

Ordinances

Our Ordinances provide detailed information, terms and conditions about specific areas of University business and governance.

Governance Matters

1. Powers of Council:

1.1. Subject to the Charter and the Statutes, the Council will, in addition to all powers invested in it, have the following powers, duties and functions:

- (1) To promote the objects of the College and to review its teaching, examining and research and the welfare of its students and staff;
- (2) to govern and regulate the finances, accounts, investments, property, business, and all the financial affairs of the College and for these purposes to make appropriate arrangements for the appointment of bankers and other agents;
- (3) to invest any monies belonging to or held by the College in such stocks, funds, shares, securities and other investments (including land or any tenure or any interest therein) as the Council shall, in its absolute discretion, think fit: provided that in the case of monies held by the College as trustees the powers conferred by this paragraph shall be exercised subject to the provisions of the law relating to investment by trustees;
- (4) to allow others to use College property on proper terms;
- (5) to be responsible for accepting grants for the work of the College, and to approve the conditions on which such grants are accepted;
- (6) to borrow money on behalf of the College, and for that purpose to mortgage or charge all or any part of the property of the College, whether real or personal, and to give such other security as the Council may think fit;
- (7) to enter into, vary, carry out and cancel contracts on behalf of the College;
- (8) to sell, buy, exchange, lease and accept leases of real and personal property on behalf of the College;
- (9) to determine fees, subscriptions and deposits, and to charge such fees as may be thought desirable for the provision of such services and for the sale of such goods as may be deemed expedient and consistent with the objects of the College;
- (10) to provide, maintain, administer and dispose of land, buildings, fixtures, fittings, furniture, equipment, apparatus, books and any other property as may be deemed appropriate for the furtherance of the objects of the College;
- (11) to make provision for good order and discipline;
- (12) to provide, maintain, administer, regulate and dispose of residential accommodation for the staff and students, and to establish and administer such catering services as the Council may from time to time determine;
- (13) to approve the annual audited accounts of the College;
- (14) to receive from the Warden a report (at such intervals as the Council shall determine) on the working of the College;
- (15) to appoint a Chair, and if it thinks fit to appoint from among its own independent members a Deputy Chair to serve in circumstances noted at 3(10) above;
- (16) to appoint and to co-opt members of the Council as laid down in Statute 3;
- (17) to approve:
 - (a) the general structure of the College's committee system, and the establishment and disestablishment of any committee of the College, subject to consultation with Academic Board on matters within its scope;
 - (b) the composition of Council Committees and their Subcommittees, and of Joint Committees of the Council and any other body;

- (c) the appointment of members to places on all committees designated for members or representatives of Council.
- (18) to delegate as appropriate and upon such conditions as it may from time to time determine any of its powers and duties to the Academic Board or Committees or Sub-Committees formed from its own number or otherwise appointed, or to Joint Committees, or to individual members of the College as it sees fit; provided that nothing in this Statute shall enable the Council to delegate their power to reach a decision under paragraph 10(2) of Statute 16;
- (19) to appoint and determine the remuneration of the external Auditor, and to ensure that appropriate arrangements are made for internal audit;
- (20) to establish or abolish any posts in the College, provided that the Academic Board shall be consulted on any changes to the establishment which involve major change to the academic profile of the College.
- (21) to confer the status or title of Professor or Reader, Emeritus Professor or Emeritus Reader, in accordance with the Regulations of the University;
- (22) subject to the Regulations of the University concerning the appointment of Professors and Readers and the conferment of University titles, and in accordance with the provisions laid down in these Statutes, to appoint the Warden and all other members of the staff of the College; to remove them; and to determine the payment of honoraria, fees and other remuneration to such persons;
- (23) to remove for such reasons as the Council may think fit: the Chair from office; any member of the Council (other than an ex officio or elected member) from membership of the Council provided that the resolution to effect the removal shall be passed by a majority consisting of not less than two-thirds of the members of the Council present. No person shall be so removed unless he or she shall have been given a reasonable opportunity of being heard by the Council and of being represented, subject to such provisions as may be prescribed by the Ordinances, at his or her own expense by a person of his or her choice;
- (24) to grant pensions and retirement benefits to or for employees or former employees of the College and to the widows, widowers, children and other dependants of deceased employees who are in necessitous circumstances; and to pay or subscribe to funds or schemes for the provision of pensions and retirement benefits for employees or former employees of the College, their widows, widowers, children and other dependants;
- (25) to consider, adjudicate on and, if thought fit, redress any grievance of any of the staff or of the students, subject to the other provisions of these Statutes, by constituting a Committee to act on its behalf. The decision of that Committee shall be final;
- (26) by Regulation to prescribe procedures for the hearing of appeals against any decision which the Warden or any Disciplinary Committee set up in accordance with the Regulations may take in regard to the suspension or expulsion of, or other penalty imposed upon, any student;
- (27) to seek the advice of the Academic Board on any matter or to refer any matter to the Academic Board and to ask for reports from the Academic Board;
- (28) to accept, reject or refer back any recommendation made by the Academic Board, provided that no such recommendation may be rejected unless the Academic Board is informed of the reasons for such rejection;
- (29) after consideration of the views of the Academic Board to establish or discontinue academic sections of the College and to prescribe, modify or revise their constitution and functions;
- (30) in accordance with the policy of the Academic Board, to approve for the purposes of admission to the College and of exemption from College

- examinations, examinations passed and periods of study spent at other places of learning, or other evidence of prior learning;
- (31) to confer Honorary Fellowships of the College, or Honorary Degrees of the College or of the University of London, on the recommendation of a committee including representatives of both Academic Board and Council, and to revoke any such awards of the College in such cases as may be appropriate.
 - (32) on the recommendation of the Academic Board and where appropriate subject to the agreement of the University, to appoint, remunerate and dismiss external examiners;
 - (33) on the recommendation of the Academic Board to institute fellowships, studentships, scholarships, exhibitions, bursaries, prizes and other aids to study and research;
 - (34) on the recommendation of the Academic Board, to institute, award and confer Degrees Diplomas, Certificates and other academic awards of the University of London or of the College, and to revoke any such award if at any time it shall be discovered and proved to the satisfaction of the Council that there was any irregularity in the event circumstances leading to the grant of that award;
 - (35) to appoint and nominate staff representatives of the College on other bodies on the recommendation, where appropriate, of the Academic Board;
 - (36) to select a Seal for the College and to have the control and use of the Seal as prescribed hereafter;
 - (37) to consult negotiating bodies recognised by the Council on such general matters affecting the interests of their members as are within the powers of the Council to determine;
 - (38) to make Ordinances, General Regulations and Financial Regulations;
 - (39) to approve Standing Orders for the College's committees, after consulting the Academic Board on matters affecting the Board and its committees;
 - (40) to exercise all such powers as are or may be conferred on the Council by the Charter, these Statutes, the Ordinances and Regulations and to carry the Charter, these Statutes, the Ordinances and the Regulations into effect;
 - (41) to exercise other responsibilities and duties resting with the College under the Statutes, Ordinances and Regulations of the University.

2. Academic Faculties and Schools of the College

- 2.1. There shall be such academic faculties and schools of the College as the Council after consultation with the Academic Board, shall from time to time determine.
- 2.2. There shall be Faculties as follows:
 - The Faculty of Creative Arts and Media; and
 - The Faculty of Society and Innovation

3. Composition of Faculties

- 3.1. The Faculty of Creative Arts and Media shall be composed of the following academic schools:
 - Art
 - Design
 - Media, Communications and Cultural Studies
 - Music, English and Theatre
- 3.2. The Faculty of Society and Innovation shall be composed of the following academic schools:

- Computing
- Creative Management
- Global Change
- Mind, Body and Society

3.3. The committees to which faculty representation shall apply shall be determined by Academic Board and/or Council, as appropriate to their respective positions in the committee system and published in the same way as other aspects of committee composition.

4. Membership of the Academic Board

4.1. Each School shall have two members of its academic staff to serve on the Academic Board. These members will be selected as set out in the established process.

4.2. The elected student members of the Academic Board shall comprise:

- one member of the Students' Union Student Assembly elected by the Assembly,
- one sabbatical officer of the Students' Union elected by the Student Assembly; and
- one officer of the Students' Union with a portfolio including postgraduate student matters, elected by the Student Assembly.

4.3. Casual vacancies shall be filled in accordance with the provision of the Standing Orders of the College.

5. Powers of the Academic Board

5.1. To be responsible to the Council for all academic matters.

5.2. To maintain and monitor the academic standards of the College, and to monitor teaching quality assurance issues.

5.3. To direct and regulate all teaching in the College and the examinations conducted by the College, to make Academic Regulations and to report thereon to the Council as it sees fit, or as Council requests.

5.4. To promote research within the College and to require reports from time to time on such research.

5.5. To appoint Internal Examiners and to suspend or remove them, and, in the case of the death, illness or resignation of such an Examiner or in the case of his or her suspension or removal, to appoint a substitute who shall have authority to act during the examination then in progress or next ensuing.

5.6. To appoint External Examiners and Intercollegiate Examiners, and when necessary, substitutes, on behalf of the Council.

5.7. On behalf of the Council to grant the award of Diplomas, Certificates and other academic awards to persons who have satisfied the conditions of the award thereof as prescribed by Regulation.

- 5.8. To make recommendations to Council on the organisation of academic faculties and schools.
- 5.9. To determine, subject to any conditions made by bequest, the times and mode and conditions of competition for studentship, scholarships, exhibitions, bursaries and prizes and their award.
- 5.10. To advise the Council on General Regulations, subject to the requirements of any validating body, governing the admission of persons to programmes of study.
- 5.11. To determine the procedures for the conduct of the business of the Academic Board.
- 5.12. To establish such committees to advise it and to act on its behalf within its areas of responsibility as it shall from time to time see fit, except that global changes to the structure of the committee system as a whole may be made by Council after consulting Academic Board.
- 5.13. To establish such Examination Boards to act on its behalf, and on behalf of Council, in the award of Diplomas, Certificates and academic awards as it shall time to time see fit.
- 5.14. On behalf of Council, to approve for the purposes of admission to the University and of exemption from University examinations, examinations passed and periods of study spent at other places of learning, or other evidence of prior learning.
- 5.15. To determine the procedures under which short courses and summer schools are offered in the University's name.

6. Procedure for the creation and maintenance of Regulations

- 6.1. Regulations governing the business of the College shall be subject to the Charter, Statutes, and Ordinances of the College and of the University of London.
- 6.2. The Regulations shall comprise the:
 - General Regulations
 - Financial Regulations
 - Regulations for Taught Programmes
 - Regulations for Research Programmes
 - Student Accommodation Regulations
- 6.3. General Regulations shall be subject to approval by Academic Board and Council, normally in response to a proposal from the member of staff appointed by the Registrar and Secretary to co-ordinate the updating of all Regulations defined by this Ordinance. [Appointed member of staff in 2025: University Secretary]. This person will be expected to ensure that members of the College staff with executive responsibility for the specific areas of activity concerned, the relevant member of the Senior Management Team, and in the case of major amendments to any relevant committee, have been consulted.
- 6.4. Financial Regulations shall be subject to approval by Council.

- 6.5. Student Accommodation Regulations shall be subject to approval by the Registrar and Secretary.
- 6.6. Programme Regulations shall be subject to approval by the body to which Academic Board has delegated responsibility for approving new programmes currently Learning and Teaching Quality Committee.
- 6.7. Regulations for which no approval process is specified above shall be subject to approval by the Academic Board.

Staff Employment

- 7. **Procedure for the conduct of Disciplinary Tribunals in respect of academic and academic-related staff (in accordance with Statute 15.17)**
- 7.1. A Disciplinary Tribunal appointed by the Council in accordance with Statute 15.15 shall be convened in the following circumstances:
 - either
 - a. if there has been no satisfactory improvement following a written warning given under Stage 2 of the procedure set out in Statute 15.13
 - or
 - b. if the Warden so decides in respect of a complaint referred to him or her by the Registrar and Secretary in accordance with Statute 15.14.
- 7.2. The Warden shall direct the Registrar and Secretary to prefer a charges or charges to be considered by a Tribunal to be appointed in accordance with Statute 15.14.
- 7.3. The Registrar and Secretary if he or she is unable to act another officer appointed by the Warden shall take charge of the proceedings.
- 7.4. Parties to the hearing shall be given at least 28 days' notice of the date and time of the hearing; either side may apply to the Chair of the Tribunal for a postponement of the hearing if in their opinion this gives insufficient time for the preparation of the case and the Chair of the Tribunal may at his or her discretion decide on a later date for the hearing.
- 7.5. Copies of all papers to be submitted to the Tribunal shall be circulated to the member of staff concerned, the officer nominated to present the College's case and the members of the Tribunal at least five days before the hearing of the case.
- 7.6. The officer in charge of the Tribunal shall ensure that the staff member concerned has been informed:
 - 7.6.1. that he or she is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of the charge or charges.

- 7.6.2. that a charge shall not be determined without an oral hearing at which the member of the academic or academic-related staff and any person appointed by him or her to represent him or her are entitled to be present.
- 7.6.3. that the staff member concerned and any person representing him or her may call witnesses and may question witnesses upon the evidence on which the case against him or her is based.
- 7.6.4. of the procedure for the conduct of the hearing.
- 7.7. The case against the staff member concerned shall be presented on behalf of the College by the Registrar and Secretary or by an officer of the College nominated by the Registrar and Secretary.
- 7.8. Any additional documentation not previously circulated to all parties may only be introduced at the hearing by either side with the consent of all parties.
- 7.9. Procedure for the conduct of the hearing:
 - 7.9.1. The Tribunal, having been duly summoned, takes its place together with the staff member concerned and any person representing him or her, the officer presenting the case against the staff member, and the officer servicing the Tribunal.
 - 7.9.2. The Chair introduces the members of the Tribunal, the College side representative introduces its representatives and the staff member introduces him or herself and his or her representatives; the Chair then explains the order of proceedings as set out below and invites any observations.
 - 7.9.3. The College representative informs the Tribunal of the circumstances which have led to the hearing, and introduces any document circulated in accordance with Ordinance 7.5 above.
 - 7.9.4. The College representative calls any witnesses, who are in turn questioned by:
 - a. the College representative
 - b. the staff member or his or her representative
 - c. the members of the Tribunal
 - 7.9.5. A further opportunity to question each witness before he or she leaves shall be allowed upon request to each of the three parties after each has had their first turn; the College representative must however be allowed to ask the final question of each witness if he or she wishes to do so.

- 7.9.6. The staff member or his or her representative puts forward the case for the staff member and introduces any document circulated in accordance with Ordinance 7.5 above.
- 7.9.7. The staff member calls any witnesses, who are in turn questioned by:
 - a. the staff member or his or her representative
 - b. the College representative
 - c. the members of the Tribunal
- 7.9.8. A further opportunity to question each witness before he or she leaves shall be allowed upon request to each of the three parties after each has had their first turn; the staff member or his or her representative must however be allowed to ask the final question of each witness if he or she wishes to do so.
- 7.9.9. The Chair invites the College side to sum up the College's case.
- 7.9.10. The Chair invites the staff member or his or her representative to sum up their case.
- 7.9.11. The Chair asks all except members of the Tribunal and the officer servicing the Tribunal to withdraw in order that it may consider its decision.

7.10. The Chair may decide at any stage in the proceedings, upon application by either side, to adjourn the proceedings to a future date if in his or her opinion a sound case has been made for such an adjournment; in this case the hearing shall be reconvened within one month of the original hearing and the parties given at least two weeks' notice of the date.

7.11. The Tribunal may decide to dismiss the charge or charges, remit them to the Warden for further consideration or for the correction of accidental errors, or uphold the charge or charges and make recommendations to the Warden as to the appropriate penalty; this may include discussion with the staff member, a formal warning, advice to the staff member, suspension or dismissal for good cause.

7.12. The Tribunal shall send its decision to the Warden and to each party to the proceedings and shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Statute 15 Part V (Appeals) accompanies each copy of its decision sent to a party to the proceedings.

8. Procedure for the conduct of Appeals in respect of academic and academic-related staff (in accordance with Statute 15.29)

8.1. An Appeal Panel appointed by the Council in accordance with Statute 15.28 shall be convened if a member of staff serves notice of appeal on the Registrar and Secretary within the period prescribed against:
either

- a. dismissal or notice of dismissal on grounds of redundancy or good cause (including incapacity on medical grounds, except where dismissal has been recommended by a Board established under Statute 15.22.3).

or

- b. disciplinary action taken against him or her.

- 8.2. Except in the case of a member of the academic staff who is an Appointed Teacher of the University the person appointed to hear the appeal may sit alone.
- 8.3. If the person appointed to hear the appeal considers that justice and fairness will best be served by sitting with two other persons, the panel so formed shall be chaired by him or her.
- 8.4. For the purposes of this Ordinance, 'Panel' and 'Appeal Panel' shall mean the person appointed to hear the appeal or the panel referred to in Ordinance 8.3 above.
- 8.5. The Appeal Panel shall be serviced by an officer of the College appointed by the Registrar and Secretary.
- 8.6. Parties to the hearing shall be given at least 28 days' notice of the date and time of the hearing; either side may apply to the person appointed to hear the Appeal for a postponement of the hearing if in their opinion this gives insufficient time for the preparation of the case and the person appointed may at his or her discretion decide on a later date for the hearing.
- 8.7. Copies of all papers to be submitted to the Appeal Panel shall be circulated to the appellant, the officer of the College nominated to represent the College's case and members of the Appeal Panel at least five days before the hearing of the case.
- 8.8. The officer servicing the Panel shall ensure that the staff member concerned has been informed:
 - 8.8.1. that he or she is entitled to be represented by another person, whether such person be legally qualified or not, at the hearing.
 - 8.8.2. what both the staff member concerned and any person representing him or her are entitled to be present at the hearing.
 - 8.8.3. that the staff member concerned and any person representing him or her may call witnesses and may question witnesses upon the evidence on which the case against him or her is based.
 - 8.8.4. of the procedure for the conduct of the hearing.
- 8.9. The case against the staff member concerned shall be presented on behalf of the College by the Registrar and Secretary or by an officer of the College nominated by the Registrar and Secretary.

- 8.10. Any additional documentation not previously circulated to all parties may only be introduced at the hearing by either side with the consent of all parties.
- 8.11. Procedure for the conduct of the hearing:
- 8.11.1. The Appeals Panel, having been duly summoned, take their places together with the staff member concerned and any person representing him or her, the officer presenting the College's case, and the officer servicing the Panel.
 - 8.11.2. The person appointed to hear the Appeal introduces him or herself and the members of the Appeal panel (if any), the College side representative introduces its representatives and the staff member introduces him or herself and his or her representatives; the Chair then explains the order of proceedings as set out below and invites any observations.
 - 8.11.3. The College representative informs the Appeal Panel of the circumstances which had led to the hearing, and introduces any document circulated in accordance with Ordinance 8.7 above.
 - 8.11.4. The College representative calls any witnesses, who are in turn questioned by:
 - a. the College representative
 - b. the staff member or his or her representative
 - c. the members of the Appeals Panel.
 - 8.11.5. A further opportunity to question each witness before he or she leaves shall be allowed upon request to each of the three parties after each has had their first turn; the College representative must however be allowed to ask the final question of each witness if he or she wishes to do so.
 - 8.11.6. The staff member or his or her representative puts forward the case for the staff member and introduces any document circulated in accordance with Ordinance 8.7 above.
 - 8.11.7. The staff member calls any witnesses, who are in turn questioned by:
 - a. the staff member or his or her representative
 - b. the College representative
 - c. the members of the Appeals Panel.
 - 8.11.8. A further opportunity to question each witness before he or she leaves shall be allowed upon request to each of the three parties after each has had their first turn; the staff member or his or her representative must however be allowed to ask the final question of each witness if he or she wishes to do so.

- 8.11.9. The Chair invites the College side to sum up the College's case.
- 8.11.10. The Chair invites the staff member or his or her representative to sum up their case.
- 8.11.11. Where the Appeals Panel consists of members in addition to the person appointed to hear the appeal, the Chair asks all except members of the Panel and the officer servicing the Panel to withdraw in order that the Panel may consider its decision.

- 8.12. The Chair may decide at any stage in the proceedings, upon application by either side, to adjourn the proceedings to a future date if in his or her opinion a sound case has been made for such adjournment; in this case the hearing shall be reconvened within one month of the original hearing and the parties given at least two weeks' notice of the date.
- 8.13. The person appointed to hear the appeal may allow or dismiss the appeal in whole or in part and may alternatively take action in accordance with Statute 15.29.3.
- 8.14. The person appointed shall inform the Warden, each party to the proceedings and the Vice-Chancellor if appropriate of his or her decision in accordance with Statute 15.30.

9. Procedure for the conduct of the hearing of a grievance of a member of the academic or academic-related staff (in accordance with Statute 15.34.)

- 9.1. The Grievance Committee appointed by the Council in accordance with Statute 15.35 shall be convened to consider any grievance of an academic or academic-related member of staff concerning his or her appointment or employment where the grievance relates to matters affecting him or herself as an individual or to matters affecting his or her personal dealings or relations with other staff of the College, not being matters for which express provision is made elsewhere in Statute 15, and referred to it by the Warden in accordance with Statute 15.33.
- 9.2. The Grievance Committee shall be serviced by an officer of the College appointed by the Registrar and Secretary.
- 9.3. Parties to the hearing, including the aggrieved person and any person against whom the grievance lies, shall be given at least 28 days' notice of the date and time of the hearing; either side may apply to the Chair of the Grievance Committee for a postponement of the hearing if in their opinion this gives insufficient time for the preparation of the case and the Chair may at his or her discretion decide on a later date for the hearing.
- 9.4. Copies of all papers to be submitted to the Grievance Committee shall be circulated to the aggrieved person, the person(s) against whom the grievance lies and to members of the Grievance Committee at least five days before the hearing of the case.

- 9.5. The officer servicing the Grievance Committee shall ensure that the aggrieved person and any person against whom the grievance lies have been informed:
- 9.5.1. that they are each entitled to be represented by another person, whether such person be legally qualified or not, at the hearing
 - 9.5.2. that the staff member(s) concerned and any persons representing them are entitled to be present at the hearing
 - 9.5.3. that the staff member(s) concerned and any person representing them may call witnesses upon the evidence presented to the Committee
 - 9.5.4. of the procedure for the conduct of the hearing.
- 9.6. Any additional documentation not previously circulated to all parties may only be introduced at the hearing by either side with the consent of all parties.
- 9.7. Procedure for the conduct of the hearing:
- 9.7.1. The Grievance Committee, having been duly summoned, takes it place together with the staff member(s) concerned and any person(s) representing them.
 - 9.7.2. The Chair of the Committee introduces the members of the Committee and the staff member(s) introduce themselves and their representatives; the Chair then explains the order of proceedings as set out below and invites any observations.
 - 9.7.3. The aggrieved person or his or her representative informs the Committee of the circumstances which have led to the hearing, and introduces any document circulated in accordance with Ordinance 9.4 above.
 - 9.7.4. The aggrieved person calls any witnesses, who are in turn questioned by:
 - a. the aggrieved person or his or her representative
 - b. the person against whom the grievance lies or his or her representative
 - c. the members of the Committee.
 - 9.7.5. A further opportunity to question each witness before he or she leaves shall be allowed upon request to each of the three parties after each has had their first turn; the aggrieved person must however be allowed to ask the final question of each witness if he or she wishes to do so.
 - 9.7.6. The person against whom the grievance lies or his or her representative puts forward their case and introduces any document circulated in accordance with Ordinance 9.4 above.

9.7.7. The person against whom the grievance lies calls any witnesses, who are in turn questioned by:

- a. the person against whom the grievance lies or his or her representative
- b. the aggrieved person or his or her representative
- c. the members of the Committee.

9.7.8. A further opportunity to question each witness before he or she leaves shall be allowed upon request to each of the three parties after each has had their first turn; the person against whom the grievance lies or his or her representative must however be allowed to ask the final question of each witness if he or she wishes to do so.

9.7.9. The Chair invites the aggrieved person or his or her representative to sum up his or her case.

9.7.10. The Chair invites the person against whom the grievance lies or his or her representative to sum up his or her case.

9.7.11. The Chair asks all except members of the Committee and the officer servicing the Committee to withdraw in order that the Committee may consider its decision.

9.8. The Chair may decide at any stage in the proceedings, upon application by either side, to adjourn the proceedings to a future date if in his or her opinion a sound case has been made for such an adjournment; in this case the hearing shall be reconvened within one month of the original hearing and the parties given at least two weeks' notice of the date.

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

10. Procedure for the hearing of a grievance of any staff or student other than under the terms of Statute 15.

10.1. This Ordinance is made in accordance with the power of Council set out in Ordinance 1.25 to consider, adjudicate on and, if thought fit, redress any grievance of any of the staff or of the students, other than those subject to the provisions of Statute 15. It sets out the procedure relating to staff only, as provision is made for student grievances under the [General Regulation on Student Complaints](#).

10.2. Any staff member of the College wishing to raise a grievance other than under the provisions of Statute 15 shall write formally to the Registrar and Secretary setting out the terms of the grievance and informing him or her of the wish to raise it under the terms of Ordinance 1.25.

10.3. The Registrar and Secretary shall first establish that a *prima facie* case has been made, that all remedies prescribed in conditions of employment and other College

procedures have been exhausted, and that no further course of action is open without recourse to the Council.

- 10.4. The Council, or the Chair acting on its behalf, shall appoint a Grievance Committee to act on its behalf in accordance with the provision of Ordinance 1.25. No member of the Committee shall previously have been a party to the case.
- 10.5. The Grievance Committee shall be serviced by an officer of the College appointed by the Registrar and Secretary.
- 10.6. Parties to the hearing, including the aggrieved person and any person against whom the grievance lies, shall be given at least 28 days' notice of the date and time of the hearing; either side may apply to the Chair of the Grievance Committee for a postponement of the hearing if in their opinion this gives insufficient time for the preparation of the case and the Chair may at his or her discretion decide on a later date for the hearing.
- 10.7. Copies of all papers to be submitted to the Grievance Committee shall be circulated to the aggrieved person, the person(s) against whom the grievance lies and to members of the Committee at least five days before the hearing of the case.
- 10.8. The officer servicing the Grievance Committee shall ensure that the aggrieved person and any person against whom the grievance lies have been informed:
 - 10.8.1. that they are each entitled to be represented by another person, whether such person be legally qualified or not, at the hearing
 - 10.8.2. that the staff concerned and any person representing them are entitled to be present at the hearing
 - 10.8.3. that the staff concerned and any person representing them may call witnesses and may question witnesses upon the evidence presented to the Committee
 - 10.8.4. of the procedure for the conduct of the hearing.
- 10.9. Any additional documentation not previously circulated to all parties may only be introduced at the hearing by either side with the consent of all parties.
- 10.10. Procedure for the conduct of the hearing:
 - 10.10.1. The Grievance Committee, having been duly summoned, takes its place together with the staff concerned and any person(s) representing them
 - 10.10.2. The Chair of the Committee introduces the members of the Committee and the staff concerned introduce themselves and their representatives; the Chair then explains the order of proceedings as set out below and invites any observations

- 10.10.3. The aggrieved person or his or her representative informs the Committee of the circumstances which have led to the hearing, and introduces any document circulated in accordance with Ordinance 10.7.
- 10.10.4. The aggrieved person calls any witnesses, who are in turn questioned by:
 - a. the aggrieved person or his or her representative
 - b. the person against whom the grievance lies or his or her representative
 - c. the members of the Committee.
- 10.10.5. A further opportunity to question each witness before he or she leaves shall be allowed upon request to each of the three parties after each as had their first turn; the aggrieved person must however be allowed to ask the final question of each witness if he or she wishes to do so.
- 10.10.6. The person against whom the grievance lies or his or her representative puts forward their case and introduces any document circulated in accordance with Ordinance 10.7 above.
- 10.10.7. The person against whom the grievance lies calls any witnesses, who are in turn questioned by:
 - a. the person against whom the grievance lies or his or her representative
 - b. the aggrieved person or his or her representative
 - c. the members of the Committee.
- 10.10.8. A further opportunity to question each witness before he or she leaves shall be allowed upon request to each of the three parties after each has had their first turn; the person against whom the grievance lies or his or her representative must however be allowed to ask the final question of each witness if he or she wishes to do so.
- 10.10.9. The Chair invites the aggrieved person or his or her representative to sum up his or her case.
- 10.10.10. The Chair invites the person against whom the grievance lies or his or her representative to sum up his or her case.
- 10.11. The Chair may decide at any stage in the proceedings, upon application by either side, to adjourn the proceedings to a future date if in his or her opinion a sound case has been made for such adjournment; in this case the hearing shall be reconvened within one month of the original hearing and the parties given at least two weeks' notice of the date.
- 10.12. The decision of the Committee shall be final and shall be reported to the Council.

- 10.13. The staff member(s) concerned shall have the right to receive a copy of the report of the proceedings.

11. Outside work and consultancy

11.1. Scope of this Ordinance

- 11.1.1. Consultancy – both College and private consultancy, which shall be regulated go a Consultancy Policy approved by Council on the recommendation of Academic Board.
- 11.1.2. Activities directly connected with an individual's normal field of work for the College, whether remunerated or not, including:
- external examining, invited external lectures/performances, and participation in conferences;
 - editorship of academic journals or the publication of academic articles;
 - authorship or, or royalties from, the publication of scholarly books;
 - service on public sector or charitable committees, or other forms of public service connected with normal work which do not take up a substantial proportion of an individual's time;
- 11.1.3. Work not connected with an individual's normal work for the College, whether remunerated or not.

11.2. Permission to undertake outside work

- 11.2.1. Any circumstances in which permission is required for activities under Ordinance 11.1.1 shall be specified in the Consultancy Policy.
- 11.2.2. No permission is required to undertake work as specified under Ordinance 11.1.2 or 11.1.3, unless it is required under arrangements for the authorisation of expenditure by the College or use of College resources such as computing facilities. However, staff must ensure and be ready to demonstrate that their outside work is not so substantial as to impinge adversely on the effective and full performance of their contractual duties. Staff should also declare any conflicts of interest in accordance with the Conflict of Interests Policy.

Academic Titles and Posts

12. Professors and Readers of the University

- 12.1. Professors and Readers will be assigned to schools by the Council from time to time.

13. Promotion of members of the academic and research staff

- 13.1. Procedures for the promotion of academic and research staff, which shall be in accordance with the [Regulations of the University of London](#) and any other relevant University requirements, shall be approved by Human Resources

Committee and published by the College before the beginning of the academic year in which they apply.

14. Appointment to established Chairs or Readerships

- 14.1. This procedure is made within the terms of the [Regulations of the University of London](#).
- 14.2. The Council may, after consideration of the views of the Academic Board where this is required by College Statutes, establish posts to be held by Professors and Readers of the University.
- 14.3. The College may disestablish, rename, or otherwise modify Chairs and Readerships, subject to the terms of any relevant trust deeds.
- 14.4. The College may appoint a person as a Professor or Reader of the University who is, or will become on a specific date, and employee of the College.
- 14.5. In appointing a person as a Professor regard shall be had to the person's national/international standing in the relevant subject or profession as established by outstanding contributions to its advancement through publications, creative work or other appropriate forms of scholarship, and through teaching and administration.
- 14.6. In appointing a person as a Reader or conferring the title of Reader regard shall be had to the person's standing and promise in the relevant subject or professions as established by important contributions to its advancement through publications, creative work or other appropriate forms of scholarship and through teaching. Other contributions to the work of the College, the University, learned societies and other relevant bodies may also be taken into account.
- 14.7. Appointments to Established Chairs and Readerships shall be made by a College committee constituted to include the following:
 - 14.7.1. the Warden or his or her designated representative as Chair,
 - 14.7.2. least two persons external to the College expert in the discipline concerned of whom one shall, wherever the College deem it practical and appropriate, be from another College, Institute or Associated Institution of the University. Such persons shall be of appropriate seniority and familiar with the criteria for Professorships and Readerships of research-based universities in the UK.
 - 14.7.3. at least one member with experience of similar appointments in other fields.
 - 14.7.4. a member or members of the academic staff of the College knowledgeable in the discipline concerned, and
 - 14.7.5. a further member at the discretion of the Warden.

- 14.8. When a decision has been reached, it will be reported to the Vice-Chancellor of the University of London.

15. Conferment of title of Emeritus Professor and Emeritus Reader

- 15.1. This procedure is made in accordance with the [Regulations of the University of London](#).
- 15.2. The title of Emeritus Professor or Emeritus Reader may be conferred by the Academic Board on retiring Professors and Readers, under the authority of Statute 4 delegated by Council.
- 15.3. Professors and Readers taking voluntary redundancy or retiring early are eligible to be considered for the relevant Emeritus title.
- 15.4. Professors and Readers who resign are not eligible for consideration for an Emeritus title.
- 15.5. Academic Board will periodically be notified of those Professors and Readers shortly to retire and eligible for the award of an Emeritus Professorship or Readership, who will on retirement have a total service with the College (not necessarily as Professor or Reader) of five years or more, and will normally resolve to award the relevant Emeritus title.
- 15.6. Where a retiring Professor or Reader will on retirement have a total service with the College of less than five years, Academic Board will award an Emeritus title only if a case is made by the Warden or by the Executive Dean of the relevant faculty that is justified in terms of the contribution to the College and its community made by the individual concerned.
- 15.7. The title of Emeritus Professor or Reader may be withdrawn by the Council, after consulting Academic Board, or on the Board's recommendation, for any reason which appears to it sufficient.
- 15.8. The College shall provide the Vice-Chancellor with the names of those persons on whom it has conferred the title of Emeritus Professor and Emeritus Reader.

16. Visiting Professors and Visiting Readers

- 16.1. This procedure is made within the terms of the [Regulations of the University of London](#).
- 16.2. The College may confer the title Visiting Professor or Visiting Reader to Goldsmiths College on persons of distinction in appropriate fields who are not members of staff of the University nor of any College or Institute of the University.
- 16.3. Appointments should be made by the Warden on behalf of Council and reported to Academic Board.

- 16.4. Appointments will be made for an initial period of up to two academic years and may be renewed annually thereafter up to a normal maximum total period of five years.
- 16.5. The duties of each Visiting Professor and Visiting Reader shall be prescribed by the Warden at the time of appointment. These duties shall normally include teaching and/or research in the school to which the Visiting Professor or Visiting Reader is attached.
- 16.6. Visiting Professors and Visiting Readers appointed under these Regulations shall not automatically be members of the appropriate University Academic Committees but may be co-opted as 'Other Persons'.
- 16.7. Within the College, Visiting Professors and Visiting Readers shall have such privileges and rights as members of the academic staff as the College shall determine.
- 16.8. A person awarded the title of Visiting Professor or Visiting Reader shall not by virtue of the title become a member of the University of London.

17. Conferment of the title of Professor upon the Warden

- 17.1. This procedure is made in accordance with the [Regulations of the University of London](#).
- 17.2. The title of Professor may be conferred by the Council upon the Warden of the College when the Warden:
 - 17.2.1. has previously held a professorial title at a University, and
 - 17.2.2. is of national/international standing in the relevant subject or profession as established by outstanding contributions to its advancement through publications, creative work or other appropriate forms of scholarship and through teaching and administration, and
 - 17.2.3. plans to continue his or her academic work and has the necessary facilities for research.
- 17.3. The College shall inform the Vice-Chancellor of its conferring the title of Professor on the Warden.

Research

18. Research

18.1. General

- 18.1.1. All academic and contract research staff should read and adhere to the College Policy [Safeguarding Good Academic and Scientific Practice](#)

before undertaking research within the College to ensure that College research practice is of the highest quality and integrity.

18.2. External Grant Applications

- 18.2.1. All formal applications for the external financial support must be approved in advance by the Pro-Warden (Research and Enterprise) prior to submission, and the Pro-Warden (Research and Enterprise) will be the signatory on behalf of the College. The budget for any application for external financial support must be approved in writing by the Director of Finance prior to submission.
- 18.2.2. Applications from within schools must have the written support of the Head of School and of the Warden (Research and Enterprise). Applications from other schools must have the written support of the head of that school and of the relevant member of the Executive Board. In planning and applying for research grants where the research involves human subjects, appropriate account should be taken of the College's Code of Practice on Research Ethics.
- 18.2.3. Applications must, where necessary, indicate that provision has been made to meet the requirements of all relevant legislation, such as the Health and Safety at Work Act 1974 and the Data Protection Act 1998.
- 18.2.4. It is to be noted that, unless the proposed sponsor specifically precludes it, the budget must include an element to cover overhead and indirect expenses, and in normal circumstances this will be calculated using the formula currently specified by the Research Councils.

18.3. Research Assistants and Associates

- 18.3.1. Any application for temporary research appointments shall be made through the Establishment Control process in the normal way and supported in writing by the Head of School.
- 18.3.2. The appointment of all staff on research contracts must be made through the normal College appointment process and will be governed by the appropriate Conditions of Service.
- 18.3.3. All personnel and payroll matters shall be dealt with through the relevant College officers and procedures.

18.4. Leave of Absence – Paid and Unpaid

- 18.4.1. Applications for paid and unpaid leave of absence for the purposes of research must be made to the Pro-Warden (Research and Enterprise) at least six months prior to the proposed commencement date. Leave of absence will only be granted when it is consistent with the agreed research strategy of the school and the College, and the Head of School must make a written statement setting out the contribution that

such leave would make to the research strategy. Paid leave can only be granted where it can be resourced from within the school's budget without prejudice to teaching and administration and the Head of School will be required to specify in detail how the duties of a member of staff will be carried out during his or her proposed absence on sabbatical leave.

- 18.4.2. All approvals for unpaid leave where a replacement is required will be conditional upon receipt by the College before the date by which it must contractually commit replacement staff costs of an assurance of the applicant's firm intention to take the whole of the leave and, where appropriate, that funding from an external body is certain. The applicant will be required to sign a disclaimer of the right to receive salary should the unpaid leave be curtailed other than with prior agreement of the College.