

# Ordinances of the University of Hull

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## Members and Officers

### 1 The Members of the University

#### 1.1 The following are Members of the University:

[a] The Officers of the University:

- (i) The Chancellor, the Pro-Chancellors, the Vice-Chancellor.
- (ii) The Deputy Vice-Chancellor, Pro-Vice-Chancellors, the Chief Finance Officer, the Chief Operating Officer

[b] Members of Council.

[c] Members of Senate.

[d] Executive Deans.

[e] Members of Staff.

[f] University Secretary, Registrar and Chief Compliance Officer;

[g] Executive Director, Scholarly Services and University Librarian.

[h] Honorary Professors.

[i] Emeritus Professors.

[j] Members of Hull Alumni Association.

[k] Anyone granted member status under Ordinances or Regulations made by Council.

[l] Graduates.

[m] Registered Students of the University.

#### 1.2 Unless Council provides otherwise by Ordinance or Regulation, membership of the University shall continue so long as an individual Member falls within one of the categories under 1.1.

#### 1.3 Council may, on the recommendation of Senate, declare such other persons Members of the University as it deems fit.

### 2 The Chancellor

#### 2.1 The Chancellor shall be appointed by Council.

#### 2.2 The Chancellor shall hold office for such period as may be determined by Council.

#### 2.3 The Chancellor may resign in writing addressed to the Council.

#### 2.4 The Chancellor may only be removed from office in accordance with Section 5 of the Statutes.

### 3 The Pro-Chancellors

#### 3.1 One of the Pro-Chancellors shall always be the Chair of Council.

#### 3.2 The Pro-Chancellors, other than the Chair of Council, shall be appointed by Council.

#### 3.3 The Pro-Chancellors, other than the Chair of Council, shall hold office for three years or until removal in accordance with Section 5 of the Statutes.

- 3.4 The Pro-Chancellors shall not normally serve more than two terms of three years and in any event no more than nine years.
- 3.5 A Pro-Chancellor who is Chair of Council shall hold office only during such Chairmanship or until removal in accordance with Section 5 of the Statutes.
- 3.6 A Pro-Chancellor may resign in writing addressed to Council provided that, if they are the Chair of Council, they also resign such office.

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

- 4.1 The Vice-Chancellor shall be appointed by Council after consideration of a recommendation from a Joint Committee of Council and Senate.
- 4.2 The Vice-Chancellor shall hold office under such conditions as shall from time to time be determined by Statute or Ordinance.
- 4.3 The Vice-Chancellor is responsible to Council for maintaining and promoting the efficiency and good order of the University.
- 4.4 The Vice-Chancellor may refuse to admit any person as a Student and may suspend any Student from any class or classes and exclude any Student from any part of the University or its precincts. Every such suspension or exclusion must be reported to Council and Senate at their next meetings.
- 4.5 The Vice-Chancellor may suspend, exclude or expel any student under the Student Disciplinary Regulations provided that any such expulsion shall be reported to Senate and Council.
- 4.6 The Vice-Chancellor may resign in writing addressed to Council.

#### **5 Deputy Vice-Chancellor and the Pro-Vice-Chancellors**

- 5.1 One or more Deputy Vice-Chancellors or Pro-Vice-Chancellors shall from time to time be appointed by the Vice-Chancellor after consideration of a Report from a Senior Appointments Committee at least one member of which shall be a representative of Senate chosen by Senate.
- 5.2 Subject to Section 6 of the Statutes, a Deputy Vice-Chancellor or Pro-Vice-Chancellor shall hold office upon such conditions as are prescribed by Ordinance.
- 5.3 A Deputy Vice-Chancellor or Pro-Vice-Chancellor shall act during the Vice-Chancellor's absence or during a vacancy in that office and shall also assist the Vice-Chancellor in such matters as the Vice-Chancellor may from time to time determine.
- 5.4 One or more of such Pro-Vice-Chancellors may be appointed Deputy Vice-Chancellor.

#### **6 The Executive Deans**

- 6.1 The Executive Deans shall be appointed by the Vice-Chancellor after consideration of a report from a Senior Appointments Committee at least one member of which shall be a representative of Senate chosen by Senate.
- 6.2 Subject to Section 6 of the Statutes, the Executive Deans shall hold office for such period and upon such conditions as to re-appointment or otherwise as may be determined by the Vice-Chancellor. An Executive Dean shall be eligible for re-appointment.

- 6.3 An Executive Dean shall only in exceptional circumstances, and after a special report from the Senior Appointments Committee, be a person below the standing of Professor.
- 6.4 Each Executive Dean shall be its senior executive, responsible to the Deputy Vice-Chancellor both for its effective management and for offering academic leadership in such a way as to enhance the Faculty's scholarly reputation.
- 6.5 The Executive Dean may resign in writing addressed to the Vice-Chancellor.
- 6.6 The Executive Dean shall be the Chair of the principal body of the Faculty and an ex officio Member of all Committees of the Faculty. The Executive Dean or a nominee shall present candidates for Degrees (except Honorary Degrees) in the subjects of the Faculty.

## **7 University Secretary, Registrar and Chief Compliance Officer**

- 7.1 The University Secretary, Registrar and Chief Compliance Officer shall be appointed by Council after consideration of a report from a Joint Committee of Council and Senate with such duties at such remuneration and (subject to Section 6 of the Statutes) upon such terms and conditions as it shall deem fit.

## **8 Executive Director, Scholarly Services and University Librarian**

- 8.1 The Vice-Chancellor shall appoint an Executive Director, Scholarly Services and University Librarian with such duties at such remuneration and (subject to Section 6 of the Statutes) upon such terms and conditions as it shall deem fit.

## **9 Other Officers**

- 9.1 The Vice-Chancellor shall from time to time appoint such other Officers as may be deemed necessary with such duties at such remuneration and (subject to Section 6 of the Statutes) upon such terms and conditions as the Vice-Chancellor shall deem fit.

## Governing Arrangements

### 10 The Senate

#### 10.1 Senate membership is as follows:

- [a] The Vice-Chancellor.
- [b] University Secretary, Registrar and Chief Compliance Officer.
- [c] The Deputy Vice-Chancellor and Pro-Vice-Chancellors.
- [d] The Executive Deans.
- [e] The Executive Director, Scholarly Services and University Librarian.
- [f] The holders of such other academic offices in the University as may from time to time be prescribed by Ordinances.
- [g] Representatives of the academic staff of the University other than the members of Senate named in paragraphs [a] to [f] of this section, to be elected by such staff in a manner and upon such terms and conditions of tenure of office and to such number as may be prescribed by Ordinances. One per Faculty.
- [h] Five registered students of the University including both undergraduate and postgraduate, to be elected in a manner and upon such terms and conditions of tenure of office as may be prescribed by Ordinances.

### 11 Powers of the Senate

#### 11.1 Senate shall exercise all such powers as are or may be conferred on Senate by the Charter, Statutes, Ordinances and Regulations and carry them into effect and shall, in particular have power to:

- [a] direct and regulate the teaching within the University and the examinations held by the University subject to the powers of Council.
- [b] make research policy and establish the principles governing the development of research in the University, within the framework of the corporate strategy set by Council and require reports on research income and research performance.
- [c] make after reports from the Faculties concerned all Regulations for giving effect to the Statutes and Ordinances of the University relating to courses of study and examinations.
- [d] appoint External Examiners.
- [e] report to Council on all Statutes or Ordinances or proposed changes of Statutes or Ordinances.
- [f] report to Council on any academic matter.
- [g] discuss any matter relating to the University including matters referred or delegated to Senate by Council and to report its views on such matters to Council.
- [h] formulate or revise schemes for the organisation of the Faculties of the University and to assign to them their respective subjects and also to recommend to Council the establishment at any time of other Faculties, or abolishing, combining or subdividing them.

- [i] establish, abolish, combine or subdivide any subject group, school, institute or centre within a Faculty.
- [j] review, amend, refer back, control or disallow any act of any Faculties and to give directions to the Faculties.
- [k] award Degrees (other than Honorary Degrees), Diplomas and Certificates.
- [l] award Degrees and other qualifications jointly with other higher education institutions having power to grant such qualifications to persons who have pursued a course of study and passed assessments under conditions laid down in regulations approved by Senate.
- [m] refer to Council the names of persons who for good cause shall be deprived of any Degrees, Diplomas, Certificates, Awards or Qualifications granted to or conferred upon them by the University provided that no person shall be deprived whose name has not been approved for that purpose by both Council and by Senate.
- [n] fix subject to any conditions made by the Founders which are accepted by Council the times and mode and conditions of competition for Fellowships, Studentships, Scholarships, Exhibitions and Prizes and to award the same.
- [o] regulate subject to the Ordinances of the University the admission of persons to courses of study in the University and their continuance in such courses.
- [p] make regulations subject to the approval of Council for the discipline of the students of the University, within which Senate may delegate further the authority accorded to the Vice-Chancellor in Ordinance 4.5 to suspend, exclude or expel students.
- [q] suspend or remove Examiners for negligence or misconduct during their term of office and in the case of death, illness or resignation of an Examiner or in the case of their suspension or removal to appoint a substitute who shall have authority to act during the Examination then in progress or next ensuing Examination. Senate may make a Regulation delegating all or any of such powers of suspension, removal and appointment of a substitute to the Vice-Chancellor.
- [r] suspend or exclude from all or part of the University's premises any Student suspected or found to have been guilty of misconduct and to recommend to Council any Student for expulsion provided that any action by Senate to suspend or exclude a Student shall be reported to Council at its next ensuing meeting and provided further that such Student shall be at liberty to appeal through the approved process.
- [s] propose to Council the names of recipients of Honorary Degrees.
- [t] confer an Emeritus title, subject to conditions prescribed by the Ordinances.
- [u] approve programmes of study.
- [v] exercise all such powers as are or may be conferred on Senate by the Charter, Statutes, Ordinances and Regulations and to do such other acts and things as Council shall authorise.

## **12 Members of Council and Members of the Senate**

### **Members of Council**

12.1 One Senate member shall be appointed to Council under Class 4.

### **Members of Senate**

12.2 The members of Senate referred to in Ordinance 10.1[f] shall be:

- [a] Executive Director, Academic Services
- [b] Director of the Doctoral College.
- [c] Heads of academic schools, the Dean of HUBS, the Dean of the London Study Centre and heads of institutes.

12.3 The members of Senate referred to in Ordinance 10.1[g] shall be distributed in accordance with the following table which is subject to annual review by Council, all of whom are to be elected by and from the academic staff holding appointments in each such Faculty as are not otherwise members of Senate under Ordinance 10:

Faculty of Arts, Social Sciences and Education	1
Faculty of Health Sciences	1
Faculty of Science and Engineering	1

12.4 All members of Senate, other than those appointed under Ordinance 13 (students), the University Secretary, Registrar and Chief Compliance Officer and the Executive Director, Scholarly Services and University Librarian must be current members of academic staff.

### **Election of members of Senate under Ordinance 10 [g]**

12.5 Where a member of academic staff holds an appointment in more than one Faculty, eligibility to vote shall be restricted to one Faculty in which that member holds full voting rights, as determined by the University Secretary, Registrar and Chief Compliance Officer.

### **Electoral Roll**

12.6 A roll of the persons eligible for election and of those entitled to vote shall be kept by the University Secretary, Registrar and Chief Compliance Officer and shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote, or of being elected, is entitled to vote or be elected as the case may be and that any person whose name does not appear therein is not so entitled.

### **Procedure**

12.7 The election shall be held at a date to be fixed by the University Secretary, Registrar and Chief Compliance Officer as Returning Officer and the Deputy Returning Officer of each Faculty shall be responsible for notifying the University Secretary, Registrar and Chief Compliance Officer of the results of the election.

12.8 Voting shall be by ballot and candidature shall be on the nomination of not less than three electors. Such nominations must be lodged with the Deputy Returning Officer of each Faculty at least fourteen days before the date fixed for the election.

### **Period of Office**

- 12.9 Persons elected to Senate under 12.3 shall hold office for three years from 1 August each year immediately following their election and shall be eligible for re- election. Council may extend the term of office of any one or more of those elected under 12.3 by up to twelve months provided this is not done more than twice per elected period of office.
- 12.10 Any casual vacancy occurring among the persons elected to Senate shall be filled by election of a person for the remainder of the period for which the person whose place has become vacant was elected, provided that this period is greater than three months.

### **13 Student Members of the Senate**

- 13.1 The student membership of Senate shall be:
- [a] Two representatives appointed from the Elected Officers of the Students' Union.
  - [b] One representative of the undergraduate students, elected from and by the registered students of the University.
  - [c] One representative of the postgraduate students, elected from and by the registered students of the University.
  - [d] One representative of the international students, elected from and by the registered students of the University.
- 13.2 The persons elected under paragraphs 13.1[b], [c] and [d] shall hold office for 12 months from 1 October immediately following their election and shall be eligible for re-election.
- 13.3 If any of the persons specified in paragraphs 13.1[b], [c] and [d] cease to be a registered student of the University they shall cease to be members of Senate and for the remainder of their year of office Senate may, after consultation with the Hull University Students' Union, co-opt a registered student to take their place.
- 13.4 The process for the electing of persons under paragraphs 13.1[b], [c] and [d] and of co-opting a person under 13.3 shall be in accordance with regulations approved by the Council of the University. The University Secretary, Registrar and Chief Compliance Officer shall act as Returning Officer.

### **14 The Faculties of the University**

- 14.1 The Faculties of the University shall be:
- [a] Faculty of Arts, Social Sciences and Education
  - [b] Faculty of Health Sciences
  - [c] Faculty of Science and Engineering
- 14.2 Hull University Business School (HUBS) shall operate as a school outside the Faculty structure, positioned directly under the Deputy Vice-Chancellor within the University's organisational framework. For certain policy and procedural purposes, HUBS shall be subject to different arrangements which may be equivalent or different to those applied to Faculties, while for general purposes, it shall be considered a School. The specific distinctions in its governance, policies, and processes shall be set out in the HUBS Constitution and associated documents.



- 14.3 The University shall have a Model Faculty Constitution, approved by Council. Amendments to the Model Faculty Constitution shall be approved by Council on the recommendation of Senate.
  - 14.4 Each Faculty shall have a Faculty Constitution approved by Senate. Amendments to Faculty Constitutions shall be considered in like manner. HUBS shall additionally have a Constitution approved in the same manner.
  - 14.5 The Faculty Constitution shall make provision for:
    - [a] a Faculty representative of the various components of the Faculty, including undergraduate and postgraduate students.
    - [b] appropriate arrangements within the Faculty to cover such areas of activity as policy and resources. research. approval and review of programmes. student recruitment and admissions. postgraduate and undergraduate student matters. continuing education. staff development. international matters. academic services. ethics. health and safety.
- 15 Hull Alumni Association**
- 15.1 There shall be a Hull Alumni Association of the University consisting of:
    - [a] The Officers of the University as defined in the University's Charter, the University Leadership Team, the Head of Alumni and Supporter Relations and a President of the Hull University Students' Union.
    - [b] Former students of the University who have completed at least 120 credits of the University of Hull.
    - [c] Honorary Graduates and holders of Honorary Awards of the University.
    - [d] All persons who have obtained a Degree of the University of London while registered students of the University of Hull on payment of such fees as the Ordinances may prescribe.
  - 15.2 A Register of the names and addresses of Members of the Hull Alumni Association shall be maintained by the University and shall be available to the Alumni Advisory Group.
  - 15.3 The Hull Alumni Association shall make Regulations for its procedures and the exercise of its powers.
  - 15.4 The President of the Hull Alumni Association shall be appointed by Council on the recommendation of the Governance and Nominations Committee. The President shall not be a current member of staff or student. The period of office shall be three years in the first instance and renewable for one further term of three years.
  - 15.5 There shall be an Annual Meeting of the Hull Alumni Association for the purpose of approving an Annual Report to Council.
  - 15.6 The quorum of the Alumni Association shall be determined from time to time by the Alumni Association but shall not be less than 20 members.
  - 15.7 The purpose of the Hull Alumni Association will be to:
    - [a] provide a means whereby former students of the University may hear about the way in which the University is developing, about the University's achievements and successes and about challenges facing the University.

- [b] facilitate former students' communication with each other and with the University via the Development and Alumni Relations Office.
- [c] support and promote the interests of the University.
- [d] support regional and overseas events and groups for re-union and networking of former University of Hull students.
- [e] develop links with those University departments or Schools where there is a highly developed system to communicate with former students.
- [f] work closely with the University's Development and Alumni Relations Office and the Students' Union.
- [g] raise funds from among its own members, in consultation with the University.

## **16 Congregations**

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

## **17 Hull University Students' Union**

- 17.1 There shall be a Union of Students of the University of Hull to be known as the Hull University Students' Union (hereinafter called HUSU) to serve the interests of the students.
- 17.2 Regulations shall be prepared by HUSU for the furtherance of the objects of HUSU, which regulations and any alteration or abrogation thereof shall be effective and binding on all members of HUSU immediately upon receiving the approval of Senate and Council of the University. The Regulations shall provide *inter alia* for General Meetings of HUSU, for the election of officers, for the appointment of a HUSU Council and Standing Committee. The Regulations shall be reviewed by Senate and Council of the University at least every five years.
- 17.3 The membership of HUSU shall be as follows:
  - [a] all registered students of the University, subject to the Articles of Association of HUSU.
  - [b] such other persons as HUSU in accordance with its regulations may from time to time elect may be associate or temporary members of HUSU.
  - [c] Hull York Medical School medicine students registered with the University of York are eligible for associate membership of HUSU.
- 17.4 The functions of the HUSU Council, subject to the Regulations of HUSU, shall be to represent HUSU in all matters affecting its interests. to afford a channel of communication between HUSU and the University Authorities and to administer the finances of HUSU.
- 17.5 The Council of the University shall make such subvention to HUSU subject to such conditions as it may from time to time determine.
- 17.6 Members of HUSU, not being full-time students of the University, shall pay such fees at such times as the Regulations of HUSU shall determine.

- 17.7 The accounts of the Hull University Students' Union shall, at the end of each financial year, be audited and a copy of the accounts, signed by the Auditor, shall be presented to the University Council and shall be made available to all students. The accounts shall comply with such statutory requirements as may apply to them from time to time.
- 17.8 The Council of the University shall prepare, issue and when necessary, revise a Code of Practice pursuant to the requirements of Section 22(3) of the Education Act 1994 and the University and HUSU shall comply with such Code of Practice.

## Academic Arrangements

### 18 Undergraduate Admission

- 18.1 Admission is the formal enrolment of a student in the University to pursue a course of study leading to a degree or to a diploma or certificate or other award.
- 18.2 Candidates for admission shall have passed an examination approved by Senate as a qualification for matriculation or been exempted therefrom by Senate, under conditions prescribed by regulation.
- 18.3 Upon admission and after payment of their prescribed fee, students become entitled to the full privileges of undergraduate members of the University and bound by the corresponding obligations to conform to the rules of the University and to submit to the jurisdiction of Senate.

### 19 Periods of Study before Graduation

- 19.1 Unless this Section provides otherwise, the period of study necessary to qualify any Undergraduates of the University for Graduation shall be at least six semesters all of which shall be subsequent to the date at which the student matriculates in the University. Provided always that Senate may in special circumstances grant a remission of not more than one semester.
- 19.2 The University may under conditions prescribed by Regulations accept attendance at courses of study in Colleges or other Institutions affiliated to the University or in other Universities or places of learning in place of the whole part of the attendance at courses of study in the University necessary to qualify a student for graduation.
- 19.3 Regulations shall prescribe the period of study necessary to qualify a graduate who has been admitted as a candidate for a degree higher than that of bachelor.

### 20 University Examinations

- 20.1 The Examinations for the Degrees, Diplomas and Certificates of the University shall be conducted jointly by members of Staff of the University appointed in accordance with Regulations and by External and Independent Examiners.
- 20.2 All matters respecting the subjects, time and mode of the Examinations and respecting the Degrees and Distinctions to be awarded by the University shall be provided for by Ordinances or Regulations.
- 20.3 The External Examiners for the University shall be appointed by the Education Committee, under delegated authority from Senate, on the recommendation of the Faculty concerned. Appointments shall be for a period of three years, with the possibility of an extension for one further year.
- 20.4 The Internal Examiners of the University shall be appointed annually by Senate on the recommendation of the Faculties concerned from the Professors, Readers, Senior Lecturers, Lecturers and other teachers of the University including any in an affiliated institution.
- 20.5 No candidates shall be admitted to any examination unless they have:
  - [a] satisfied the requirements laid down in Ordinances and Regulations.

- [b] been exempted from any such requirements by Senate on the recommendation of the Faculty concerned.
- [c] paid the tuition fees prescribed.

## **21 Degrees, Diplomas and Certificates in the University**

- 21.1 The awards of the University are listed in Appendix A.
- 21.2 Regulations shall prescribe:
- [a] any special requirements for entry on a particular degree course in addition to matriculation and other requirements of the Ordinance relating to Matriculation.
  - [b] details of the programmes of study, examinations and other matters relating to degrees in the University.
  - [c] the conditions upon which a degree may be awarded to a graduate in substitution for a degree already held.
- 21.3 In order to qualify for admission to a degree, other than *honoris causa*, *ad eundem* or in substitution, every candidate must have:
- [a] either admission as a student of the University or been registered for the degree, in accordance with the Regulations.
  - [b] satisfied the requirements for entry upon the appropriate programme of study as prescribed by the Ordinances and Regulations relating to particular degrees.
  - [c] pursued that course of study for the prescribed period and have passed the required examinations.
  - [d] paid the fees prescribed as and when required.
  - [e] complied with such other Ordinances and Regulations as may be relevant.
- 21.4 In order to qualify for a diploma or certificate in the University every candidate must have:
- [a] satisfied the requirements for entry upon the appropriate course of study as prescribed by the Regulations relating to the particular diploma or certificate.
  - [b] pursued that course of study for the prescribed period and passed the required examinations.
  - [c] paid the fees prescribed as and when required.
  - [d] complied with such other Ordinances and Regulations as may be relevant.
- 21.5 Subject to the Provisions of the Charter and Statutes, Senate may permit students, who have attended programmes of study and passed examinations at such other Universities, University Colleges or other places of learning as may be approved by Senate for this purpose, to count these programmes of study and examinations as equivalent to such programmes of study and examinations in the University of Hull as Senate shall determine.
- 21.6 A graduate of the University of London who has pursued a full-time course of study extending over at least two academic years in the University College of Hull shall be deemed to be a graduate of the University for the purposes of the award of the degree of DD, DLitt, DSc, LLD, DSc(Econ) or for the award of the degree of PhD by published work

under Regulations for the Degree of Doctor of Philosophy, Part B.

## **22 The Award of Degrees, Diplomas, Certificates and Other Distinctions**

- 22.1 The degrees (other than degrees honoris causa), diplomas, certificates, fellowships, scholarships, prizes and other distinctions of the University (the Awards) shall be awarded by the authority of Senate on the recommendation of the Faculty concerned.
- 22.2 Any degree of the University may be awarded honoris causa on the joint recommendation of Senate and Council. The procedure for nomination and approval of candidates for degrees honoris causa shall be prescribed by Regulations.
- 22.3 If a candidate is prevented by illness or other sufficient cause from taking or completing the examinations of a degree, diploma or certificate, Senate may, upon the recommendation of Faculty concerned and upon such other conditions as they shall think fit, award a degree, diploma or certificate, provided that the candidate shall not be given honours or placed in a class or division. Posthumous awards may also be approved subject to Regulations.
- 22.4 This clause shall not exempt a candidate for a higher degree from submitting a thesis, dissertation or project report where such is prescribed.
- 22.5 Degrees and such other Awards as Senate determines shall normally be presented at a Congregation of the University to be held for that purpose at such time and place as may be determined provided that a Congregation shall be held at least once a year, and shall be presented by the Chancellor or, in the absence of the Chancellor, by a Pro-Chancellor or by the Vice-Chancellor or, in their absence, by a Pro-Vice-Chancellor. Degrees and such other Awards as Senate determines will be awarded *in absentia* upon all graduands who do not attend the next immediate Degree Congregation following the approval of their award by Senate, except that graduation may be deferred to a subsequent Degree Congregation upon application to the University Secretary, Registrar and Chief Compliance Officer in accordance with the instructions sent to the students during their final year. Application must be made not later than 14 days before the date of the Congregation at which the degree or Award is to be presented.
- 22.6 No person shall normally be admitted to a degree or granted a diploma or certificate unless the tuition fees prescribed and due to the University have been paid, except that the University Secretary, Registrar and Chief Compliance Officer shall have authority to waive small debts in exceptional circumstances.

## Conduct of University Business

### **23 Committees**

- 23.1 Council and Senate may appoint Standing, Special and Advisory Committees and may place on them persons who are not Members of the appointing Body.
- 23.2 Council may make Regulations for the proceedings of all Committees but subject thereto every Committee may regulate its own procedure times and places of meeting.
- 23.3 The Vice-Chancellor, the Deputy Vice-Chancellor and the Pro-Vice-Chancellors shall be ex officio members of all Committees of Senate.
- 23.4 The Executive Deans shall be ex officio members of all Committees of their respective Faculties.

### **24 The Appointment of Professors and Readers**

- 24.1 The appointment of Professors and Readers will be conducted in accordance with Regulations.

### **25 Grant of title to staff on Retirement**

- 25.1 The Vice-Chancellor, after consultation with Senate, may confer the courtesy title of Emeritus Professor on a retired professor or Emeritus Fellow on a retired staff member of the University.
- 25.2 The Vice-Chancellor shall have the power, after consultation with Senate, to deprive the person of that courtesy title having determined that there is good cause to do so. Good cause includes conduct bringing the University into disrepute and conduct of an immoral, scandalous or disgraceful nature.

### **26 Affiliation of Institutions**

- 26.1 An institution may be admitted to affiliation with the University for the recognition of programmes of study leading to specified degrees, diplomas or certificates of the University in accordance with Regulations.

### **27 Acts during Vacancies**

- 27.1 No act or resolution of Council or Senate shall be invalid by reason only of any vacancy in the body doing or passing it or by reason of any want of qualification by or invalidity in the election or appointment of any appointment of any de facto Member of the body whether present or absent.

### **28 Contracts**

- 28.1 Contracts made by or on behalf of the University shall, subject to any legal reservations, be deemed valid and binding on the University if made as follows:
  - [a] Any contract, which if made between private persons would be by law required to be in writing and if made according to English law to be under Seal, may be made on behalf of the University in writing under its Common Seal and such contract may be in the same manner varied or discharged.
  - [b] Any contract, which if made between private persons would be by law required to

be in writing and signed only by the parties to be charged therewith, may be made on behalf of the University in writing signed by any person acting under the express or implied authority of the Council and such contract may in the same manner be varied or discharged.

- [c] Any contract, which if made between private persons would by law be valid although made orally only and not reduced into writing, may be made either in writing or orally on behalf of the University by any persons acting under the express or implied authority of the Council and such contract may be in the same way varied or discharged.