

ASTON UNIVERSITY

ORDINANCES

With effect from 17 November 2021

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PART 1 – OFFICERS OF THE UNIVERSITY

1.1 Members of the University

1.1.1 The following persons shall be Members of the University:

Members of the Convocation

Members of the Council

Staff, students and graduates of the University

Emeritus Professors.

1.1.2 Membership of the University shall continue so long as at least one of the qualifications set out above is possessed by the individual Member.

1.1.3 The Council on the recommendation of the Senate shall have the power to declare such other persons or classes of persons as it may deem fit, to be Members of the University.

1.2 The Chancellor

1.2.1 The Chancellor shall be appointed for an initial term of five years and shall be eligible for reappointment for such period as may be agreed subject to the provisions of 2.12 of these Ordinances.

1.2.2 The Chancellor shall be appointed by the Convocation on the joint recommendation of the Council and the Senate. Prior to making the recommendation to Convocation, the Council and Senate shall consider a report from the Nominations and Governance Committee.

1.2.3 The Chancellor may resign in writing addressed to the Convocation.

1.2.4 The Chancellor shall be the Chief Officer of the University, shall preside over meetings of its Convocation and shall confer Degrees.

1.3 The Pro-Chancellor and Chair of Council, and other Officers of Council

1.3.1 The Pro-Chancellor and Chair of Council and such other officers as the Council may consider necessary from time to time shall be appointed by the Council on the recommendation of the Nominations and Governance Committee.

1.3.2 The Pro-Chancellor and Chair of the Council shall hold office for an initial term of three years and shall be eligible for reappointment for a second term of three years and exceptionally a third term of three years.

1.3.3 The Pro-Chancellor and Chair of Council shall, in the absence of the Chancellor, or during a vacancy in that office, exercise and perform all the functions of the Chancellor.

1.3.4 The Pro-Chancellor and Chair of Council shall be empowered to confer Degrees.

1.3.5 The Pro-Chancellor and Chair of Council may resign in writing addressed to the Council.

1.3.6 The Pro-Chancellor and Chair of Council shall be empowered to confer Degrees.

- 1.3.7** The Council shall appoint a Deputy Chair of Council from among the independent Council members who shall chair the Council in the absence or inability of the Pro-Chancellor and Chair of Council or a vacancy in that office.

1.4 The Vice-Chancellor and Chief Executive

- 1.4.1** The Vice-Chancellor and Chief Executive shall be appointed by the Council and the Senate sitting in joint session on the recommendation of a Search Committee. The membership of the Search Committee shall be approved by the Senate and the Council, and shall include the Pro-Chancellor as Chair and a student representative.
- 1.4.2** The Vice-Chancellor and Chief Executive shall, subject to the provisions of Section 6 of the Statutes, hold office for such period and under such conditions as may from time to time be determined by the Council.
- 1.4.3** The Vice-Chancellor and Chief Executive shall have a general responsibility to the Council and the Senate for maintaining and promoting the efficiency and good order of the University. They shall be *ex officio* the Chair of the Senate and be empowered to confer Degrees.
- 1.4.4** The Vice-Chancellor and Chief Executive may resign in writing addressed to the Council.

1.5 The Provost and Deputy Vice-Chancellor

- 1.5.1** The Provost and Deputy Vice-Chancellor (the Provost) shall be appointed by the Council on the recommendation of an Appointments Panel established by the Vice-Chancellor and Chief Executive in consultation with the Pro-Chancellor and Chair of Council. Candidates (whether external or internal) for the post of Provost shall be interviewed by an Appointments Board comprising a majority of Academic members drawn from the Senate, and at least one independent member of Council; the Board will be chaired by the Vice-Chancellor and Chief Executive. All such appointments shall be reported to Council and Senate.
- 1.5.2** The Provost shall be of professorial status and hold office for a term of five years and shall be eligible for reappointment for such further term as may be agreed between the Deputy Vice-Chancellor, the Vice-Chancellor and Chief Executive and Council.
- 1.5.3** The Provost shall act as Vice-Chancellor and Chief Executive during the absence or inability to act of the Vice-Chancellor and Chief Executive, or during a vacancy in the office of Vice-Chancellor and Chief Executive. The Deputy Vice-Chancellor shall be empowered to confer Degrees.
- 1.5.4** The Provost may resign in writing addressed to the Vice-Chancellor and Chief Executive.

1.6 The Deputy Vice-Chancellors and Pro-Vice-Chancellors

- 1.6.1** The Deputy Vice-Chancellors other than the Provost and Pro-Vice-Chancellors shall be appointed by the Council on the recommendation of an Appointments Panel established by the Vice-Chancellor and Chief Executive. Candidates (whether external or internal) for the post of Deputy Vice-Chancellor or Pro-Vice-Chancellor shall be interviewed by an Appointments Board comprising a majority of Academic members drawn from the Senate, and at least one independent member of Council;

the Board will be chaired by the Vice-Chancellor and Chief Executive. All such appointments shall be reported to Council and Senate

- 1.6.2** The office of the Deputy Vice-Chancellors and Pro-Vice-Chancellors shall typically be held by members of staff of professorial status for a term of up to five years. Their terms of office may be extended by further specified periods by the Council on the recommendation of the Vice-Chancellor and Chief Executive.
- 1.6.3** In addition to the duties specified in the Charter and Statutes the principal duties of the Deputy Vice-Chancellors and Pro-Vice-Chancellors shall be determined by the Vice-Chancellor and Chief Executive.
- 1.6.4** Any Deputy Vice-Chancellor or Pro-Vice-Chancellor may undertake additional duties from time to time at the request of and on behalf of the Vice-Chancellor and Chief Executive.
- 1.6.5** The Deputy Vice-Chancellors and Pro-Vice-Chancellors shall be empowered to confer Degrees.
- 1.6.6** A Deputy Vice-Chancellor or Pro-Vice-Chancellor may resign in writing addressed to the Vice-Chancellor and Chief Executive.

1.7 The Executive Deans of Colleges

- 1.7.1** The Executive Deans of Colleges shall be appointed by the Vice-Chancellor and Chief Executive, subject to the approval of the Council and shall be designated as Pro-Vice-Chancellors.
- 1.7.2** The Executive Dean of each College shall be appointed for a period of five years. Candidates (whether external or internal) for the post of Executive Dean of College shall be interviewed by an Appointments Board comprising a majority of Academic members, and one lay member of Council; the Board will be chaired by the Vice-Chancellor and Chief Executive.
- 1.7.3** The period of office may be extended for further specified periods by Council on the recommendation of the Vice-Chancellor and Chief Executive.
- 1.7.4** An Executive Dean may resign in writing addressed to the Vice-Chancellor and Chief Executive.
- 1.7.5** An Executive Dean shall:
 - (i) act as the Chair of the College Management Team.
 - (ii) be responsible within the College for the implementation of University policy.
 - (iii) be directly responsible to the Vice-Chancellor and Chief Executive for the management and administration of all resources that may be allocated to the College.
 - (iv) present the recommendations of the College to such bodies as may be concerned with its work.
 - (v) adjudicate where necessary on matters concerning admission of students.
 - (vi) be a member *ex officio* of the Senate and of such committees as may be determined from time to time.

- (vii) be a member *ex officio* of the boards for the appointment of Academic Staff within the College.
- (viii) assist the Vice-Chancellor and Chief Executive in the administration and development of the University and undertake any other duties as appropriate to the office of Executive Dean and to the work of the College.
- (ix) make regular reports to the members of the College.

1.8 Other Officers

- 1.8.1 On the recommendation of the Vice-Chancellor and Chief Executive, the Council may from time to time appoint such other Officers as may be deemed necessary.

1.9 The Emeritus Professors

- 1.9.1 The Senate may confer the title of Emeritus Professor on any Professor of the University at or after their retirement in recognition of distinguished service to the University but the title shall not normally be conferred unless the period of service with the University has extended over at least seven academic years.
- 1.9.2 The Emeritus Professors shall be members of the Convocation but shall not otherwise be entitled to be members of any other University body.
- 1.9.3 On ceremonial occasions Emeritus Professors shall rank in precedence before Professors.
- 1.9.4 The names of the Emeritus Professors shall be published on the University website.

1.10 The Council

- 1.10.1 The Council shall consist of the following members:

Class 1, ex officio members

The Pro-Chancellor and Chair of Council
The Vice-Chancellor and Chief Executive
At least one and up to two Senior University Officers who shall be members of the Executive nominated by the Vice-Chancellor and appointed by the Council.

The Pro-Chancellor and Chair of Council shall not be a current member of staff or a student of the University.

Class 2, independent members

At least eight and not more than eleven persons (not being current members of the staff or students of the University) appointed by the Council according to the provisions of paragraph 1.10.4 of this Ordinance, at least one of whom shall be a graduate of the University.

Class 3, academic staff members

Two members of staff holding paid, superannuable academic appointments in the University, one of whom shall be elected by the members of the Senate, and one of whom shall be elected by the members of the Academic Assembly, in each case from amongst their own number.

Class 4, student members

The President of the Students' Union. The Vice-President (Education) may attend a meeting of the Council as an alternate for the President in the case of their unavoidable absence; and shall count towards the quorum and have full voting rights.

- 1.10.2** Council membership shall comprise a majority of independent members who are neither members of staff nor students of the University.
- 1.10.3** The officers in Class 1 shall be members of the Council so long as they hold the offices named, and members included in other classes shall be members for three years or for such shorter period as the appointing bodies may determine.
- 1.10.4** The members in Class 2 shall be appointed by the Council for a term of up to three years in accordance with procedures prescribed by the Council from time to time. These procedures shall have regard to the need to provide an appropriate balance of skills and experience for the Council to fulfil its objectives and to ensure that its composition reflects the diversity of the University's constituency and society more generally. Members in this Class shall be eligible for re-appointment for a second term of three years and exceptionally a third term of three years.
- 1.10.5** Any member of Council who is appointed to fill a casual vacancy shall hold office only for the unexpired term of office of the member in whose place they are appointed.
- 1.10.6** Any member of the Council may resign at any time in writing addressed to the Council.
- 1.10.7** In the absence of the Chair, the Council shall appoint from among its members a Vice-Chair, not being a current member of the staff or a student of the University.
- 1.10.8** There shall be a quorum at any meeting of the Council when not less than one-half of the members are present including a majority who are not current members of staff or students.

PART 2 - ORGANISATION AND GOVERNANCE

2.1 The Colleges of the University

- 2.1.1** There shall be the following Colleges of the University:
 - (i) College of Business and Social Sciences
 - (ii) College of Engineering and Physical Sciences
 - (iii) College of Health and Life Sciences
- 2.1.2** The Senate shall prescribe which academic disciplines and subjects shall belong to each College. A subject may, as the Senate so directs, belong to more than one College.
- 2.1.3** Subject to the Charter, Statutes and Ordinances each College shall be responsible for the organisation and conduct of courses and the promotion of research within the subject or particular responsibilities delegated to it by the Senate.

2.1.4 Each College shall establish a College Management Team whose composition, constitution, powers and duties are defined in Ordinance 2.4.

2.2 Members of the Colleges

2.2.1 A College shall consist of the Staff of the College together with the following:

- (i) the Honorary and Visiting Staff and Emeritus Professors attached to the College; and
- (ii) such other persons as the Senate may determine from time to time in consultation with the College.

2.3 College Fora

2.3.1 Each College shall hold a College Forum for members of the College at least three times per year and on other occasions as may be required or if requested in writing by ten or more members of a College. Accompanying information for these Fora will be made available to all University staff.

2.3.2 At a College Forum, all members of the College shall be entitled to attend, to discuss any matter relating to the work of the College, and any matter referred to the College by any other body within the University. The College shall be entitled to convey its views and to make recommendations on any matter discussed at a College Forum.

2.3.3 Each year a College Forum will focus on College strategy and student representatives from all programmes will be invited to attend and contribute to this meeting.

2.3.4 The College has the power to arrange the conduct of its business including the calling of its College's Fora meetings.

2.4 College Management Teams

2.4.1 Membership

College Management Teams shall consist of the following members:

Ex officio

Executive Dean

Deputy Dean(s) (if applicable)

Associate Deans

Co-opted

Additional members may be co-opted by the Team or the Executive Dean.

2.4.2 Chair

The Chair shall be the Executive Dean or nominee

2.4.3 Secretary

The Secretary of the Team shall be appointed by the Executive Dean

2.4.4 Purpose

Each College Management Team will act as an executive committee responsible for the management of the College's academic and financial affairs. It may discuss any policy matters relating to the work of the College and make recommendations on such matters to the Executive Dean.

2.4.5 Terms of Reference

- (i) To be responsible for the formulation, implementation and monitoring of College policy and strategy including the pattern of programmes and of research within the College and to take appropriate actions on such matters and where necessary to make recommendations to relevant University committees.
- (ii) To manage the academic affairs of the College and to submit recommendations thereon to the Executive Dean.
- (iii) To make recommendations to the Executive Dean on the responsible application and disposition of staffing and resources within the College, and to be responsible for the proper use of the funding at its disposal.
- (iv) To undertake particular responsibilities delegated to the College by the Senate or to ensure that such responsibilities are delegated to appropriate College Committees.
- (v) To establish a College Learning and Teaching Committee(s), chaired by the Associate Dean Education, whose membership shall include at least two elected representatives of the teaching staff and at least one elected student member. This Committee's primary functions shall be:
 - to monitor and maintain appropriate academic standards, and to monitor and endeavour to enhance the quality of the College's taught programmes and the student learning experience, including its collaborative provision, as specified in the University's quality framework;
 - to recommend for appointment by the Senate the internal and external examiners for programmes within the College;
 - to recommend to the Senate the institution, acceptance and award of Fellowships, Scholarships, Studentships and Bursaries, Prizes and other such aids to study and research;
 - to receive reports on and to monitor waivers of regulations relating to taught programmes; and
 - to report to the College Management Team and University Learning and Teaching Committee.
- (vi) To establish a College Research Committee, chaired by the Associate Dean (Research) or nominee, whose membership shall include at least two elected representatives of the researcher staff and at least one elected postgraduate research student representative. This Committee's primary functions shall be:

- to monitor and maintain appropriate academic standards, and to monitor and endeavour to enhance the quality of the College's research programmes, including collaborative provision, as specified in the University's quality framework;
 - to receive reports on the internal and external examiners for candidates for research degrees within the College recommended for appointment by the Associate Dean (Research) for approval by the Senate or by the Vice-Chancellor and Chief Executive or nominee on behalf of the Senate;
 - to recommend to the Senate the institution, acceptance and award of Fellowships, Scholarships, Studentships and Bursaries, Prizes and other such aids to study and research;
 - to receive reports on and to monitor waivers of regulations requested for postgraduate research students in the College;
 - to oversee the processes and procedures for the ethical review and approval of research undertaken by staff and students from the College; and
 - to report to the College Management Team, University Research Committee and Graduate School Management Committee.
- (vii) To monitor the effectiveness of the College Learning and Teaching and Research Committees in undertaking their responsibilities.
- (viii) To establish a College Health and Safety Committee which shall operate in accordance with the University's Health and Safety Policy.
- (ix) To oversee all other strategic, managerial and operational matters properly referred to the Management Team by the Executive Dean, the University Executive Team or any other body within the University.

2.5 Meetings of Staff from Schools or Departments

- 2.5.1** Each College shall establish Schools or Departments as defined by the College Management Team.
- 2.5.2** Meetings of members of staff in each School or Department shall be held at least once a term and on such other occasions as may be required.
- 2.5.3** All members of the staff of the School or Department who are recognised as members of the College shall be free to attend and to express an opinion on matters of concern to the School or Department or its members.

2.6 The Constitution, Powers and Functions of the Senate

2.6.1 Constitution of the Senate

2.6.1.1 The Senate shall consist of the following:

Class 1 The Vice-Chancellor and Chief Executive

Class 2 The Deputy Vice-Chancellors and the Pro-Vice-Chancellors

- Class 3 The Executive Deans
- Class 4 Representatives of the Professors from each College, elected by the Professors of that College, as follows:
- | | |
|--|----|
| College of Business and Social Sciences | 4 |
| College of Engineering and Physical Sciences | 4 |
| College of Health and Life Sciences | 4. |
- Class 5 Representatives of the non-professorial teaching and research staff from each College, elected by the members of that College, as follows:
- | | |
|--|----|
| College of Business and Social Sciences | 4 |
| College of Engineering and Physical Sciences | 4 |
| College of Health and Life Sciences | 4. |
- Class 6 One member for each seventy-five members of the Academic Assembly, to be elected by members of the Academic Assembly. For this purpose, if the number of members of the Academic Assembly is not an exact multiple of seventy-five, any remainder shall be treated as seventy-five.
- Class 7 Such other members of the University as the Senate may from time to time determine, provided that their numbers shall not exceed one-eighth of the other membership of the Senate, and provided also that there shall be represented the persons charged with the welfare of students.
- Class 8 The Executive Officers: Such Executive Officers as may be approved by Council on the recommendation of the Vice Chancellor and Chief Executive from time to time.
- Class 9 Five students to include: the President, the Vice-President Education and the Vice-President Welfare of the Students' Union, and one postgraduate student and one undergraduate student elected by the students of the University.
- Class 10 One representative of the professional support staff elected by the professional support staff.

2.6.1.2 Staff members other than *ex officio* members shall hold office for a period of two years and shall be eligible for re-election.

2.6.1.3 Student members shall hold office for a period of one year and shall be eligible for re-election.

2.6.2 Powers and Functions of the Senate

2.6.2.1 Jointly with the Council, to nominate to the Convocation a candidate for appointment as Chancellor.

- 2.6.2.2** The Senate shall keep under regular review, in consultation with the Colleges, all academic aspects of the University Strategy relating to learning and teaching, research, engagement with the community, industry and commerce, and the experience and well-being of its staff and students, and shall make such recommendations to the Council, as the Senate may from time to time consider necessary, for the Strategy's implementation.
- 2.6.2.3** The Senate shall award Degrees and other academic awards and distinctions to persons who have pursued a course of study approved by the Senate and have passed the examinations of the University or have otherwise satisfied the conditions laid down in the Regulations; and shall, on what the Senate deems to be good cause, deprive persons of any Degrees or other academic awards or distinctions awarded by the University.
- 2.6.2.4** The Senate shall make such Regulations as are necessary to fulfil its responsibilities under the Charter, the Statutes and this Ordinance, including those governing: admission to programmes and courses; assessment and examinations; academic appeals and student complaints; use of the Library, information and communication technologies and other teaching and learning resources; the conduct of student organisations (excluding the conduct of the Students' Union which is subject to specific regulation in Part 3 of these Ordinances); the award of Degrees and other distinctions and awards of the University; the appointment of External Examiners; the assessment and accreditation of prior learning; collaborative provision with external partner organisations; and the discipline of students.
- 2.6.2.5** The Senate, after reference to the Academic Assembly, shall make recommendations to the Council about Ordinances concerning academic matters and the discipline of students.
- 2.6.2.6** The Senate shall be consulted in relation to proposed changes to the duties, functions, and conditions of service of all members of the Academic Staff and make recommendations thereon to the Council.
- 2.6.2.7** The Senate shall appoint a member of the Senate to be a member of the Council in Class 3 as provided for under paragraph 1 of Section IV of the Statutes. Any such member shall normally be appointed to the Council for a period of two years from 1st August immediately following their election, provided that they hold membership of the Senate throughout that period.
- 2.6.2.8** The Senate shall monitor and maintain appropriate academic standards, monitor and endeavour to enhance the quality of academic provision, and approve new programmes.
- 2.6.2.9** The Senate shall appoint the internal examiners and external examiners of the University.
- 2.6.2.10** The Senate shall award Honorary Degrees, the title of Emeritus Professor and other University distinctions.

- 2.6.2.11** The Senate shall determine what formalities shall attach to the conferment of Degrees and other distinctions, including the associated use, where appropriate, of academic dress.
- 2.6.2.12** The Senate shall recommend to the Council the establishment and disestablishment of Colleges and such other equivalent academic bodies as the Senate may from time to time consider advantageous for the work of the University.
- 2.6.2.13** The Senate shall approve the institution and acceptance from external funding bodies of Fellowships, Scholarships, Studentships, Grants, Bursaries, Prizes and other such aids to study and research.
- 2.6.2.14** The Senate shall approve the constitution and terms of reference of the major College Committees listed in Ordinance 2.4.
- 2.6.2.15** The Senate may discuss and declare an opinion on any matter relating to the University, on reference from the Council or otherwise, and to transmit such opinion to the Council.
- 2.6.2.16** The Senate shall generally exercise all such powers as are or may be conferred on the Senate by the Charter and the Statutes, and to make Regulations in the exercise of the powers set out in this Ordinance and of all other powers of the Senate.

2.7 The Constitution, Powers and Functions of the Convocation

2.7.1 Constitution of the Convocation

- 2.7.1.1** The Convocation shall consist of the following persons, namely:

Class 1

These Officers of the University:

The Chancellor

The Pro-Chancellor and Chair of Council

The Vice-Chancellor and Chief Executive

The Deputy Vice-Chancellors and Pro-Vice-Chancellors

The Executive Deans

Class 2

Persons who at any time have been members of the Governing Body or Honorary and Elective Associates of the College of Advanced Technology Birmingham.

Class 3

Her Majesty's Lieutenants of and in the Counties of Herefordshire, Worcestershire, Shropshire, Staffordshire, Warwickshire and the West Midlands.

Class 4

Such representatives of religious bodies, not exceeding ten in number, as the Council shall from time to time determine.

Class 5

The Members of the Commons House of Parliament elected for the Constituencies in the Counties of Herefordshire, Worcestershire, Shropshire, Staffordshire, Warwickshire and the West Midlands.

Class 6

The Chairs of the County Councils of Herefordshire Worcestershire, Shropshire Staffordshire and Warwickshire. Such other representatives of local authorities, not exceeding twenty in number, as the Council shall from time to time determine.

Class 7

One representative of each of the following Local Education - Authorities: the County Councils of Herefordshire, Worcestershire, Shropshire, Staffordshire and Warwickshire; the Metropolitan District Councils of Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton

Class 8

Such representatives of industry and commerce, not exceeding fifty in number, as the Council may from time to time determine.

Class 9

Such representatives of the following, not in any category exceeding forty in number, as the Council on the recommendation of the Senate may from time to time determine:

The Engineering Council and other Professional Institutions,
Research Associations and Establishments,
Learned Societies,
Universities,
Other Educational Institutions.

Class 10

The members of the Council.
The members of the Academic Staff.
The Graduates of the University, including Honorary Graduates.
The Associates of the College of Advanced Technology, Birmingham.
The President and Secretary for the time being of the Students' Union.
Emeritus Professors.
Such other Members of the University as the Council on the recommendation of the Senate shall from time to time determine.

Class 11

Retired members of the Academic Staff.

Former members of the Council.

Members of committees and advisory bodies who are not otherwise members of the Convocation.

Directors of Companies wholly owned by the University who are not otherwise members of the Convocation.

Appropriate Members of the European Parliament.

Such other classes or persons as may on the recommendation of the Senate be invited by the Council.

2.7.1.2 Upon a change or changes in the boundaries of the Constituencies for the Commons House of Parliament, or in the boundaries, areas or composition of the Counties or other bodies referred to above, the Council may from time to time in its absolute discretion make appropriate alterations in the composition of the Convocation as listed in this Section 2.7 of these Ordinances, and thereafter the lists so altered from time to time by the Council shall operate in substitution for the corresponding lists set out in Ordinance 2.7.1.1.

2.7.1.3 Except as otherwise by the Charter provided and subject to these Ordinances the Council may determine all matters relating to the nomination and appointment of members of the Convocation and their respective periods or terms of office and all other matters relating to the constitution of the Convocation.

2.7.1.4 *Ex officio* members shall be members of the Convocation during their tenure of office only. Representative members shall be members for a period to be determined by the nominating or appointing body, and persons appointed by the Council shall be members for such periods as the Council may determine provided that in no case shall the period of office exceed five years.

2.7.1.5 Any casual vacancy occurring by resignation, incapacity or death among the representative members shall be filled as soon as convenient by the person or body which appointed the member whose place has become vacant.

2.7.1.6 Members retiring by effluxion of time may be re-nominated or re-appointed.

2.7.1.7 Except where otherwise provided representative members need not be members of the body by which they are nominated or appointed.

2.7.1.8 Any member of the Convocation may resign by writing addressed to the Convocation.

2.7.2 Powers of the Convocation

2.7.2.1 The Convocation shall receive the Vice-Chancellor and Chief Executive's report on the working of the University and audited accounts, and shall have the right to discuss and to express its opinion to the Council or the Senate upon any matter concerning the working of the University.

2.7.2.2 The Convocation shall appoint the Chancellor on the joint recommendation of the Council and the Senate.

2.7.3 Meetings of the Convocation

2.7.3.1 The Convocation shall hold a General Meeting at least once each year within fifteen months of the preceding General Meeting. A special meeting may be convened at any time by the Council, or on the written request of fifty members of the Convocation.

2.7.3.2 A quorum for all meetings of the Convocation shall be fifty members.

2.8 The Academic Assembly

2.8.1 The Academic Assembly shall consist of the members of the Academic Staff, Research Staff, Other Related (Teaching) Staff, and such other members of the staff of the University as the Senate on the recommendation of the Academic Assembly may determine.

2.8.2 It shall meet at least once a term. Special meetings may be called by the Vice-Chancellor and Chief Executive or upon the requisition in writing of not fewer than twenty-five of its members.

2.8.3 It shall determine its own procedure provided that not less than seven days' notice of items to be discussed be given.

2.8.4 It shall elect a member to the Council in accordance with Class 3 of paragraph 1 of Section IV of the Statutes and members to the Senate in accordance with Class 6 of Section 2.6.1.1 of the Ordinances.

2.8.5 Copies of the minutes of meetings of the Senate shall, unless the Senate otherwise determines, be available to members of the Assembly. The Assembly shall receive an annual report on the progress of the University from the Vice-Chancellor and Chief Executive. Other matters may be reported or referred to it by the Council, the Senate, the Vice-Chancellor and Chief Executive, any other duly constituted body in the University or by a group of not fewer than twenty-five of the members of the Assembly.

2.8.6 It may discuss and declare an opinion on any matter affecting the University.

2.8.7 The Academic Assembly shall be informed and allowed to express an opinion before any change shall be made in the Charter and the Statutes, or the constitution of the University, or the conditions of service of the Academic Staff in general, provided that any such opinion shall be expressed not later than the last day of the term next following the date when the Academic Assembly was so informed.

2.9 Student Representation on Committees

2.9.1 The membership of appropriate University committees should make provision for full student members with voting rights.

2.10 Committees

2.10.1 All the bodies referred to within the Charter, Statutes and Ordinances may appoint and dissolve standing, special, advisory and consultative committees. Any such committee:

2.10.1.1 may include persons who are not Members of the University, nor of the body appointing the committees, provided that such persons shall always be fewer in number than those persons who are members of such body; and

- 2.10.1.2** shall have such powers and duties as may be delegated to it by its appointing body from time to time.
- 2.10.2** The Chancellor, the Pro-Chancellor and Chair of Council and the Vice-Chancellor and Chief Executive shall be entitled to attend meetings of any committee of the Council. The Vice-Chancellor and Chief Executive and the Deputy Vice-Chancellors shall be entitled to attend meetings of any committee of the Senate and any College.
- 2.10.3** The Executive Dean of a College shall be *ex officio* a member of any committee of that College.
- 2.10.4** The body appointing a committee may make rules of procedure for the committee, but subject thereto every committee may determine its own procedure, times and places of meeting.

2.11 Conduct of Elections

2.11.1 Returning Officer

- 2.11.1.1** A Returning Officer and at least two Scrutineers shall be appointed by the body concerned before an election takes place. If no appointment is made or possible, an Executive Officer, as may be nominated by the Vice Chancellor and Chief Executive from time to time, shall appoint a Returning Officer and Scrutineers.

2.11.2 Timetable

- 2.11.2.1** The timetable of an election shall be determined by the body whose membership is at issue. At least seven working days' notice shall be given to all entitled to vote.

2.11.3 Nominations

- 2.11.3.1** The Returning Officer shall publish the timetable for the election and call for nominations of people eligible and willing to stand. A nomination must be proposed and seconded in writing by qualified electors, and the person nominated must confirm in writing to the Returning Officer willingness to serve. The closing date for nominations shall be at least seven working days after the distribution of notices.

- 2.11.3.2** In the case of the election of members of staff, the announcement of the election shall be made by the circulation of notices (either by post or by email) to all entitled to vote.

- 2.11.3.3** The Returning Officer shall publish a list of valid nominations as soon as possible (either by email to constituents or by posting it on an appropriate website).

2.11.4 Method of Voting

- 2.11.4.1** Voting shall be by the single transferable vote system, the detailed procedure to be determined by an Executive Officer as may be nominated by the Vice Chancellor and Chief Executive from time to time.

2.11.5 Voting Procedure

2.11.5.1 Each elector shall be provided with a ballot paper listing the candidates in alphabetical order and giving instructions on voting procedure. Electors should be required to have registered their votes no less than a week after the issue of the ballot papers.

2.11.6 Election Results

2.11.6.1 At the completion of voting the Returning Officer shall count the votes and record the results, these being checked by the Scrutineer(s).

2.11.6.2 All records of the election shall be retained until the results are reported to the body concerned and it has accepted the results of the election, after which they shall be destroyed.

2.11.6.3 Any case of alleged irregularity shall be investigated by persons appointed by the body concerned.

2.11.6.4 The results of the election shall be published (either via an email to constituents or by posting them on an appropriate website).

2.12 Removal of Independent Members of Council and Officers

2.12.1 A request may be made to the Pro-Chancellor and Chair of Council to remove an independent member from membership of the Council for good cause in accordance with the procedure described below:

2.12.1.1 The request must be made in writing by at least two members of the Council, giving the grounds for removal.

2.12.1.2 Should the Pro-Chancellor and Chair of Council decide that there is a *prima facie* case, a Panel shall be established, comprising two independent members of the Council, two members of the Council who are also members of the Senate, and the Pro-Chancellor and Chair of Council or their nominee who shall chair the Panel.

2.12.1.3 The Panel shall receive representations from the members lodging the request and from the member who is the subject of the request.

2.12.1.4 Should the request concern the Chancellor, the Panel shall make a recommendation to the Council and Senate sitting together in joint session on whether to uphold or to dismiss the request. In all other cases the Panel shall make a recommendation to the Council on whether to uphold or to dismiss the request. In either circumstance, the Panel's recommendation shall be considered under 'Reserved Business'.

2.12.2 'Good cause' shall for the purposes of this Section 2.12 mean:

2.12.2.1 conviction for an offence which may be deemed by the Council and the Senate sitting together to be such as to render the person convicted unfit for the execution of the duties of the office; or

2.12.2.2 conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or

2.12.2.3 conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office whether such failure results from physical or mental incapacity or otherwise.

- 2.12.3** Should the request to remove from membership of Council relate to the Pro-Chancellor and Chair of Council, the matter should be referred to the Vice-Chair.

2.13 Acts during Vacancies

- 2.13.1** No act or resolution of the Convocation, the Council, the Senate, the Academic Assembly or any committee or board constituted in accordance with the Statutes or Ordinances, shall be invalidated by reason of any vacancy in their membership or by any defect in the appointment or qualifications of the members.

2.14 Service of Notices and Documents

- 2.14.1** Any notice or document required by or for the purposes of the Charter, Statutes or Ordinances will be:
- 2.14.1.1** sent for the attention of the person, and to the last address registered by the University;
 - 2.14.1.2** and delivered personally; or
 - 2.14.1.3** delivered by commercial courier; or
 - 2.14.1.4** sent by pre-paid United Kingdom first-class post or recorded delivery; or
 - 2.14.1.5** sent by email to an email address notified by the person to the University for such purpose.
- 2.14.2** If a notice or document has been properly sent or delivered in accordance with paragraph 2.14.1, it will be deemed to have been received as follows:
- 2.14.2.1** if delivered personally, at the time of delivery; or
 - 2.14.2.2** if delivered by commercial courier, at the time of signature of the courier's delivery receipt; or
 - 2.14.2.3** if sent or supplied by electronic means, one hour after the notice was sent or supplied and a delivery receipt received; or
 - 2.14.2.4** if sent by pre-paid United Kingdom first class post to an address in the United Kingdom, 48 hours after it was posted.

In proving service in respect of personal delivery or delivery by post it will be sufficient to prove that the envelope containing such notice was addressed to the correct address of the relevant party and delivered to that address.

2.15 Ethical Standards

- 2.15.1** The University expects all of its members (individually and collectively), its collaborative partners and those providing a service to the University to be committed to upholding The Principles of Public Life. These principles include Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
- 2.15.2** Members of the University must not use their authority or office for personal gain and must always seek to uphold and enhance the reputation of the University. Any personal interest which may impinge on a member's impartiality in any matter

relevant to their duties should be declared to their Executive Dean, Executive Director or other appropriate authority.

- 2.15.3** A University Ethics Framework shall be developed to facilitate the embedding of the University's ethical values and principles into all its activities and to guide behaviour of members of the University. The framework shall identify the key areas in which ethical considerations may arise and set out the responsibilities of individuals, groups, committees and other bodies in these areas.

PART 3 – THE STUDENTS’ UNION

3.1 Constitution

- 3.1.1** The Aston Students’ Union is a charitable company limited by guarantee (company number 8497016), constituted and governed by its Memorandum and Articles of Association. It is registered as a Charity (number 1152067) with the Charity Commission for England and Wales, in accordance with the Charities Act 2011. It is also a students’ union within the meaning of the Education Act 1994, and, as such, represents the voice of the student body at Aston University.
- 3.1.2** The Union shall conduct and manage its own affairs in accordance with its Articles of Association and Bye-Laws, as amended from time to time. Authority for managing the Union’s affairs is vested, through the Articles of Association, in a Board of Trustees, which is advised by a Council of the Union on how the Union’s resources may best be allocated in pursuance of Union objects.
- 3.1.3** The Articles of Association, and any subsequent amendments thereto, shall be approved by the Council of the University, and the Articles shall be reviewed every five years by the University Council in conjunction with the trustees of the Union.

3.2 Objects

- 3.2.1** The Union’s objects are the advancement of education of students at Aston University for the public benefit by:
- 3.2.1.1** promoting the interests and welfare of students at Aston University during their course of study, and representing, supporting and advising students;
 - 3.2.1.2** being the recognised representative channel between students and Aston University and any other external bodies; and
 - 3.2.1.3** providing social, cultural, sporting and recreational activities, and forums for discussions and debate, for the personal development of its students.

3.3 Membership

- 3.3.1** All full-time and part-time students of Aston University shall be eligible to be members of the Union. The Union’s officer trustees, as elected under Ordinance 3.6.2, shall also be members of the Union.
- 3.3.2** In accordance with the Articles of Association, the Union Council may admit to, and remove from, associate (that is, non-voting) membership such persons as it considers appropriate.

3.4 The Relationship between the University and the Union

- 3.4.1** The Union shall report formally to the University by:
- 3.4.1.1** presenting an annual budget to the University’s Finance and Infrastructure Committee;
 - 3.4.1.2** presenting audited accounts, upon their completion each year, to the University’s Audit and Risk Committee; and

- 3.4.1.3 making representations to the Council or the Senate of the University, and to any other University committees which include in their membership representatives of the Union, on matters of proper concern to students of the University.

3.5 Memorandum of Understanding

- 3.5.1 There shall be a Memorandum of Understanding, drawn up jointly by the University and the Union with the aim of defining their working relationship. Any amendments to this Memorandum, as may be required from time to time to reflect the changing needs of the University or the Union, shall be agreed by, and following full consultation between, the University and the Union.

3.6 Officers

- 3.6.1 There shall be a President of the Union and such other officers as detailed in the Bye-Laws. Subject to the Articles of Association and the Bye-Laws, the officers may represent the Union on appropriate matters and at the request of individual students may also represent them.
- 3.6.2 The President and other officers, including up to four officer trustees, shall be elected annually by and from the members of the Union, in such manner as may be prescribed in the Articles of Association and the Bye-Laws.

3.7 Chief Executive

- 3.7.1 There shall be a Chief Executive, appointed by the Union's charity trustees with the advice of the University, and who shall be responsible to the Union for the execution of their duties. The appointment of the Chief Executive shall be subject to the University's right of veto.

3.8 Staff

- 3.8.1 The University shall directly employ those individuals recruited by the Union to work at the Union. Such staff shall be responsible to the Union's Chief Executive.

3.9 Reciprocal Arrangements

- 3.9.1 Provided that only the students of Aston University may be full members of the Union, the Union shall be empowered to enter into reciprocal arrangements with appropriate organisations of other institutions of higher and further education.

3.10 Amendments

- 3.10.1 The Bye-Laws shall provide that amendments to this Ordinance proposed by the Union shall be by a resolution of not less than two-thirds of the membership of the Union Council at meetings held for such purpose. All amendments from this or other sources, including the Union's Board of Trustees, shall be submitted by the Union to the Senate and the Council of the University for approval.

PART 4 – ACADEMIC STAFF: DISMISSAL, DISCIPLINE, GRIEVANCE PROCEDURES AND RELATED MATTERS

4.1 Procedures for giving effect to Section 6 of the Statutes

- 4.1.1 In this Ordinance:

Member	means the member of the Academic Staff concerned in the proceedings.
Officer	means officer in charge of the proceedings.
Person Appointed	means the person appointed by the Council under paragraph 28 of Section 6 of the Statutes to hear and determine the appeal.
Representative	means a person representing the Member.
Secretary	means the Secretary-Registrar as defined in Section X of the Statutes.
Tribunal	means a tribunal in accordance with paragraphs 15(1) and 16 of Section 6 of the Statutes.

4.2 Ref: Statutes - Section 6, Part III, Para 17(1)

- 4.2.1** The Council, sitting in full session, shall appoint the Tribunal. The Secretary shall fix the date for the hearing and shall give the Member not less than 14 days' notice in writing of the date, time and place of the hearing which shall include a copy of the charge or charges against him/her together with the name of the Officer, the names of the members of the Tribunal and the procedure to be followed at the hearing.
- 4.2.2** The Secretary's notice to the Member shall also contain a statement that:
- 4.2.2.1** s/he is entitled to be represented by another person (the Representative) whether such person be legally qualified or not, in connection with and at any hearing of the charge or charges, and that
- 4.2.2.2** no charge may be determined without an oral hearing at which the Member and the Representative are entitled to be present and that the Member and the Representative may call witnesses and may question witnesses upon the evidence on which the case against the Member is based.
- 4.2.3** At the hearing:
- 4.2.3.1** the Officer shall first address the Tribunal outlining the evidence s/he will produce relating to the charge or charges. S/he shall then call her/his witnesses. Each witness, in turn, may be examined by the Officer, and may then be cross-examined by the Representative or the Member and re-examined by the Officer. The Tribunal may question the Officer and any witnesses called by the Officer.
- 4.2.3.2** Following the presentation of the charge or charges, the Member may submit to the Tribunal that there is no case to answer. If such a submission is accepted by the Tribunal, it may be dealt with under 4.2.4.2.
- 4.2.3.3** If no such submission is made, or if it is rejected by the Tribunal, the Representative or the Member shall then address the Tribunal and may call witnesses. Any witnesses called may be examined by the Representative or Member and may be cross-examined by the Officer

and re-examined by the Representative or the Member. The Tribunal may question the Member and any witnesses called by the Member.

4.2.3.4 the Officer may give a closing address followed by a closing address given by the Member or her/his Representative.

4.2.4 The Tribunal shall have full power:

4.2.4.1 to postpone or adjourn any hearing;

4.2.4.2 to dismiss any charge if it decides there is no case to answer;

4.2.4.3 to remit any charge to the Vice-Chancellor for further consideration;

4.2.4.4 to correct any accidental errors;

4.2.4.5 to do such other things (including the setting of appropriate time limits for any stage) as seems to them necessary or desirable for ensuring that any charge is fully and fairly dealt with and determined as soon as reasonably practicable.

4.2.5 Any notice or document required under this Ordinance shall be served in accordance with Section XXIX of the Statutes.

4.3 Ref: Statutes - Section 6, Part V, Para 29(1)

4.3.1 The Council, sitting in full session, shall appoint a person to hear and determine the appeal who will determine her/his own procedure, subject to the principles of justice and fairness. The Secretary shall fix the date for the hearing and shall give the Appellant not less than 14 days' notice in writing of the date, time and place of the hearing, the name of the person appointed and any persons appointed to sit with him/her and the procedure to be followed at the hearing.

4.3.2 The Secretary's notice to the Appellant shall also contain a statement that:

4.3.2.1 s/he is entitled to be represented by another person (the Representative), whether such person be legally qualified or not, in connection with and at any hearing of the appeal;

4.3.2.2 no appeal may be determined without an oral hearing at which the Appellant and the Representative are entitled to be present and with the consent of the person appointed to call witnesses.

4.3.3 The person appointed shall have full power:

4.3.3.1 Where there are two or more related appeals to consolidate them and hear them together;

4.3.3.2 to postpone or adjourn any hearing;

4.3.3.3 to dismiss the appeal for want of prosecution;

4.3.3.4 to correct any accidental errors;

4.3.3.5 to set appropriate time limits for each stage (including the hearing itself) to the intent that the appeal is heard and determined as expeditiously as reasonably practicable.

4.3.4 Any notice or document required under this Ordinance shall be served in accordance with Section XXIX of the Statutes.

4.4 Ref: Statutes - Section 6, Part VI, Para 36

4.4.1 The Council, sitting in full session, shall appoint the Grievance Committee to consider the grievance. The Secretary shall fix the date for the hearing and shall give the Member and any person against whom the grievance lies not less than 14 days' notice of the date, time and place of the hearing, the names of the members of the Grievance Committee and the procedure to be followed at the hearing.

4.4.2 The Secretary's notice to the Member and to any person against whom the grievance lies shall also contain a statement that s/he has a right to be heard at the hearing and to be accompanied by a friend or representative.

4.4.3 The Grievance Committee shall allow the Member and any person against whom the grievance lies to call witnesses and to address the Committee either in person or by her/his friend or representative and subject to the principles of justice and fairness shall determine their own procedure.

4.4.4 The Grievance Committee shall reach their decision and inform the Council as soon as practicable after the end of the hearing.

4.4.5 Any notice or document required under this Ordinance shall be served in accordance with Ordinance 2.14.

PART 5 - ADMISSIONS, EXAMINATIONS, AWARDS, AND STUDENT CONDUCT, DISCIPLINE, FITNESS TO PRACTISE AND FITNESS TO STUDY

5.1 Admission to Programmes

5.1.1 The qualifications for admission to a programme leading to a degree, diploma or certificate of the University shall be prescribed in Regulations. Candidates for admission to any programme leading to a degree, diploma or certificate awarded by the University must have attained the prescribed qualifications or have been exempted from them in accordance with Regulations.

5.1.2 Following enrolment at the University students are entitled to the privileges of membership of the University and are also bound by corresponding obligations to conform to the Charter, Statutes, Ordinances, Regulations, policies and procedures of the University.

5.1.3 Possession of the appropriate qualifications for entry to any programme does not entitle any person to be admitted to the University, and the University reserves the right to accept or reject any applicant for admission.

5.1.4 At the discretion of the Chief Operating Officer or their nominee on recommendation from the College in consultation with Registry, the payment of fees or other debts to the University may be deferred or waived.

5.2 Eligibility for Degrees, Diplomas and Certificates in the University

5.2.1 In order to qualify for a degree, diploma or certificate of the University, other than an honorary or an *ad eundem* degree, every candidate must have:

5.2.1.1 satisfied the requirements for entry to the appropriate programme as prescribed by the Ordinances and Regulations;

- 5.2.1.2 pursued that programme for the prescribed period and, except in the case of an *aegrotat* degree, passed the required assessments;
 - 5.2.1.3 paid as and when required the invoiced tuition fees due to the University in accordance with the University's Tuition Fee Policy, and
 - 5.2.1.4 complied with such Ordinances and Regulations as may be relevant.
- 5.2.2 The minimum period for any degree, diploma or certificate shall be prescribed in Regulations.
- 5.2.3 Subject to the provisions of the Charter and Statutes, the Senate may permit students who have attended programmes and passed assessments at such other universities and places of learning or other institutions, establishments and organisations (including those in industry and commerce) as may be approved by the Senate for this purpose, to count these programmes and assessments as equivalent to such programmes or assessments of Aston University as the Senate shall determine, provided that no award of the University shall be conferred on any such person unless they have passed the final assessments of the University.
- 5.2.4 A holder of an external degree of the University of London or a holder of the Diploma of Technology who pursued a full-time programme extending over at least two academic years in the Birmingham College of Advanced Technology shall be deemed to be a graduate of the University for the purpose of eligibility for the award of the degree of Doctor of Science or Doctor of Letters.

5.3 Degrees, Diplomas and Certificates of the University

- 5.3.1 The degrees, certificates and diplomas of the University may be awarded:
- 5.3.1.1 to candidates who have satisfactorily completed a programme and assessment, or, in the case of a Higher Doctorate or a Doctor of Philosophy (by Previously Published Work), whose published work has been examined and approved.
 - 5.3.1.2 *honoris causa*, except that the degree of PhD shall not be thus awarded.
 - 5.3.1.3 by decree of the Senate.
- 5.3.2 Where the Senate has awarded degrees *ad eundem* to past students of the College of Advanced Technology Birmingham or its predecessor institutions, such degrees shall carry the same rights and privileges as substantive degrees.
- 5.3.3 The awards of the University shall be:
- 5.3.3.1 Aston Diplomas and Certificates:
 - (i) Foundation Diploma (FDip)
 - 5.3.3.2 Diplomas and Certificates:
 - (i) Certificate of Higher Education (CertHE)
 - (ii) Diploma of Higher Education (DipHE)
 - (iii) Graduate Certificate (GradCert)

- (iv) Graduate Diploma (GradDip)
- (v) Postgraduate Certificate (PGCert)
- (vi) Postgraduate Diploma (PGDip)

5.3.3.3 First Degrees:

- (i) Bachelor of Arts (BA)
- (ii) Bachelor of Engineering (BEng)
- (iii) Bachelor of Laws (LLB)
- (iv) Bachelor of Medicine, Bachelor of Surgery/Chirurgery (MBChB)
- (v) Bachelor of Science (BSc)

5.3.3.4 Foundation Degrees:

- (i) Foundation Degree Arts (FdA)
- (ii) Foundation Degree Engineering (FdEng)
- (iii) Foundation Degree Science (FdSc)

5.3.3.5 Higher Degrees:

- (i) Doctor of Business Administration (DBA)
- (ii) Doctor of Education (EdD)
- (iii) Doctor of Hearing Therapy (DHearing Therapy)
- (iv) Doctor of Medicine (MD)
- (v) Doctor of Ophthalmic Science (DOphSc)
- (vi) Doctor of Optometry (DOptom)
- (vii) Doctor of Pharmacy (PharmD)
- (viii) Doctor of Philosophy (PhD)
- (ix) Engineering Doctorate (EngD)
- (x) Master of Arts (MA)
- (xi) Master of Arts (by Research) (MA(Research))
- (xii) Master of Business Administration (MBA)
- (xiii) Master of Education (MEd)
- (xiv) Master of Laws (LLM)
- (xv) Master of Orthopaedic Surgery (MCh Orth)

- (xvi) Master of Philosophy (MPhil)
- (xvii) Master of Research (MRes)
- (xviii) Master of Science (MSc)
- (xix) Master of Science (by Research) (MSc(Research))

5.3.3.6 Higher Doctorates:

- (i) Doctor of Letters (DLitt)
- (ii) Doctor of Science (DSc)

5.3.3.7 Integrated Masters Degrees:

- (i) Master of Biology (MBiol)
- (ii) Master of Chemistry (MChem)
- (iii) Master of Engineering (MEng)
- (iv) Master of Pharmacy (MPharm)
- (v) Master of Physics (MPhys)
- (vi) Master of Optometry (MOptom)
- (vii) Master of Science (MSci)

5.3.4 The degrees (other than *honoris causa*), diplomas and certificates of the University shall be awarded by the authority of the Senate on the recommendation of the Boards of Examiners concerned.

5.3.5 If a candidate is prevented by illness or other sufficient cause from taking or completing a final assessment for a degree, diploma or certificate, the Senate, on the recommendation of the Board of Examiners concerned and upon such conditions as it shall think fit, may award an *aegrotat* degree, diploma or certificate provided that the candidate shall not be given honours or placed in a class or division, or it may award a classified degree. This provision shall not exempt a candidate from presenting a thesis where such is prescribed.

5.3.6 If a candidate is prevented by illness or other sufficient cause from taking or completing an assessment other than a final assessment for a degree, diploma or certificate the Board of Examiners, subject to the conditions laid down in the Regulations, may exempt the candidate from such assessment.

5.4 Honorary Degrees

5.4.1 Degrees *honoris causa* shall be awarded by the authority of the Senate.

5.5 The Award of Degrees, Diplomas, and Certificates

5.5.1 Awards shall be authorised and conferred by the Senate (or by a nominee acting on behalf of the Senate) from the recommendations of the Boards of Examiners for taught programmes or the recommendations of Examiners of candidates for research degrees.

- 5.5.2** There will be Degree Ceremonies to which successfully awarded candidates will be invited. These ceremonies shall be held at least once a year and be presided over by the Chancellor or, in their absence by the Vice-Chancellor and Chief Executive or, in their absence, by the Pro-Chancellor and Chair of Council, the Deputy Vice-Chancellor or a Pro-Vice-Chancellor.
- 5.5.3** No person shall be allowed to attend a Degree Ceremony or to receive their Degree Certificate unless they have paid the invoiced tuition fees prescribed in accordance with the University's Tuition Fee Policy.

5.6 Assessment and Examiners

5.6.1 Assessments

- 5.6.1.1** Assessments shall be held for programmes leading to the award of a degree, diploma or certificate of the University.
- 5.6.1.2** The procedure for assessing the class or division in the final assessment shall be determined by the Board of Examiners in accordance with the Regulations approved by the Senate.
- 5.6.1.3** The manner of conducting University assessments shall be prescribed by Regulations, and failure on the part of a candidate to comply with these Regulations may be regarded as a breach of the discipline of the University.
- 5.6.1.4** Candidates may not be assessed unless they have satisfied the requirements laid down in the Ordinances and Regulations, or have been exempted from any requirements by the Senate on the recommendation of the Board of Examiners concerned.
- 5.6.1.5** Before implementing a decision that a student should withdraw from a programme, the Board of Examiners shall give the student concerned, aided by another Member of the University (as defined in Ordinance 1.1) if so desired, an opportunity to make representations, in writing or in person or both, of any circumstances which might have affected their performance, that were unknown to the Board when the first decision was made.

5.6.2 Examiners for Higher Degrees

- 5.6.2.1** There shall be one Internal Examiner and one External Examiner for each candidate for a higher degree by research and thesis except where otherwise specified in the Regulations. The Internal Examiner shall be a member of the Academic Staff of the University.
- 5.6.2.2** Examiners for candidates for higher degrees by research and thesis shall be appointed by the Senate in accordance with the Regulations.

5.6.3 Examiners for Higher Doctorates

- 5.6.3.1** There shall be two External Examiners for each candidate for a higher doctorate except where otherwise specified in the Regulations.

- 5.6.3.2** Examiners for candidates for higher doctorates shall be appointed by the Senate in accordance with the Regulations.
- 5.6.4** Examiners for other Degrees, Diplomas, Certificates and other Awards and Distinctions
- 5.6.4.1** The External Examiners of the University shall be appointed by the Senate on the recommendation of the Learning and Teaching Committee concerned for each programme leading to a degree, diploma or certificate of the University. They shall be appointed for up to four years.
- 5.6.4.2** The Internal Examiners of the University for degrees, diplomas or certificates of the University shall be appointed from among members of the Academic Staff or Visiting Academic Staff of the University, other categories of the teaching staff of the University and the Staff of Partner Institutions approved by the Senate for the purpose.
- 5.6.4.3** The Internal Examiners shall be responsible for co-ordinating the preparation and marking of the assessment papers in their subject areas, for consulting the External Examiner where appropriate and for making recommendations to the Board of Examiners.
- 5.6.5** Boards of Examiners
- 5.6.5.1** Other than for higher doctorates and higher degrees by research and thesis, there shall be a Board of Examiners for each stage of a programme leading to a degree, diploma or certificate of the University.
- 5.6.5.2** The Board of Examiners for non-final stages of the programme shall be responsible for assessing each candidate's performance, determining the candidate's progression on the programme and taking such further decisions as may be required by the Regulations, and for such other matters as may be delegated to it by the Senate.
- 5.6.5.3** The Board of Examiners for the final stage of the programme shall be responsible for assessing each candidate's performance, determining the award classification and taking such further decisions as may be required by the Regulations, and for such other matters as may be delegated to it by the Senate.
- 5.6.6** Membership of Boards of Examiners
- 5.6.6.1** The Board of Examiners shall include the External Examiner(s) for the programme.
- 5.6.6.2** Members of the Boards of Examiners other than the External Examiner(s) shall be appointed from among members of the Academic Staff or Visiting Academic Staff of the University, other categories of the teaching staff of the University and the Staff of Partner Institutions approved by the Senate for the purpose. Other staff of the University or Partner Institutions may be in attendance.
- 5.6.6.3** The Boards of Examiners and the Chair and Deputy Chair thereof shall be appointed by the Senate on the recommendation of the Learning and

Teaching Committee concerned or, in the case of combined degrees, on the recommendation of the appropriate Management Group.

5.6.6.4 The University will prescribe the scope, membership and responsibilities of Boards of Examiners.

5.6.7 Procedures of Boards of Examiners

5.6.7.1 The quorum for a Board of Examiners shall be at least two-thirds of the approved Board. The quorum for all meetings shall include the Chair, Deputy Chair or a substitute approved by Senate.

5.6.7.2 Decisions of Board of Examiners shall be taken by a simple majority of votes of those present and voting. The Chair does not vote in the first instance but shall have the casting vote in instances where there is an equality of votes for and against.

5.6.7.3 Within the provisions of the General Regulations and the Regulations for the particular programme, the decisions of the Boards of Examiners shall be final.

5.6.7.4 University Regulations may further prescribe the procedures of Boards of Examiners.

5.6.8 Academic Appeals

5.6.8.1 Academic Appeals Procedures shall make provision for dealing with appeals from students against the decisions of Boards of Examiners for undergraduate and postgraduate programmes. The procedures will specify the permitted grounds for appeal and that there shall be no right of appeal against the academic judgement of examiners.

5.7 Student Conduct, Discipline, Fitness to Study and Fitness to Practise

5.7.1 Provisions governing student conduct, discipline, fitness to study and fitness to practise shall be prescribed by Regulations which shall include provision for a right on the part of any student to be heard in person by a Committee appointed by the Senate before any decision to expel or exclude a student is taken. Such Regulations shall also provide that a student electing to be heard may be accompanied by one adviser of their own choice who may speak on their behalf, and that a student may call witnesses and question witnesses upon whose evidence the case against them is based.