on any matter.

Amended August 2008

VI. PROCEDURE FOR THE APPOINTMENT OF THE PRESIDENT AND VICE-CHANCELLOR

1. The President and Vice-Chancellor shall be appointed by the Council and shall hold office until his/her retirement or until his/her previous death, resignation or removal from office (Statute V, 1 & 2).
2. When a vacancy occurs, or is known to be about to occur, in the office of President and Vice-Chancellor, a Committee of the Council shall be appointed, consisting of:

The Chairman of the Council, who shall be Chairman
Two other members of the Council,
not being members of the Senate
One Vice-Chancellor of another institution
Three members of the Senate, nominated by the Senate

The Committee shall have the power to co-opt to its membership not more than two members of the Council, not being members of the Senate, and an equal number of members of the Senate.

The President and Vice-Chancellor going out of office shall not be a member of, but may be consulted by, the Committee.

3. The University Secretary shall act as Secretary to the Committee.
4. The vacancy in the office of President and Vice-Chancellor shall be publicly advertised. The Committee shall also seek possible candidates for the office by private enquiry, or any other means, and shall report to the Council.
5. The Council shall consider the report of the Committee and shall make an appointment or take such other action as it shall think fit.

Amended December 2017

VII. PROCEDURE FOR THE APPOINTMENT OF THE SECRETARY & REGISTRAR

1. The Secretary and Registrar shall be appointed by the Council (Statute VII, 1).
2. When a vacancy occurs, or is known to be about to occur, in the office of Secretary and Registrar, a Committee of the Council shall be appointed, consisting of:

The Chairman of the Council, who shall be Chairman
The Vice-Chancellor
Two members of the Council, not being members of Senate
Two members of the Senate, nominated by the Senate
3. At its first meeting the Committee shall appoint an external assessor who shall be a Registrar from another University, and shall become a full member of the Committee.
4. The Vice-Chancellor shall nominate an appropriate officer to serve as Secretary to the Committee.
5. The vacancy in the office of Secretary and Registrar shall be publicly advertised. The Committee shall also seek possible candidates for the office by private enquiry or any other means, and shall report to the Council.
6. The Council shall consider the report of the Committee and shall make an appointment or take such other action as it shall think fit.

Amended August 2008

VIII. THE STUDENTS' UNION

This Ordinance is made pursuant to Article XV
of the Charter and Statute XVII

1. Title

The Organisation of Students of the Bangor University shall be known as the Bangor University Students' Union, hereinafter called "the Union".

2. Membership

2.1 All registered students of the University shall be eligible to become ordinary members of the Students' Union.

2.2 There shall be such further categories of membership (including life members, honorary members and reciprocal members) as may be specified in the Rules of the Union.

3. Objects and Powers

3.1 For the benefit of current and future members, the objects of the Union are:

- (i) To enhance their education
- (ii) To promote the general interest and welfare of the students of the University.
- (iii) To promote the cultural, intellectual, social and athletic activity of the students of the University.
- (iv) To promote closer integration and co-operation between the members and the local community.
- (v) To supply services and other facilities for the student body.

3.2 Subject to the Charter, Statutes, Ordinances and Regulations of the University, the Union shall, in addition to all other powers vested in the Union by this Ordinance, have the following powers:

- (i) To manage the internal affairs of the Union including the finances of the Union.
- (ii) To make recommendations to the University and other bodies in furtherance of the objects of the Union.

4. Constitutional Rules

4.1 The Union shall make such Constitutional Rules for the management of its affairs as it considers necessary provided that:

- (i) Such Constitutional Rules shall not be repugnant to this Ordinance.
 - (ii) All such Constitutional Rules shall be approved by the Students' Union Task Group, acting under powers delegated by the Council.
- 4.2 All approved Constitutional rules shall be binding on all members of the Union.
- 4.3 Constitutional Rules shall provide for:
- (i) The election of officers and committees of the Union.
 - (ii) The election or appointment of such representatives (being ordinary members) as may be required to serve on the Court, the Council, the Senate and committees of the University.
 - (iii) The holding of General Meetings.
 - (iv) The control of Union finances, the keeping of books of account and the preparation of the annual statement for audit.
- 4.4 There shall be provision for the amendment or revision of Constitutional_Rules by decision of a Trustee Board after due notice has been given. Any such amendment or revision shall require the approval of the Students' Union Task Group, which shall not unreasonably withhold approval.

5. Officers and Government

- 5.1 The Officers of the Union shall be a President together with such other Officers as shall be specified by the Constitutional Rules, All officers shall be registered full-time students of the University at the time of their election and for their period of office.
- 5.2 The affairs of the Union shall be conducted in accordance with the terms of *the Memorandum of Agreement between the University and the Students' Union* and such procedures as might be specified by the Constitutional Rules.
- 5.3 The Union shall have such Sabbatical Officers as have been approved by the Student Services/Students' Union Task Group. Such Sabbatical Officers shall be registered full-time students of the university at the time of their election and shall be registered as full-time students for their period of office as Sabbatical Officers. During this period they may, but need not, be registered for an academic course; but in any case such study shall not count towards the requirements for any degree, diploma, or other academic award. Sabbatical Officers shall be issued with a Service Agreement by the University which recognises their position as full time students of the University.

6. Discipline

- 6.1 The rules of the Union shall make provision for a disciplinary procedure to deal with alleged cases by members of any of the following:
- (i) Breaches of the Constitutional Rules.
 - (ii) Abuse of Union property.

(iii) Disorderly behaviour on Union premises or during the conduct of Union business.

6.2 In the case of an alleged offence which may be also a breach of University Rules, provision shall be made in the disciplinary procedure for consulting the University Authorities before any action is taken by the Union. In any such case the University disciplinary procedure shall take precedence over that of the Union.

7. Finance

7.1 Subject to the provisions of the Memorandum of Agreement between the University and the Union, the University shall make an annual grant to the funds of the Union. The amount of the grant will be determined by the Council and included in the University's financial estimates.

7.2 Members of the Union other than ordinary members shall pay such subscriptions as shall be specified by the Constitutional Rules of the Union.

7.3 The financial year of the Union and its affiliated clubs and societies shall end on 31st July, after which date the accounts of the Union shall be audited by the University Auditors. The accounts shall include a comprehensive statement covering all financial transactions of the Union. The audited accounts and the Auditor's report shall be presented to a General Meeting of the Union before being sent to the University Secretary for presentation to the Students' Union Task Group and the Audit & Risk Committee.

7.4 In case the Union fails to provide the audited statement of accounts by a specified date following the due date, or in the event of the University being satisfied that the financial viability of the Union has been placed at risk by mismanagement, fraud or failure to keep proper accounts, the University shall have power to take over the management of Union finances in a manner to be determined by the University.

8. Reserve Powers

8.1 The Council shall have the right to suspend the Constitutional Rules of the Union and to assume responsibility for all aspects of the Union's affairs in the event of the Union failing to operate within the terms of this Ordinance and its own Constitutional Rules.

8.2 The Council shall have the right to suspend the Constitutional Rules of the Union and to assume responsibility for all aspects of the Union's affairs in the event of the Union failing to comply with any reasonable requirement of the Council in respect of any legal obligation concerning the Union which is placed upon the University.

Amended December 2017

IX. REPRESENTATION OF THE SENATE ON THE COUNCIL

1. Pursuant to Statute XI, paragraph 1(ii)(b) and 4, the two representatives of the Senate on the Council shall be appointed by the Senate upon the recommendation of its Nominations Committee.
2. The normal period of office of each such representative shall be four years.
3. Casual vacancies in the representation shall be filled as they arise by the Senate Nominations Committee recommending to the Senate a person to serve for the remaining period of the vacancy arising.

Amended August 2008

XI. THE ADMISSION OF STUDENTS

1. Article V of the Charter, paragraph (ii), states that the University shall have power "to admit persons as students of the Bangor University or to any course of study or research upon such conditions as Bangor University may think fit". Statute V, paragraph 4, states that "the Vice-Chancellor may, without assigning any reason, refuse to admit any person as a student".
2. This power to admit persons as students is delegated to appropriate admissions officers (whether located in a central service department or an academic department) who shall act in accordance with University policies and procedures approved by the relevant University committee. This power is subject always to the power of the Vice-Chancellor to refuse admission conferred by Statute V. Admissions Officers shall have the following powers:
 - (i) to require any student before admission to sign a declaration undertaking to comply with the Rules of the University
 - (ii) to require any student before admission to satisfy the University that the student will be in a position to meet the financial requirements of the University.
3. Arrangements for the registration of students shall be prescribed by Regulation of the Senate. The University shall have power to refuse registration or re-registration to any student who is in debt to the University.

Amended August 2008

XII. THE SENATE

1. Membership

- 1.1 The Senate shall comprise the following:
- (a) The Vice-Chancellor (Chair)
 - (b) Any Deputy Vice-Chancellor and Pro Vice-Chancellors
 - (c) All Heads of Colleges
 - (d) All Heads of Schools
 - (e) All Heads of Interdisciplinary institutes approved for this purpose
 - (f) One representative of each academic School, to be appointed by each School
 - (g) Five student representatives, appointed by the Students' Union
 - (h) Up to five individuals who are co-opted members and approved by the Senate
 - (i) Up to ten independent academic members
- 1.2. The Secretary to the Senate shall be the University Secretary or his/her nominee. Other officers may attend Senate meetings in an advisory capacity or as observers.
- 1.3 Other individuals may attend Senate meetings on the invitation of the Chair.
- 1.4 The Independent Academic Members of the Senate shall be appointed in the following manner:
- (i) When a vacancy in the independent academic representation is about to occur, the University Secretary or his/her nominee shall inform all members of the Academic Staff currently in post of the fact and shall call for nominations.
 - (ii) Each nomination sent to the University Secretary shall be signed by a proposer and seconder and shall be accompanied by a statement by or on behalf of the candidate of willingness to serve.
 - (iii) If more than ten nominations are received, the University Secretary shall arrange for a ballot of all those invited to submit nominations and the vacancy shall be filled by the candidates receiving the largest number of votes. The manner of the election, save as here provided, shall be in the discretion of the University Secretary.
 - (iv) The result of the election shall be published by the University Secretary.
 - (v) Any casual vacancy arising shall be filled as it arises by a procedure similar to that specified above. Any person appointed to fill a casual vacancy shall serve for the remaining period of the vacancy arising.
 - (vi) The period of office shall be three years beginning on the first day of August following election and representatives are eligible for re-election upon the expiry of one term.

2. The Senate shall normally meet on four occasions each academic year.
3. The Senate is the academic authority of the University and is the ruling body on matters which require academic judgement. Examples of such matters are:
 - Regulations relating to degree programmes and students
 - Student assessment, progression and appeals
 - Student registration or the termination of studies
 - Student discipline
 - The award of prizes, scholarships etc.
 - The length and structure of the academic year
 - Timetabling issues
 - Individual student cases.
4. The Senate may also engage in discussion of strategic matters affecting the academic domain.

Amended June 2018

XIII. THE COUNCIL

1. This Ordinance incorporates the substance of the following Ordinances:

Officers of the Council : (Section 3 below)
Meetings of the Council : (Section 4 below)

which were confirmed on 22nd April, 1981, and which are hereby repealed.

2. Membership

- 2.1 A register of members of the Council shall be kept by the University Secretary, showing their names and addresses, the capacity in which they serve and their periods of office. This register shall be open to inspection by any member of the Council and any member of the Court at all reasonable times.
- 2.2 The University Secretary shall ensure that any body empowered under Statute XI,1 (ii) to appoint a member of the Council receives formal notice to appoint not less than one month prior to the end of the term of office of that member or within one month after the University Secretary has been informed of a vacancy in the representation.
- 2.3 Members of Council receive no remuneration for their services, but the University pays travel and subsistence expenses in accordance with its financial regulations.
- 2.4 A request can be made to the Chair of Council to remove a member from the Council for good cause, including improper conduct, financial impropriety, breaches of confidentiality, failure to attend meetings, or ineligibility to be a charity trustee.

A request must be made by at least two members of the Council, giving grounds for the removal and a Panel consisting of three lay members of the Council must be established to consider the request and make a recommendation to the Council on whether to uphold the request or dismiss it. This panel must be formed from members other than those making the initial complaint, and an independent member.

3. Officers

- 3.1 The Council shall appoint a Chair and not more than two Deputy Chairs each of whom shall hold office for a period of three years (or such shorter period as may be specified on election) or until the person appointed ceases to be a member of the Council (whichever period is the shorter). The Chair and Deputy Chair shall be eligible for re-appointment for a second term of three years.
- 3.2 The University Secretary shall serve as Secretary to the Council, and this function may be delegated only in case of his/her absence.
- 3.3 If a vacancy occurs in the office of Chair during his/her elected term the Council shall appoint an Acting Chair from among its members to serve until a new Chair is appointed in accordance with the provisions of 3.1 above.

- 3.4 If a vacancy occurs in the office of Deputy Chair during the elected term of office, the Council shall, as soon as may be convenient, take steps to ensure that one of its members has been elected as Deputy Chair for an appropriate term.
- 3.5 If at any time there is no Chair or Deputy Chair present, the members present shall choose one of their number to be Chair of the meeting.

The term 'year' in paragraph 3.1 above shall be interpreted to mean 'academic year' and shall be taken to start on the first day of September.

4. Meetings

- 4.1 The Council shall meet upon such occasions as shall be determined by Ordinance or as the Chair of the Council may direct, or if requested by written notice signed by at least seven members of the Council provided such notice states the purpose for which the meeting is required
- 4.2 There shall be five ordinary meetings of the Council each year.

These meetings shall be called Ordinary Meetings, and shall be deemed to be convened by the Chair. Any meeting other than those specified above shall be called an Extraordinary Meeting.
- 4.3 Every meeting of the Council shall be convened by notices sent by post to the members thereof. The Chair may convene an Extraordinary Meeting.
- 4.4 Accidental omissions to send notices, accidental errors in addressing them and failure in the postal delivery thereof shall not invalidate the proceedings of the meeting thereby convened.
- 4.5 Proceedings of the Council shall not be invalidated by reason of any vacancy in the Council nor by reason of any defect in the appointment of any person voting as a member.
- 4.6 The request for an Extraordinary Meeting in accordance with paragraph 4.1 above shall be sent to the University Secretary, and shall state the business to be transacted at the meeting. The notice convening any Extraordinary Meeting shall state the business to be transacted at that meeting and at such a meeting the business shall be restricted to that of which the notice has been given and such business as is declared by the Chair to arise directly out of that business.
- 4.7 Any member wishing to bring forward any business at an Ordinary Meeting shall give to the University Secretary in writing not less than ten days' notice of the same. The University Secretary shall, not less than four days before every Ordinary Meeting, send by post to every member of the Council notice of all business to be brought before such meeting, including, as far as may be possible, a statement of the nature of the business to be reported upon by any Committee.
- 4.8 The quorum for any meeting of the Council shall be one half of the total membership, provided that lay members are in the majority. The Chair or Vice-Chancellor must be

present.

- 4.9 If no quorum is present at a meeting within half an hour from the time appointed, the meeting, if Extraordinary, shall be dissolved; if Ordinary, shall stand adjourned to that day fortnight, at the same hour and place, and, if no quorum is present on that occasion, shall be dissolved.
- 4.10 Any meeting may be adjourned to a time and place to be fixed by the meeting.
- 4.11 The Council shall receive written information each year on the list of members, showing members as *ex-officio*, appointed or co-opted, and giving dates of retirements.

5. Standing Orders

- 5.1 Pursuant to Statute XXIII paragraph 1 (viii) the Council has power to make Standing Orders for the purpose of regulating its procedure.
- 5.2 Such Standing Orders may specify that a particular item of business shall require a vote of not less than two thirds or three quarters (as may be specified in any particular case) of the members present and voting.

6 The Annual Report

The Council shall present to the Court at its Annual Meeting each year a report on the University's work during the previous year.

Amended December 2017

XIV. THE OLD STUDENTS' ASSOCIATION

1. The Council shall have power to recognise any body of former students as the Old Students' Association and may by Ordinance prescribe conditions subject to which such recognition is afforded (Statute XVIII).
2. This Ordinance herewith affords such recognition to the Association formed in the year 1898 and known as "The Old Students' Association, Bangor University". In particular the Association named is recognised as entitled to appoint members of the Court and Council in accordance with Statutes X and XI.
3. This recognition is afforded on the basis that the University and the Association are separate and independent bodies, subject to any agreement made between them and to the Charter, Statutes and Ordinances of the University.

Amended August 2008

XV. THE SEAL

1. The Council shall have the sole custody and use of the Common Seal of the University with full power to break or make anew the said Seal (Statute XII(xix)).
2. The custody of the Seal shall be entrusted to the University Secretary.
3. The Seal shall be executed on behalf of the Council by a Sealing Committee consisting of three persons as follows:
 - (a) Two members of the Council
 - (b) The University Secretary or his/her nominee.
4. Any document to be sealed shall be signed by three persons listed in 3 above.
5. A register shall be kept by the University Secretary in which shall be recorded particulars of every document concerned and the execution thereof. A list of documents sealed shall be reported to the Council.

Amended December 2017

XVI. COMMITTEES OF THE COUNCIL

1. By Statute XII (xix) the Council has power to provide for the establishment of Committees including representatives of the Council and such other persons as the Council may determine and to prescribe the method of appointment and the functions of such Committees.
2. There shall be Committees of the Council as specified below. The members shall be appointed by the Council, normally on the recommendation of the Nominations and Governance Committee. Members shall serve for 3 years, and may be reappointed provided that they remain members of the Council, unless this is specifically excluded in the constitution of the Committee.
3. Each Committee shall have a Chair appointed by the Council for a specified period. The Secretary of each Committee shall be appointed by the University Secretary.
4. Minutes of each meeting shall be presented to the Council.
5. Unless otherwise ordered by the Council, the quorum for a committee of five or more members shall be **three**, and the quorum for a committee of fewer than five members shall be **two**.
5. Each committee shall have the power to co-opt up to three individuals who are not members of the Council and who need not necessarily be members of the University to serve on the Committee for a period of three years. Upon expiry of this term, co-option for one further period of three years is permitted.
7. The standing committees of the Council shall be as follows:
 - (a) **Finance and Resources Committee**
 - (i) **Composition**

<i>Ex-officio</i>	The Chair (appointed by the Council) The Treasurer The Vice-Chancellor Any Pro Vice-Chancellor with responsibility for Resources The President of the Students' Union
<i>Appointed</i>	Three additional lay members of Council
 - (ii) **Terms of Reference**
 - (1) To keep under review on behalf of the Council the overall financial health of the institution.
 - (2) To consider and make recommendations on the financial strategy for the University.
 - (3) To consider and make recommendations on the budget for each year.

- (4) To consider financial statements, and in particular to recommend approval of the Annual Accounts.
- (5) To monitor the University's liquidity position.
- (6) To set general policy on investments and consider reports from an Investments Committee.
- (7) To consider and decide upon any borrowing request (subject to HEFCW approval).
- (8) To approve mechanisms for setting tuition and other fees.
- (9) To authorize the creation of new enterprises or companies by the University, and to approve any investment therein or in any associated company of the University..
- (10) To consider and decide upon the University's insurance cover.
- (11) To appoint Bankers and other financial advisers, and to agree the terms of such appointments including any fees which may be payable.
- (12) To consider and make recommendations on the estates strategy, including plans for building developments, building maintenance, grounds and gardens, furniture or major equipment.
- (13) To ensure that mechanisms exist to manage the major assets of the University safely, legally and effectively.
- (14) To consider and make recommendations on proposals for the purchase, lease or disposal of land or buildings.
- (15) To consider and decide upon any matter relating to the oversight of residential accommodation and catering, and hospitality services.
- (16) To deal, on behalf of the Council, with such matters of urgency as the Chair of Council may determine, and which have arisen when no meeting of the Council is scheduled.
- (17) To act on behalf of the University as principal employer in matters relating to the Bangor University Pension and Assurance Scheme.
- (18) To report to the Council.
- (19) To undertake an annual review of the performance and effectiveness of the Committee.

(b) Audit & Risk Committee

(i) Composition

- (1) The Committee shall consist of:

Up to 5 persons appointed by the Council from amongst the lay members of Council who are not members of the Finance and Resources Committee.

- (2) The Committee shall have power to co-opt up to three persons, who need not necessarily be members of the University, to provide appropriate expertise.
- (3) At least one member of the Committee must have a background in finance, accounting or auditing.
- (4) The Chair must be chosen from among the lay Council members of the Committee.
- (5) The President of the Students' Union shall be in attendance.

(ii) Terms of Reference

- 1) To ensure that the University complies with the mandatory requirements of the HEFCW Audit Code of Practice.
- 2) To advise the Council on the appointment and remuneration of the internal and external auditors (and the head of internal audit, if applicable), the scope of their work, any non-audit services provided, and any questions of their resignation or dismissal.
- 3) To monitor annually the performance and effectiveness of internal and external auditors, including any matters affecting their independence and objectivity.
- 4) To determine the overall nature and scope of audit work (including review and approval of the internal and external audit strategies), promote co-ordination between internal and external auditors and ensure, as far as is reasonably practicable, that the resources made available for internal and external audit are sufficient to meet the institution's needs.
- 5) To consider the findings and conclusions arising from audits, including a review of the external auditor's Management Letter and the management responses, and any benchmarking information that is provided.
- 6) Monitor the implementation of recommendations made in audit reports, audit-related letters and guidance, and reports from external bodies, authorizing appropriate action as necessary.
- 7) Initiate any other audit investigations relating to any of the University's activities, where considered appropriate by the Committee.

- 8) Review the audit aspects of the institution's financial statements, including the audit report, the statement of governors' responsibilities, and the statement of internal control.
- 9) To ensure that all serious weaknesses resulting in actual or potential significant losses are reported to internal and/or external audit and properly investigated.
- 10) Review the audit aspects of the financial statements relating to the Students' Union and any subsidiary companies of the University.
- 11) To monitor and review the effectiveness of the University's risk management, control and governance arrangements and to report to Council any matters on the strategic risk register that involve accepting a higher level of risk than that agreed by Council in the University's risk appetite statement.
- 12) To advise the Council as to whether the University has adequate systems and procedures in place to promote economy, efficiency and effectiveness (value for money), including review of the University's annual procurement report.
- 13) To review the assurance mechanism for ensuring compliance with the University's corporate governance requirements and oversee the implementation and annual review of key governance policies (including fraud, whistle-blowing, and anti-bribery policies), providing Council with assurance that policies and procedures are consistently applied and that there is compliance with relevant legislation.
- 14) To advise the Council as to whether the University has adequate systems and procedures in place to manage and assure the quality of data submitted to the funding council, and other bodies such as the Higher Education Statistics Agency and the Student Loans Company.
- 15) To advise the Council on the robustness of the University's due diligence processes.
- 16) Review on behalf of Council an annual report of formal complaints received by the University.
- 17) To submit an Annual Report to the Council including the Internal Auditor's Annual Report, and indicating the Committee's opinion on the extent to which the Council, in discharging its responsibilities, may rely on the University's internal control systems.
- 18) To undertake an annual review of the performance and effectiveness of the Committee.

(iii) Reporting

The Committee is required to present an annual report to the Council on its work during the previous financial year. This must encompass the Internal Auditor's Annual Report, and it should contain the Audit & Risk Committee's opinion on the extent to which the Council, in discharging its responsibilities, may rely on the University's internal control systems.

(c) Health & Safety Committee

(i) Composition

Ex-officio

Chair (appointed by Council)
 The Vice-Chancellor
 Deputy Vice Chancellor
 University Secretary
 The President of the Students' Union
 The Director of Human Resources
 The Director of Estates & Facilities

- 2 appointed by the Council from the members of the Council who are not members of the Senate
- 2 appointed by Senate who shall be Heads of a College or School
- 6 Safety Co-ordinators to represent all sectors and activities at the University
- 10 to be appointed by Trades Unions
- 2 appointed by the Students' Union

Chair of Sub-Committees – The Chair of each sub-committee shall be co-opted as a member of the Health & Safety Committee

(ii) Terms of Reference

- (1) To recommend such action as is thought necessary to fulfill the legal obligations of the University regarding matters of health and safety and to ensure that reasonable steps are taken to promote the health and safety of staff, students, authorised visitors and members of the public lawfully entering the University precincts.
- (2) To advise the University on questions of safety policy, to oversee the implementation of the approved University Safety Policy and to recommend to the Council any amendments required in the statement of that policy.
- (3) To report annually to the Council on the University's health and safety performance.
- (4) To appoint such sub-committees as it may deem necessary.

- (5) To report to the Council
- (6) To undertake an annual review of the performance and effectiveness of the Committee.

(d) Bilingualism Committee

(i) Composition

Ex-officio

(7 members)

Chair appointed by Council
 The Vice-Chancellor
 The Pro-Vice-Chancellor (Welsh Medium)
 The President of the Students' Union or an officer of the Union nominated by the President
 The Director of Canolfan Bedwyr

2 members appointed by the Council from the members of the Council who are not members of the Senate

1 member appointed by the Senate from the representatives of the Senate on the Council

1 member appointed by the Senate

1 member appointed by and from the student members of the Council

(ii) Terms of Reference

(1) To be responsible for the implementation and development of the language scheme of the University.

(2) To be responsible, on behalf of the Council, for ensuring that the University complies with relevant requirements of the Welsh Language Act and any other similar legislation.

(3) To act on any matter as may be required by the Council.

(4) To report to the Council.

(5) To undertake an annual review of the performance and effectiveness of the Committee.

(e) Ethics Committee

(i) *Composition*

Chair: Appointed by the University Council

Ex-officio:

Deputy Vice-Chancellor (Research)

Chair, Ethical Review Committee
Chairs of Academic Ethics Committees
President of the Students Union
One Senior Administrative Member of Staff from each College

Appointed:

2 lay members of Council
2 members of Senate

The Committee shall have the power to co-opt to membership not more than two other persons who may be drawn from either within or outside the University. Co-opted members shall serve in that capacity for a period of 3 years and may be re-appointed for one further term of 3 years.

(ii) *Terms of Reference*

- (1) To advise the Council and Executive on general matters of ethics (particularly research) including if requested, guidance on what should be regarded by the University as ethically acceptable.
- (2) To establish a general framework for the operation of Academic Ethics Committees and to ensure that where such Committees are created they work within the general guidelines and standards set by the Committee.
- (3) To receive the reports of the Ethical Review Committee, as a sub-committee, and to advise the Council thereon.
- (4) To monitor the work of the various Academic Ethics Committees and to report to the Council thereon even though it is acknowledged that the primary function of such Committees is to advise the College / School concerned.
- (5) To receive an Annual Report, at its first meeting of the academic year, from each Academic Ethics Committee.
- (6) To act on any other matter consistent with the above as may be required by the Council.
- (7) To report to the Council, including providing the Council with an Annual Report.
- (8) To meet twice per academic year.
- (9) To undertake an annual review of the performance and effectiveness of the Committee.

(f) The Strategy Committee

(i) Composition

Ex-officio The Chair of Council (Chair)
 The Chair of the Finance & Resources Committee
 The Chair of the Audit & Risk Committee
 The Vice-Chancellor
 The Pro Vice-Chancellors
 The University Secretary

Appointed: Three additional lay members of the Council

Other Council members and Executive members may be invited to attend meetings for specific agenda items.

(ii) Terms of Reference

- (1) To consider and make recommendations to the Council on the general or long-term direction of the University.
- (2) To consider and make recommendations to the Council on the University's Strategic Plan, Mission, Values, and main objectives.
- (3) To consider the performance of the University against its planned strategies.
- (4) To consider major strategic proposals prior to being presented to the Council for approval and advise the Council, as appropriate.
- (5) To consider matters and develop strategies referred to it by the Executive and the Council.
- (6) To deal, on behalf of the Council, with such matters of urgency as the Chair of Council may determine, and which have arisen when no meeting of the Council is scheduled.
- (7) To report to the Council.
- (8) To undertake an annual review of the performance and effectiveness of the Committee.

(iii) Frequency of Meetings

The Committee shall meet five times a year, between meetings of the Council.

(g) Nominations & Governance Committee

(i) Composition

The Chair of Council
The Vice-Chancellor
The Treasurer
Three lay members of the Council elected by the Council
Deputy Vice Chancellor
The longest serving Senate representative on the Council
The Academic Staff representative on the Council
The President of the Students' Union

(ii) Terms of Reference

- (1) To recommend to the Council persons who might be appointed by the Council to serve on the various Committees of the University.
- (2) To conduct appropriate searches and to recommend to the Council persons to represent the University on the various bodies on which the University is represented.
- (3) To keep under review the membership of the Council and to make recommendations to the Council thereon.

- (4) To provide advice on who might be proposed to fill vacant places in the lay membership of the Council.
- (5) To advise the Council on any other matter referred to the Committee by the Council.
- (6) In exercising these functions the Committee shall have regard to the nature of advice issued by the Committee of University Chairmen and other appropriate bodies on relevant issues of University governance.
- (7) To make recommendations to the Council (and thereafter Court) for the appointment of a Chancellor, Pro-Chancellors and Treasurer.
- (8) To report to the Council.
- (9) To undertake an annual review of the performance and effectiveness of the Committee.

(h) Remuneration Committee

(i) Composition

The Chair of Council
 The Chair of the Resources Committee
 1 additional member of the Resources Committee
 1 additional lay Council member
 The University Secretary
 The President of the Students' Union

The quorum for a meeting should be three, two of whom must be lay members of Council.

(ii) Terms of Reference

- (1) To determine and keep under review the salaries, terms and conditions of employment (and, where appropriate, severance payments) of the Vice-Chancellor, all Professors and the holders of all professorial equivalent posts who are on salaries of £70K or more.
- (2) To undertake a review of all salaries within its purview at least once in each academic year.
- (3) To have proper regard in performing these functions, both to the practice of the University sector as a whole and to the particular financial and operational circumstances of the Bangor University.
- (4) The Committee may empower the Vice-Chancellor to determine the initial salaries of newly appointed Professors or holders of professorial equivalent posts. Any salaries determined by the Vice-Chancellor shall

be reported to the Committee at its next meeting for confirmation.

- (5) The Committee may empower the Vice-Chancellor to vary the salary of staff in post should this be considered necessary for purposes of retention. Any salaries varied by the Vice-Chancellor in this way shall be reported to the Committee at its next meeting for confirmation.
- (6) The Committee may empower the appropriate officers to adjust the salaries of staff within its purview in accordance with any nationally agreed pay award without the prior approval of the Committee. Subject to (5) above, no other adjustments to individual salaries may be made without the prior approval of the Committee.
- (7) To receive report from sub-committee(s) who will be reviewing salaries of Professor and the holders of all professorial equivalent posts earning between £47K and £70K.
- (8) To report to the Council.

[NB. Any employee of the University whose salary is under consideration or member who has an interest, shall withdraw from the meeting for such an item.]

(i) Honorary Degree & Fellowships Committee

(i) Composition

The Chancellor or Pro-Chancellor
The Chair of Council
The Treasurer
The Vice-Chancellor
A Deputy Vice-Chancellor or Pro-Vice-Chancellor

(ii) Terms of Reference

- (1) To consider nominations for Honorary Fellowships and decide upon such awards.
- (2) To consider and determine the rules governing such awards.

The Secretary shall report the awards to be conferred, after the individuals have indicated acceptance of an Honorary Degree or Fellowship, but the deliberations of the Committee shall remain confidential.

Amended December 2017

XIX. INFORMATION TECHNOLOGY, INFORMATION & DATA SECURITY

The provisions of this Ordinance shall apply to all staff, students, members and employees of the University and to any other person using University premises or University equipment.

The University's computing equipment (including the network) is provided for the furtherance of teaching and learning, research, and the University's administration and its use for other purposes is forbidden. Use of the University IT services implies and is conditional upon acceptance of these policies.

- (a) The University's Acceptable Use Regulations which set out individual users' responsibilities with respect to information and services
- (b) The University's Data Protection Act Policy the purpose of which is to ensure that the University and the University's staff and students comply with the provisions of the Data Protection Act 1998 when processing personal data. All personal data held in the University must be kept securely in accordance with the requirements of the Data Protection Act, 1998 and must not be disclosed except in accordance with the provisions of the University's Data Protection Policy.
- (c) The University's Freedom of Information Act Policy the purpose of which is to ensure that the provisions of the Freedom of Information Act 2000 are adhered to
- (d) For Systems Administrators, the University "Connection Policy" which sets out the responsibilities of Authorised System Administrators

Failure to comply with these policies could result in action under the University disciplinary procedures, withdrawal of privileges or withdrawal of access to IT and learning resources.

Amended August 2008

XX. DEANS OF COLLEGE

1. In accordance with Statutes VII and XVI, each School in the University shall have a Head who shall be appointed by the Council upon such terms and conditions as it shall think fit. This Ordinance defines the detailed procedures which need to be in place.
2. Each Head of College, who shall be called a Dean, shall be generally responsible to the Vice-Chancellor for the physical and financial resources of the College, for the strategic direction and leadership and for implementing the Universities policies and strategies. The Vice-Chancellor may carry out his managerial responsibilities in this regard through a Senior Pro-Vice-Chancellor or Deputy Vice-Chancellor.
3. When an actual or potential vacancy in the Deanship of a College exists, the following procedure shall be followed:
 - [a] The post shall be advertised internally through the Human Resources Department and applications invited.
 - [b] The component Schools of the College shall be invited by the Human Resources Department to express any comment they wish to make regarding the appointment. Such comments shall be taken into account in the appointment process.
 - [c] Each applicant shall be interviewed by an Appointment Panel comprising:
 - 2 members of the Executive (one of which shall Chair the Panel)
 - 1 Head of another College or School.

A member of staff of the Human Resources Department shall act as Secretary to the Panel.

Where more than three applications are received, it shall be open to the Appointments Panel to shortlist candidates and interview only shortlisted applicants.
 - [d] Following the interview(s), the Panel shall make a recommendation to the Vice-Chancellor regarding the appointment.
 - [e] If the recommendation is accepted, the Vice-Chancellor shall propose to the Council the appointment of the recommended candidate, and may stipulate in his/her proposal the duration of the appointment and any terms and conditions which may apply.
4. If the recommendation is not accepted, the process may be repeated. It shall be open to the Vice-Chancellor to decide at any stage, including at the outset, to advertise externally for the position, in which case the University's normal appointments procedures shall be followed.
5. A Dean of College shall formally be appointed by the Council upon the recommendation of the Vice-Chancellor, and upon such terms and conditions as it shall think fit.
6. Guidelines on the internal structures of Colleges may be provided by the Executive, but the operation of the College shall essentially be a matter for the Dean of College. The

appointment of any Head of School within a College shall be carried out in accordance with Ordinance XXA.

7. In the case of a temporary absence of a Dean of College, or a temporary vacancy in the Headship, the Council – on the recommendation of the Vice-Chancellor – shall appoint an Acting Head.
8. The Council shall have the power to terminate a Dean of College's appointment.

Amended March 2014

XXA. HEADS OF SCHOOLS WITHIN COLLEGES

1. Following on from Ordinance XX, paragraph 6, this Ordinance sets out a procedure for the appointment of Heads of Schools, Centres or Institutes within Colleges.
2. Where an actual or potential vacancy in the Headship of a School, Centre or Institute, the following procedure shall be followed :
 - [a] At the request of the Dean of College, who shall prepare appropriate particulars, the post shall be advertised internally through the Human Resources Department and applications invited.
 - [b] Each applicant shall be interviewed by an Appointment Panel comprising :
 - A member of the Executive (chair)
 - 1 other member of the Executive
 - Dean of College
 - Dean of another College or Head of another School

A member of the Human Resources Department shall act as Secretary.

When more than 3 applications are received, it shall be open to the Appointments Panel to shortlist candidates and interview only the short-listed applicants.

- [c] Following the interview(s), the Panel shall make a recommendation to the Vice-Chancellor, who shall decide on the appointment. The terms of the appointment shall be determined by the Vice-Chancellor and reported to the Remuneration Committee.
- [d] The Vice-Chancellor shall report his decision to the next meeting of the Council.
- [e] If the Vice-Chancellor does not accept the recommendation, the process may be repeated. It shall be open to the Vice-Chancellor to decide at any stage, including at the outset, to advertise externally for the position. In this case, the University's normal appointment procedures shall be followed.
- [f] In the case off a temporary absence of a Head of School or a temporary vacancy in the Headship, the Vice-Chancellor shall – on the recommendation of the Head of College – appoint an Acting Head.
- [g] The Vice-Chancellor shall have power to terminate the appointment of the Head of School, and shall report such a decision to the next meeting of the Council.

Amended March 2014

XXI. THE APPOINTMENT OF ACADEMIC & RELATED STAFF

1. This Ordinance is made pursuant to the Charter and Statutes XI and XX in particular.
2. The provisions of this Ordinance shall apply to all members of the Academic Staff of the Bangor University including those declared by the Senate to have academic status, and to all members of staff on academic-related salary scales.

3. Procedure

3.1 The procedure for the appointment of the following shall be specified by Ordinance as indicated :

- The Vice-Chancellor (Ordinance VI)
- The Secretary & Registrar (Ordinance VII)
- The Pro Vice-Chancellors (Ordinance XXV)

3.2 The procedures for appointing Professors and Readers, and members of staff to academic-related posts equivalent to Professor are specified in this Ordinance.

3.3 The appointment of all other members of the academic or academic-related staff shall be in accordance with the University's agreed appointments procedures.

4. Appointment of Professors

4.1 The title of Professor is a senior academic title which may be conferred on members of the academic staff as a mark of distinction in accordance with approved procedures and standards. Appointments may be one of two types, as follows :

- To Established Chairs
- To Personal Chairs

This Ordinance deals with appointments to established Chairs, for Personal Chairs, Research Chairs, or Honorary Chairs, see Ordinance XXII.

4.2 The decision to establish a Chair must be taken by the Council, and shall normally indicate the status of a subject area within the University's academic strategy and programme. The decision to fill an established Chair may be taken by the Executive, which shall establish an Appointment Committee consisting of:

- The Vice-Chancellor (or his nominee) (Chair)
- One member of the Executive
- One external representative of professorial status who shall have specialist knowledge of the field/subject area in question
- The Head of the relevant academic department (if the Head is a candidate for the Chair, a senior academic in the Department or in a cognate subject area shall be appointed to the Committee by the Vice-Chancellor)

The Vice-Chancellor shall have power to co-opt any other appropriate individual to serve on the Committee, in either a full voting or an advisory capacity.

4.3 The post shall be publicly advertised, except in circumstances outlined in paragraph 4.4. The Appointment Committee may also seek possible candidates through private enquiry, the use of recruitment agents or by other means.

4.4 Where it is proposed that an existing holder of a Personal Chair should transfer to an Established Chair, public advertisement of the post shall not be necessary. Final authority in relation to transferring an existing holder of a Personal Chair to an Established Chair rests with the Professors and Readers Committee. The Committee shall take account of issues of equality of opportunity

An appointment taking place in accordance with paragraph 4.4 may be determined by correspondence.

4.5 The name of a successful candidate for an established Chair shall be reported to the Council, which shall have power to request a full report from the Appointment Committee if necessary.

4.6 The criteria for appointment shall be similar to those for a Personal Chair (see Ordinance XXII), though the Appointment Committee shall have greater regard for the need to demonstrate the qualities of academic leadership than is necessary for the award of a Personal Chair.

4.7 Holders of established Chairs relinquish the title “Professor” when they cease to be employed by the University, but those who retire shall be eligible to have the title ‘Professor Emeritus’ conferred on them by the Council.

5. Appointment of Readers

5.1 The procedure for appointments to Readerships, where this is not determined as a result of internal promotion, shall be the same as for established Chairs set out in paragraphs 4.2, 4.3 and 4.5 above.

5.2 The criteria for appointment shall be the same as those for a personal Readership (see Ordinance XXII).

6. Appointment to Academic-related posts equivalent to Professor

6.1 For each academic-related post equivalent to Professor (i.e. ALC 6 or OR6), there shall be an Appointment Committee comprising :

- The Vice-Chancellor (or his nominee) (Chair)
- One member of the Executive
- One external representative with expert knowledge in the relevant field
- The Head of the relevant Central Department, or if the post is that of Head of Department, the Head of another Central Department

The Committee shall have powers to co-opt other members in either a full voting or an advisory capacity.

6.2 A vacancy for such a post shall be publicly advertised, unless in a particular case the Council shall decide otherwise. The Appointment Committee may also seek possible candidates through private enquiry, the use of recruitment agents or by other means.

6.3 The name of a successful candidate for such a post shall be reported to the Council, which shall have power to request a full report from the Appointment Committee if deemed appropriate.

7. Delegation of Powers

Each Appointment Committee established in accordance with this Ordinance is empowered by the Council to make an appointment.

8. Resignation and Termination of Appointments

8.1 The period of notice required for each category of appointments shall be as specified in the contract of employment of each individual member of staff.

8.2 The procedures for the termination of appointments for good cause or redundancy shall be in accordance with the provisions of Statute XX.

9. Retirement

Members of the Academic Staff may retire at the end of any session after reaching age 60, after giving notice specified in Section 6.1 above, and will be required to retire on the last day of September following or coinciding with the day on which they reach age 65, unless the Council shall on special grounds invite the member to continue in appointment for a specific period. Provided that in the case of such persons employed under a contract of employment that was in force on 21 June 1983, for 'age 65' shall be substituted 'age 67'.

10. Suspension

The Vice-Chancellor shall have power to suspend from duty for good cause any member of the Academic Staff and to exclude any member of the Academic Staff from access to any part of Bangor University provided that :

[a] the member shall remain on full pay during the period of suspension or exclusion

[b] the suspension or exclusion shall be reported to the Council and shall not extend beyond the day after the next meeting of the Council to be held following such suspension or exclusion unless such suspension or exclusion shall be extended by the Council.

11. Remuneration & Review

The Remuneration Committee, on behalf of the Council, shall have responsibility for reviewing and determining the salaries of staff appointed in accordance with this Ordinance.

Amended December 2017

XXII. PROCEDURES FOR APPOINTING PERSONAL CHAIRS, HONORARY PROFESSORS, RESEARCH PROFESSORS, VISITING PROFESSORS & READERSHIPS

Bangor University shall have power to confer Chairs on individuals in accordance with Statute IX. The following procedure shall apply:

Personal Chairs

1. An application for promotion to a Personal Chair shall contain a curriculum vitae set out in accordance with the guidelines for applicants, available from the Vice-Chancellor's Office or the Human Resources website. Applications should normally be made through the Head of School and Dean of College, who will each supply an assessment of the case. In exceptional circumstances applications may be submitted directly to the Vice-Chancellor's Office. The applicant must have a contract of employment with the University.
2. An application shall be considered initially by the Professors and Readers Committee on behalf of the Council.
3. The Professors and Readers Committee shall comprise the Vice-Chancellor, the Deputy Vice-Chancellor and the Pro-Vice-Chancellor (Research & Enterprise), together with other senior members of the University nominated by the Vice-Chancellor.

The Head of the applicant's School shall be a non-voting member of the Committee. In the event that the applicant is a Head of School, the Vice-Chancellor shall appoint the Dean of College to serve as a non-voting member of the Committee.

If the Committee is content that a *prima facie* case is established, independent assessments of the application shall be sought from at least three external persons who shall normally be professors in the same subject/field or in a cognate subject/field.

The selection of external assessors shall be the responsibility of the Professors and Readers Committee, which shall consider suggestions from the Head of School, or – if the applicant is a Head of School - from the Dean of College. The Professors and Readers Committee shall have power to decide, if necessary, that additional views or advice should be sought, and to co-opt individuals to the Committee.

4. The Committee will meet regularly to assess applications and, following correspondence with external assessors, to make decisions regarding promotion.
5. Final authority in relation to promotion rests with the Professors and Readers Committee.
6. The Committee's decision shall be conveyed as a matter of report to the Council.
7. The criteria for promotion to a Personal Chair shall be as follows:

Candidates for a Personal Chair will normally already be at Reader or Senior Lecturer level. Candidates may apply for promotion on the basis of excellence in research, teaching and learning and/or wider contribution to the University. Core criteria for promotion to a Personal Chair are as follows:

- **Research Led** – An international reputation in their field in scholarly research, published work and grant capture.
- **Teaching and Scholarship Led** – A widely recognised and an outstanding authority in their subject and have a sustained presence in the HE Sector in Wales, the UK and potentially internationally.
- **Wider Contribution Led** - A sustained and significant contributions at a Welsh, UK and potentially international level.

Candidates should demonstrate contributions across the breadth of the University's strategic aims, in addition to excellence in the chosen area. Candidates will also be expected to demonstrate leadership in their areas and evidence of facilitating, improving and inspiring the work of colleagues as well as attaining individual excellence.

Honorary Professors

8. Persons nominated for the award of the title Honorary Professor should normally be distinguished scholars external to Bangor University, and not former members of staff who have retired.
9. A nomination should be submitted by the Head of the relevant School. It should contain a brief curriculum vitae, a statement of the individual's record of research or scholarly activity, and a statement of their expected involvement in the work of the University. An assessment of the case should also be supplied by the Dean of College.
10. A nomination shall be considered initially by the Professors and Readers Committee on behalf of the Council.
11. The Head of the relevant School shall be a non-voting member of the Committee.

If the Committee is content that a *prima facie* case is established, independent assessments of the nomination shall be sought from at least three external persons who shall normally be professors or leading authorities in the same subject/field or in a cognate subject/field.

The selection of external assessors shall be the responsibility of the Professors and Readers Committee, which shall consider suggestions from the Head of School. The Professors and Readers Committee shall have power to decide, if necessary, that additional views or advice should be sought, and to co-opt individuals to the Committee.

12. The Committee will meet regularly to assess nominations and, following correspondence with external assessors, to make decisions regarding appointment to Honorary Chairs.
13. Final authority in relation to an appointment rests with the Professors and Readers Committee.
14. The Committee's decision shall be conveyed as a matter of report to the Council.
15. The criteria for conferring the title of Honorary Professor shall in general be as set out in paragraph 7 above for Personal Chairs, although it is open to the Professors and Readers Committee to construe distinction in industry, commerce, the professions or public life as

equivalent to contributions to learning or research. Where distinction in industry or in business is the criterion on which the decision is based, the Committee may designate the candidate 'Honorary Industrial Professor' or 'Honorary Business Professor'.

16. An Honorary Professorship shall normally be conferred for a limited period.

Research Professors

17. The title 'Research Professor' may be assigned to any member of staff who already holds a Chair. Such a decision shall be the responsibility of the Professors and Readers Committee.
18. An appointment may be made without public advertisement to a part-time position of 'Research Professor', provided that the appointee already holds or has held the title 'Professor' awarded by a recognised University. Such a decision shall be the responsibility of the Professors and Readers Committee.

Visiting Professors

19. The title 'Visiting Professor' may be conferred on an individual who is not employed by the University but who holds a Chair awarded by a recognised University and who makes a contribution in a visiting capacity to the academic activity of the University.
20. Such a decision shall be the responsibility of the Professors and Readers Committee.
21. Where an individual nominated for such a title does not already hold a Chair from a recognised University, the procedures and criteria outlined in paragraphs 8-15 (for Honorary Professors) shall apply.
22. A visiting Professorship shall normally be conferred for a limited period.

Readerships

Bangor University shall have power to confer Readerships on individuals in accordance with Statute IX. The following procedure shall apply:

23. An application for promotion to the title of Reader shall contain a curriculum vitae set out in accordance with the guidelines for applicants, available from the Vice-Chancellor's Office or the Human Resources website. Applications should normally be made through the Head of School and Dean of College, who will each supply an assessment of the case. In exceptional circumstances applications may be submitted directly to the Vice-Chancellor's Office. The applicant must have a contract of employment with the University.
24. An application shall be considered initially by the Professors and Readers Committee on behalf of the Council.
25. The Head of the applicant's School shall be a non-voting member of the Committee. In the event that the applicant is a Head of School, the Vice-Chancellor shall appoint the Dean of College to serve as a non-voting member of the Committee.

If the Committee is content that a *prima facie* case is established, independent assessments of the application shall be sought from at least three external persons who shall normally be professors in the same subject/field or in a cognate subject/field.

The selection of external assessors shall be the responsibility of the Professors and Readers Committee, which shall consider suggestions from the Head of School, or – if the applicant is a Head of School – from the Dean of College. The Professors and Readers Committee shall have power to decide, if necessary, that additional views or advice should be sought, and to co-opt individuals to the Committee.

26. The Committee will meet regularly to assess applications and, following correspondence with external assessors, to make decisions regarding promotion.
27. Final authority in relation to promotion rests with the Professors and Readers Committee.
28. The Committee's decision shall be conveyed as a matter of report to the Council.
29. The criteria for promotion to a Readership will centre upon a record of research and academic activity of high quality similar to that expected for the award of a Personal Chair, but which has yet to achieve the quantity and impact expected of a Chair-holder.

Honorary Readership

30. Persons nominated for the award of the title Honorary Reader should normally be distinguished scholars external to Bangor University, and not former members of staff who have retired.
31. A nomination should be submitted by the Head of the relevant School. It should contain a brief curriculum vitae, a statement of the individual's record of research or scholarly activity, and a statement of their expected involvement in the work of the University. An assessment of the case should also be supplied by the Dean of College.
32. A nomination shall be considered initially by the Professors and Readers Committee on behalf of the Council.
33. The Head of the relevant School shall be a non-voting member of the Committee.

If the Committee is content that a *prima facie* case is established, independent assessments of the nomination shall be sought from at least three external persons who shall normally be professors or leading authorities in the same subject/field or in a cognate subject/field.

The selection of external assessors shall be the responsibility of the Professors and Readers Committee, which shall consider suggestions from the Head of School. The Professors and Readers Committee shall have power to decide, if necessary, that additional views or advice should be sought, and to co-opt individuals to the Committee.

34. The Committee will meet regularly to assess nominations and, following correspondence with external assessors, to make decisions regarding appointment to Honorary Readerships.
35. Final authority in relation to an appointment rests with the Professors and Readers Committee.

36. The Committee's decision shall be conveyed as a matter of report to the Council.
37. The criteria for conferring the title of Honorary Reader shall in general be as set out in paragraph 29 above for Personal Readerships, although it is open to the Professors and Readers Committee to construe distinction in industry, commerce, the professions or public life as equivalent to contributions to learning or research.
38. An Honorary Readership shall normally be conferred for a limited period.

Amended March 2014

XXIII. DECLARATIONS OF INTEREST

1. This Ordinance is made pursuant to Statute XV(A) which requires any member of the Court, Council, Senate or any Committee thereof having a personal, financial or beneficial interest in any matter under discussion to disclose that interest.
2. Any member of the Court, Council, Senate or any Committee thereof who has disclosed an interest in any matter under consideration shall withdraw from any discussion at which the matter which has engendered the declaration of interest is being considered for the duration of the discussion on the matter.
3. Any member of the Court, Council, Senate or any Committee thereof who is a member of staff of the University shall not be considered to have an interest for the purposes of this Ordinance by virtue of his or her position as an employee of the University.
4. Any member of the Court, Council, Senate or any Committee thereof who is a registered student of the University shall not be considered to have an interest for the purposes of this Ordinance by virtue of his or her position as a student of the University.
5. No decision properly taken by the Court, Council, Senate or any Committee thereof shall be invalidated by the failure of a member to declare an interest in the meeting at which the decision was taken.
6. The University Secretary shall maintain a Register of Interests of both the members of the Council and of Heads of College/Schools, Central Service Departments and others in appropriate positions of authority, which shall be open to inspection at all reasonable times.
7. This Register shall contain information on appointments, company director-ships, public offices, and any relevant family interests, but shall not record any information concerning shareholdings or other investments which might be held by members of the Council, Senior Officers or their families.
8. All new members of the Council shall supply the University Secretary with a statement of information to be included in the Register within three months of the start of their period of office as members of the Council. Senior Officers shall supply the information required within three months of taking up their posts as Senior Officers of the University.
9. The University Secretary shall ask those listed under 6 above to review their entries in the Register once in every academic year.

Amended December 2017

XXIV. THE TREASURER

1. This Ordinance is made pursuant to Statute IV which provides for the Treasurer to be appointed by the Court on the nomination of the Council, to hold office for five years, or until his/her previous death, resignation or removal from office, to be eligible for reappointment and to perform such functions as may be determined by Ordinance.
2. The Treasurer shall annually present the Audited Statement of Accounts to the Council and the Court.
3. The Treasurer is expected to keep the long term financial strategy of the University under review and to advise the Council, the Resources Committee or other Committees as appears appropriate.
4. The Treasurer is expected to provide objective and informed advice to the University on the implications for the longer term viability of the University of matters under consideration.
5. The Treasurer is expected to satisfy himself/herself that the University conducts its affairs in accordance with the standards of probity and propriety expected in public life and to advise the Council of any remedial measures that may be required.
6. Should the Treasurer come to the conclusion that any development or activity proposed or started by the University is contrary to the stated policies or the Financial Regulations of the University or otherwise is not approved by the Council or a duly authorised Committee of the University, he/she may direct that such development or activity be halted immediately. Any development or activity which is so halted may not resume until this is formally authorised by the Council. If no meeting of the Council is scheduled to occur within 28 days of the Treasurer's direction, the University Secretary shall make arrangements to hold a special meeting of the Council within the same period of 28 days.
7. The Council may by resolution request the Treasurer to undertake other functions as an office holder of the University which are reasonably consistent with the above.

Amended December 2017

XXV. THE APPOINTMENT OF PRO VICE-CHANCELLORS

1. The appointment of Pro Vice-Chancellors, or of a Senior Pro Vice-Chancellor or a Deputy Vice-Chancellor shall be made by the Council.
2. When a vacancy arises for a position of Pro Vice-Chancellor, all members of the Senate shall be informed and shall have an opportunity to express an interest in, or apply for, such a post. Following a process of selection, a Pro Vice-Chancellor shall be appointed by the Council on the recommendation of the Vice-Chancellor.
3. One of the Pro Vice-Chancellors may be designated as Senior Pro Vice-Chancellor or Deputy Vice-Chancellor by the Council on the recommendation of the Vice-Chancellor.

Amended August 2008

XXVI. TRIBUNAL PROCEDURES

1. This Ordinance is made pursuant to the requirements of Statute XX, Clause 17 that the procedures to be followed in respect of the preparation, hearing and determination of charges by a Tribunal established in accordance with Part III of Statute XX shall be set out in Ordinances.
2. No person who is the subject of a complaint or is a complainant may serve on any Committee or Tribunal established in accordance with the provisions of Statute XX.
3. Any Tribunal which is established under Clause 16 of Statute XX shall meet within 28 days of the officer in charge having notified in writing the members of the Tribunal and the member of academic staff concerned of the charge or charges to be heard. Normally 14 days written notice of any hearing shall be given to all parties by the officer in charge.
4. The officer in charge shall present, or arrange for the presentation of, the charge or charges before the Tribunal. The person presenting the charge or charges may call witnesses and question them or any other witnesses who give evidence to the Tribunal.
5. The member of the academic staff or related shall have the right to be represented by another person, who may or may not be legally qualified, at any hearing of the charge or charges.
6. The member of academic or related staff and his or her representative shall have the right to an oral hearing at the Tribunal. They may call witnesses and question them or any other witnesses who give evidence to the Tribunal.
7. The Tribunal shall have the right to call and question witnesses.
8. The Chair of the Tribunal shall have power to postpone or adjourn the Tribunal for a period not exceeding 28 days from the date set for the hearing.
9. In addition to the powers conferred upon the Tribunal by Statute XX, the Tribunal shall have the power:
 - (a) to dismiss the charge or charges for want of prosecution
 - (b) to remit the charge or charges to the Vice-Chancellor for further consideration
 - (c) to allow for the correction of accidental errors.
10. The Tribunal may, in special circumstances, extend the time limits imposed by this Ordinance.

Amended August 2008

XXVII. APPEALS PROCEDURE

1. This Ordinance is made pursuant to the requirements of paragraph 29 of Statute XX that the procedure for the preparation, consolidation, hearing and determination of appeals shall be set out in Ordinances.
2. An appeal lodged under paragraph 26 of Statute XX shall be heard within 28 days of the appeal being lodged. The University Secretary shall normally give 14 days notice to both the appellant and the person(s) appointed to hear the appeal of the time and place where the appeal is to be heard.
3. Notwithstanding the provisions of paragraph 2 above, the person (s) appointed to hear the appeal may extend these time limits should the person (s) consider that justice and fairness so require.
4. The appellant shall have the right to be represented by another person, who may or may not be legally qualified, at any hearing of the appeal.
5. The appellant and his or her representative shall have the right to an oral hearing before the person(s) appointed to hear the appeal and, with the consent of the person(s) appointed to hear the appeal (which shall not normally be withheld) to call and question witnesses.
6. The person(s) appointed to hear the appeal shall have the power to adjourn the hearing of the appeal for a period not exceeding 28 days from the date of the original hearing.
7. The person(s) appointed to hear the appeal shall have the power to dismiss the appeal for want of prosecution and to allow for the correction of accidental errors.
8. The person(s) appointed to hear the appeal shall notify the parties specified in paragraph 30 of Statute XX of the outcome of the appeal within 28 days of the hearing being completed unless the person(s) appointed to hear the appeal consider that justice and fairness warrant a longer period.

Amended December 2017

XXVIII. THE GRIEVANCE COMMITTEE

1. This Ordinance is made pursuant to the requirement in paragraph 36 of Statute XX that the procedure in connection with the consideration and determination of grievances be determined by Ordinances.
2. Where the Vice-Chancellor concludes under paragraph 33 of Statute XX that a complaint from a member of academic staff should be referred to the Grievance Committee, the Vice-Chancellor shall request the Registrar to make the necessary arrangements for a meeting of the Committee.
3. The Registrar or his/her nominee shall convene a meeting of the Committee as soon as is practicable after the matter has been referred by the Vice-Chancellor.
4. Any member of the academic or related staff whose grievance is being examined by the Grievance Committee shall have the right to an oral hearing before the Committee and to be accompanied by a representative, who may or may not be legally qualified.
5. Any person against whom the grievance may lie shall similarly have the right to an oral hearing before the Grievance Committee and to be accompanied by a representative, who may or may not be legally qualified.
6. Both the member of the academic or related staff whose grievance is being examined by the Committee and any person against whom the grievance may lie may call witnesses and question them or any other witnesses who give evidence to the Committee.
7. The Grievance Committee shall have the right to call and question witnesses.
8. The Annex to the Ordinance sets out the procedure to be followed at any meeting of the Committee. The Committee shall have power to add to the procedure outlined therein.

Amended August 2008

PROCEDURE AT THE GRIEVANCE COMMITTEE

1. Any Committee established by the University under the Grievance Committee procedure outlined in Part VI of Statute XX must comply with the procedure requirements of Section 36 of that Statute and any supporting Ordinances which have been adopted by the Council.

2. The aggrieved person will outline the nature of the grievance to the Committee and may call witnesses in support of the case made, as well as making proposals for the redress of the grievance.

Any witness who is called may then be questioned by the person against whom the grievance is deemed to lie, or by a friend or representative, and members of the Committee.

3. The person against whom the grievance is deemed to lie, which may be a person speaking on behalf of the University, shall then make a statement regarding the complaint and may call witnesses in support of the case put forward.

Any witness who is called may then be questioned by the aggrieved person and the members of the Committee.

4. The Committee shall, if it thinks fit, have the right to request persons other than those called as witnesses by either side to provide testimony to the Committee.

Any witness so called may be questioned by members of the Committee, the aggrieved person and the person against whom the grievance is deemed to lie or a friend or representative.

5. The person against whom the grievance is deemed to lie shall make a final address to the Committee after all witnesses have been examined and shall be followed by the aggrieved person or representative who shall have the right to speak last.

6. All persons other than members of the Committee and the Secretary of the Committee shall withdraw from the room in which the meeting is held whilst the Committee considers its decision.

7. The Committee shall inform the Council of the University whether the grievance is or is not well found and, if it is well found, the Committee shall make such proposals for the redress of the grievance as it sees fit.

The acceptance and implementation of these proposals shall be a matter for the Council.

XXIX. REPRESENTATION OF NON-ACADEMIC STAFF ON THE COUNCIL

1. Pursuant to Statute XI, paragraph 1(ii),(d) and 4 the representative of the Non-Academic Staff upon the Council shall be appointed in the manner following.
2. The period of office shall be four years beginning on the first day of August following election and representatives are eligible for re-election upon the expiry of one term.
3.
 - (i) When a vacancy in the Non-Academic Staff representation is about to occur, the University Secretary or his/her nominee shall inform all members of the Non-Academic Staff currently in post of the fact and shall call for nominations.
 - (ii) Each nomination sent to the University Secretary shall be signed by a proposer and seconder and shall be accompanied by a statement by or on behalf of the candidate of willingness to serve.
 - (iii) If more than one nomination is received, the University Secretary shall arrange for a ballot of all those invited to submit nominations and the vacancy shall be filled by the candidate receiving the largest number of votes.
 - (ii) The result of the election shall be published by the University Secretary.
4. The manner of the election, save as here provided, shall be in the discretion of the University Secretary.
5. Any casual vacancy arising shall be filled as it arises by a procedure similar to that specified above. Any person appointed to fill a casual vacancy shall serve for the remaining period of the vacancy arising.

Amended December 2017

XXX. PUBLIC BODY REPRESENTATION ON THE COUNCIL

1. Pursuant to Statute XI, paragraph 1(ii)(i), two persons appointed by public bodies in North Wales shall serve as appointed members of the Council.
2. Such persons shall serve for a period of four years and shall be eligible for re-appointment.
3. The Council, on the recommendation of its Nominations Committee, may approach an appropriate public body (or bodies) in North Wales for a nomination. In determining which public body to approach the Council shall have regard to the balance of background, skills and gender required on the Council at any given time, and it may specify to the public body concerned the experience and skills for which the University is looking in such a nominee.
4. Casual vacancies in the representation of public bodies shall be filled as they arise by a procedure similar to that specified above. Any person appointed to a casual vacancy shall serve for the balance of the original term.

Amended August 2008

XXXI. CO-OPTATION TO THE COUNCIL

1. The Council shall include such persons not exceeding eight in number as may be co-opted by the Council. (Statute XI, 1(iii)).
2. Co-opted members shall hold office for four years and shall normally hold office for a maximum of two terms of four years. (Statute XI, 3).
3. The Nominations Committee shall advise the Council on persons who might be suitable for co-optation, and in so doing shall have regard to the balance of interests, skills and expertise required on the Council at that time.
4. Following receipt of advice from the Nominations Committee, the Council shall decide by voting whether or not to co-opt the persons proposed. No person may be co-opted to membership unless there is a clear majority of members present and voting in favour.
5. The Chair may, if he considers it appropriate, direct that the vote be by secret ballot.
6. The Chair's decision on the outcome of the vote shall be final.
7. In order to ensure a regular rotation of co-opted members it will normally be the case that the period of office of two such members will end on 31 July each year and the Nominations Committee shall ensure that its recommendations take account of this.

Amended August 2008

XXXII. DELEGATION OF POWERS TO CHAIRS OF COMMITTEES

1. The Chairs of the Council, the Senate and each Committee thereof are hereby authorised to decide urgent matters on behalf of the body which they chair.
2. For the purposes of this Ordinance, 'urgent matters' shall be deemed to constitute:
 - (a) matters relating to the detailed implementation of issues and policies already determined by the body concerned
 - (b) the conduct of routine, non-controversial business, or
 - (c) matters in respect of which delay would be liable to create undue difficulty and/or prejudice the interests of the University.
6. Any executive action taken by a Chair under the terms of this Ordinance shall be reported in writing to the next scheduled meeting of the body concerned.
7. Before taking such executive action, the Chair may consult informally with such members of his/her Committee as he/she deems appropriate.
8. Any Chair who considers that an urgent matter referred for executive decision merits consideration by the body concerned shall have the power to convene a special meeting of the body to consider that specific matter. Any such special meeting shall take place within 7 days of the Chair deciding to convene the meeting, irrespective of the provisions of any relevant Standing Orders of that body which shall be deemed to be suspended to permit the meeting to take place.

Amended August 2008

XXXIII. THE EXECUTIVE

1. Pursuant to Statute XII (x), there shall be an Executive, which shall be the senior management group of the institution and which shall be accountable to the Council.

(a) Composition

Ex-officio :

- The Vice-Chancellor (Chair)
- The Pro-Vice-Chancellors, including a Senior Pro-Vice-Chancellor or Deputy Vice-Chancellor
- The University Secretary
- The Director of Finance
- Deans of Colleges
- Director of HR
- Director of Estates & Facilities
- Director of Marketing
- Director of Development

(b) Terms of Reference

- (1) To consider, recommend and be responsible for implementing the overall strategy of the University, including the setting of targets and monitoring their achievement.
- (2) To consider, recommend and implement overall University policy.
- (3) To be responsible for the financial management of the University, including the allocation of resources, setting budgets and monitoring financial performance.
- (4) To be responsible for the overall, day-to-day management and administration of the University.
- (5) To consider staffing levels within resource centres and schools/departments, and to consider and, where appropriate, approve appointments to new or replacement posts within available resources, and in accordance with the University's Strategic Plan.
- (6) To be responsible for the size, academic shape and structure, (including the establishment or discontinuance of subject areas) and for the managerial and support structure of the University.
- (7) To monitor the performance of the University in all aspects, and ensure that procedures are in place to measure achievement and performance.
- (8) To establish such committees, task or advisory groups as it considers appropriate.

- (9) To consult as appropriate within the institution¹ to take decisions at a senior management level as effectively and efficiently as possible, and to communicate these within the institution.
 - (10) To exercise leadership within the University.
 - (11) To make recommendations to the Council and to Council committees on matters within their jurisdiction. The Executive will report to the Council.
2. The Executive shall have power to establish boards, steering groups or committees, with such composition and Terms of Reference as it shall agree in consultation with the body concerned.
 3. The Executive shall have power to establish Task Groups in specific areas of activity to assist with, and advise upon, the management of the University's affairs, and with such Terms of Reference as it shall agree in consultation with the Task Groups.

Amended December 2017

¹ Unless otherwise determined, the Executive's normal channel of communication will be with Deans of College. It reserves the right however, to conduct such discussions as it sees fit with other individuals or groups, including other budget holders.