



University
of Dundee

UNIVERSITY OF DUNDEE ORDINANCES

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University Ordinances

The University Court, in exercise of powers conferred upon it by Article 17(2) of the Royal Charter of Incorporation, has made the following Ordinances:

Ordinance 9 - Boards of Studies

Ordinance No. 483 (St Andrews No. 81- Boards of Studies) insofar as made applicable to the University of Dundee by the provisions of paragraph (8) of Statute 21, is hereby revoked.

Ordinance 12 - Research Fellows and Research Students

- 1 The University Court shall have power to make Regulations, on the recommendation of the Senatus Academicus, prescribing the conditions under which any person, who has given satisfactory evidence of his fitness to engage in special duty or research, may be admitted to the University as a Research Student.
- 2 The University Court shall have power to appoint Research Fellows on such terms and conditions as the University Court, after consultation with the Senatus, may determine.
- 3 Research Students and Research Fellows shall have access to, and the use of, the University laboratories, libraries and museums subject to the provisions of any Ordinance and under such conditions as the University Court, after consultation with the Senatus, may determine.
- 4 Ordinance No. 350 (General No. 12) is hereby revoked.

Ordinance 18 - Election of Members of the Court and the Senatus

- 1 The election of the members of the Court elected by the Senatus (Statute 9(1)(g)) shall take place in the second semester to enable, whenever possible, an announcement of the successful candidates to be made at the latest by the last Court meeting of the academic year in which an election falls due. Their periods of office shall be four years from the first day of August immediately following their election. They shall be eligible for re-election, but shall not hold office continuously for a longer period than eight years. A member of the Court elected by the Senatus who ceases for any reason to be a member of the Senatus shall simultaneously cease to be a member of the Court.
- 2 In electing members of the Court, the Staff Council (Statute 9(1)(h)) shall ensure that one member is a member of the academic staff and one member is a member of the non-academic staff of the University. All members of the Staff Council shall be entitled to participate in the elections for both members, irrespective of whether they themselves are academic or nonacademic members of staff.
- 3 The election of the members of the Court elected by the Staff Council (Statute 9(1)(h)) and the members of the Senatus elected by the Staff Council (Statute 10(1)(d)) and by the Schools (Statute 10(1)(h)) shall take place in the second semester in accordance with the Regulations made by the Senatus after consultation with the Staff Council. The period of office of those elected shall be four years from the first day of August immediately following their election. They shall be eligible for re-election but the Members of Court and the Senatus elected by the Staff Council shall not hold office continuously for a longer period than eight years.
- 4 In elections to Court from either the Staff Council or the Senatus, candidates may not serve for more than eight years continuously in either category or in a combination of both.
- 5 If for any reason the elections described in sections 1 and 2 cannot be held in the second semester or, having been held, are declared to be invalid, then elections shall take place in the next semester as soon as possible. In the case of the members elected by the Staff Council and by the Schools the elections shall be as far as possible in accordance with the procedure prescribed in Section 2. The periods of office of the members previously elected and due to demit office shall be extended until the deferred elections have taken place. The periods of office of members elected in deferred elections shall be four years from the first day of August immediately following the second semester in which the elections should have taken place.

- 6 Elections to casual vacancies among members of the Court and the Senatus elected in accordance with the preceding Sections shall take place within a semester as soon as possible after the date when the vacancy occurs. In the case of the members elected by the Staff Council and by the Schools the election shall be in accordance with the procedure prescribed in Section 2.
- 7 (1) In elections of members of the Court and of the members of the Senatus elected by the Staff Council the Secretary shall act as Returning Officer and shall be responsible for keeping the Electoral Roll. The Secretary shall fix the dates of the elections and shall determine the manner of election, provided that in doing so all members of staff eligible to vote are given the opportunity to vote in accordance with the provisions of this Ordinance. If for any reason the Secretary is unable to act, the Principal shall appoint a substitute.
- (2) In elections by Schools to membership of the Senatus, the School Manager shall act as Returning Officer and shall be responsible for keeping the Electoral Roll. The School Manager shall fix the dates of the elections and shall determine the manner of election, provided that in doing so all members of staff eligible to vote are given the opportunity to vote in accordance with the provisions of this Ordinance. If for any reason the School Manager is unable to act, the Dean shall appoint a substitute.
- 8 Each School shall elect three members of staff from among its professors, readers, senior lecturers and lecturers to serve as members of the Senatus. At least one, but no more than two, must be a professor. For each election, candidate eligibility among academic staff groups will be determined on the basis of the balance of existing School members on the Senatus. For example, where an election falls due for one School member on the Senatus and the two sitting members are professors, eligibility will be restricted to readers, senior lecturers and lecturers, and *vice versa*.

Ordinance 20 - Graduates' Association

- 1 The annual meeting of the Graduates' Association shall be held during March, April or May on a date approved by the Business Committee. Other meetings may be called by direction of the Chairperson, by the direction of the Business Committee or on the requisition in writing of at least fifty members.
- 2 The appointment of the Graduates' Association Member of Court shall be conducted according to procedures laid down in the Graduates' Association Regulations.
- 3 Such graduates shall hold office for a period of four and shall be eligible for re-appointment but shall not hold office continuously for a longer period than eight years, except as may be permitted under statute 9 The Court.

Ordinance 27 - Staff Council

- 1 In the absence of the Principal from a meeting of the Staff Council, a Vice-Principal, if any, shall preside, and in the absence of both the Principal and a Vice-Principal, if any, the Convener of the Standing Committee shall preside. In the absence of all the foregoing persons, a Chairman for the time being shall be elected by the meeting from among the members of the Staff Council present.
- 2 (1) There shall be a Standing Committee of the Staff Council consisting of twenty-one members. Each School shall elect two members, one of whom shall be and one of whom shall not be an academic member of staff. The Professional Services shall elect three members.
- (2) The manner of election of the members of the Standing Committee and their periods of office shall be as prescribed in the Regulations made by the Staff Council.
- (3) The members of the Standing Committee shall annually elect one of their number to be Convener. The Convener shall, when present, preside over meetings of the Standing Committee; in the absence of the Convener from a meeting of the Standing Committee a Chairperson for the time being shall be elected by the meeting.
- (4) Meetings of the Standing Committee shall be held from time to time as decided by the Committee. Special meetings may be convened at any time by the Convener or at the request of not less than four members of the Standing Committee.

- (5) Six members of the Standing Committee shall constitute a quorum.
- (6) The functions of the Standing Committee shall be as follows:
 - (a) to prepare the agenda for meetings of the Staff Council;
 - (b) to advise concerning the calling of Special Meetings of the Staff Council under Statute 15(3) and on the calling of meetings of the Staff Council outside term time;
 - (c) such other functions as the Staff Council may from time to time determine.

Ordinance 39 - Degrees, Diplomas and Certificates

- 1 (1) The University may confer the following degrees:

Bachelor of Accountancy (BAcc), Bachelor of Architecture (BArch), Bachelor of Arts (BA), Bachelor of Dental Surgery (BDS), Bachelor of Design (BDes), Bachelor of Education (BE), Bachelor of Engineering (BEng), Bachelor of Finance (BFin), Bachelor of Laws (LLB), Bachelor of Medical Science (BMSc), Bachelor of Medicine and Bachelor of Surgery (MB, ChB), Bachelor of Midwifery (BMid), Bachelor of Nursing (BN), Bachelor of Science (BSc); Engineering Doctorate (EngD), Master of Accountancy (MAcc), Master of Architecture (MArch), Master of Arts (MA), Master of Business Administration (MBA), Master of Dental Science (MDSc), Master of Design (MDes), Master of Education (ME), Master of Engineering (MEng), Master of Finance (MFin), Master of Fine Art (MFA), Master of Forensic Medicine (MFM), Doctor of Health Sciences (DHSci), Master of Forensic Odontology (MFOdont), Master of Laws (LLM), Master of Letters (MLitt), Master of Mathematics (MMath), Master of Medical Education (MMed), Master of Medical Science (MMSc), Master of Nursing (MN), Master of Orthopaedic Surgery (MChOrth), Master of Philosophy (MPhil), Master of Public Health (MPH), Master of Research (MRes), Master of Science (MSc), Master of Science (MSci), Master of Social Work (MSW), Master of Surgical Science (MSSc); Doctor of Community Learning and Development (DCLD), Doctor of Business Administration (DBA), Doctor of Dental Science (DDSc), Doctor of Education (DE), Doctor of Educational Psychology (DEdPsy), Doctor of Laws (LLD), Doctor of Letters (DLitt), Doctor of Management (DMan), Doctor of Medicine (MD), Doctor of Philosophy (PhD), Doctor of Professional Practice (DProf), Doctor of Science (DSc), Doctor of Social Sciences (DSSci), Doctor of Social Work (DSW).
- (2) The following degrees may be conferred *honoris causa*:

Master of Arts (MA), Master of Dental Science (MDSc), Master of Medical Science (MMSc), Master of Public Health (MPH), Master of Science (MSc), Master of Surgical Science (MSSc); Doctor of Laws (LLD), Doctor of Letters (DLitt), Doctor of Science (DSc).
- 2 The University may confer diplomas or certificates in such subjects as are approved from time to time by the Senatus Academicus and the University Court.
- 3 The University Court shall have power to make Regulations on the recommendation of the Senatus Academicus and with the advice of the appropriate School Board prescribing the entrance qualifications, the courses of instruction and the conditions of entry to these courses, the degree, diploma and certificate examinations, the extent of the evidence required of candidates' academic achievement, the conditions under which candidates may be exempted from attendance at any course of instruction or from examination and all other matters relating to any degree, diploma or certificate which may be conferred by the University under this Ordinance.
- 4 (1) The Examiners shall be such of the Professors, Readers, Senior Lecturers, Lecturers and Teaching Fellows (approved for this purpose by the relevant Dean) giving instruction in subjects qualifying for the prescribed examinations for any degree, diploma or certificate as the appropriate School Board shall from time to time determine and such External Examiners, not being members of the academic staff of the University, as may be appointed by the University Court.
- (2) External examiners shall be appointed for specified time-limited periods and shall not be considered for re-appointment unless a specified period of time has elapsed since the end of

the previous appointment, both periods to be defined in regulations approved by the Senatus.

- (3) A former member of staff shall not normally be eligible for appointment as an external examiner either before the expiry of five years from the date of demitting office or after having ceased to hold an appointment in another University or equivalent institution.

- 5 A candidate who has satisfied all the conditions prescribed by this Ordinance and by the relevant Regulations made thereunder shall, after payment of the fees required, be entitled to receive the degree, diploma or certificate for which he is a candidate, with a statement of the subjects in which he has passed and, in the case of an honours degree, the class of honours obtained:

Provided that the Senatus Academicus shall have power at its discretion to refuse to authorise the granting of any degree, diploma or certificate to any person, otherwise qualified, who is at the time in debt to the University.

- 6 A graduate of the University of Dundee is a person who has been awarded one or more of the degrees or qualifications given in paragraph 1(1) and 2 above, or who has been awarded the Diploma of Higher Education or the Certificate of Higher Education; provided that as a condition of graduation and in accordance with paragraph (2) of Statute 20 they shall pay a registration fee. Such persons shall be members of the Graduates' Association.

- 7 Ordinances Nos. 1, 2, 3, 4, 5, 6, 7, 8, 11, 13, 14, 15, 16, 17, 21, 22, 23, 24, 25, 29, 30, 31, 32, 33, 34, 35, 36, 37 and 38 are hereby revoked:

Provided that nothing in this section shall have the effect of reviving any Ordinance of the University of St Andrews which was revoked by any of the Ordinances specified herein.

Ordinance 40 – Student Discipline

- 1 The University may develop criteria, committees, regulations and procedures in relation to student discipline which shall be subject to approval by the Senate prior to implementation. Any reference to "Ordinance 40" in the University's procedures and policies shall be deemed to incorporate the approved Student Discipline Procedure in its entirety by reference.
- 2 The Student Discipline Procedure shall incorporate, where relevant, the spirit and rule of Statutes 5 (4) (The Principal) and 18 (Discipline).
- 3 For the avoidance of doubt, notwithstanding the Student Discipline Procedure, Statutes 5 and 18 shall continue to apply in relation to issues concerning student discipline. Where there is a conflict between the terms of the Student Discipline Procedure and the relevant Statutes, the relevant Statutes shall prevail.

Ordinance 41 – Matriculation

- 1 A person shall not be deemed to be a matriculated student in the University and shall not enjoy any of the privileges of a matriculated student unless, in addition to paying the appropriate consolidated annual fee, he is enrolled as a student in attendance in one or more classes or courses in the University:
- Provided that nothing herein contained shall affect the right of the University Court to exact a fee in lieu of and not exceeding the appropriate consolidated annual fee from any candidate for any examination or for graduation, not being at the time a matriculated student, in addition to the fee payable for such examination or graduation.
- 2 To satisfy the requirements of Section 1 above a student who has been duly elected to an office of the Students' Association which carries the privilege of sabbatical leave may complete a matriculation form and pay the prescribed registration fee in each academic year, not exceeding two, of such sabbatical leave.
- 3 (1) Entrant UK/EU students who are personally responsible for the payment of any element of their tuition fees under the Government's student support arrangements may be permitted to matriculate for the session in which payment is due with the proviso that the whole of those

fees must be paid by a date during that session specified by the University Court otherwise their matriculated status may be withdrawn under section 4 below.

- (2) A student who is in debt to the University or to the Students' Association in respect of a fine or other penalty imposed under the Association's Disciplinary Bye-Laws at the beginning of any session shall not be permitted to matriculate for that session until he has repaid the debt or has made arrangements for its repayment acceptable to the University Court or, in the case of repayment due to the Students' Association, has otherwise obtained the express consent of the University Court to matriculate.
- 4 (1) Matriculated status may be withdrawn from students who are in debt to the University in respect of any fee or to the Students' Association in respect of a fine or other penalty, if (a) they have not complied with the requirement for the payment of tuition fees in section 3(1) above, or (b) they have not complied with the arrangements for repaying debt made under section 3(2) above, or (c) the Secretary, after due enquiry which shall include an interview of the student or an offer of interview, considers that the student's debt is unlikely to be repaid unless matriculated status is withdrawn or legal action is taken.
- (2) The Secretary shall inform a student of the decision to withdraw matriculated status by letter handed to the student or sent to the student's last known address.
- (3) If a student's matriculated status is withdrawn and subsequently reinstated, the student shall be liable to pay the appropriate tuition fee and/or residence fee for the period during which matriculated status was withdrawn save that, if the period is lengthy, the Secretary may, at his discretion, waive all or part of the tuition and/or residence fee for that period.
- 5 Ordinance No. 147 (General No. 32) insofar as made applicable to the University of Dundee by the provisions of paragraph (8) of Statute 21, is hereby revoked.

Ordinance 42 - Revocation of Ordinances

- 1 The Ordinances in the schedule to this Ordinance, made applicable to the University in terms of paragraph (8) of Statute 21, are hereby revoked.
- 2 Nothing in Section 1 of this Ordinance shall have the effect of reviving any Ordinance of the University of St Andrews which was revoked by an Ordinance specified in the schedule hereto.

<i>Schedule Number</i>	<i>Title</i>	<i>Date of Approval by Order in Council</i>
6 (General No. 3)	Use of Common Seal	9 May 1891
386 (St Andrews No. 59)	Exemption from attendance on certain courses of study, and from certain examinations, for the honours degree of Bachelor of Science in Applied Science	24 Aug 1962
532 (St Andrews No. 77)	Regulations for the combined degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and Bachelor of Science with honours (BSc)	29 Oct 1965
478 (St Andrews No. 80)	Regulations as to examiners	24 March 1965
558 (St Andrews No. 85)	Offices of Principal and Heads of Colleges; Chairs in the University; conditions of tenure of office and precedence of Principal, Heads of Colleges and Professors	24 Feb 1966
559 (St Andrews No. 87)	Honorary Degrees, conferment of degrees in absence of Chancellor and Vice-Chancellor; admission of women to degrees etc; and admission of Professors, Readers or Lecturers to degrees	24 Feb 1966
554 (St Andrews No. 90)	Readers, Senior Lecturers, Lecturers and Assistant Lecturers	24 Feb 1966

Ordinance 43 - Tuition and Other Fees

(An Ordinance made in terms of Statute 9(5) (q) and (r))

- 1 The amount and incidence of payment of any tuition fee or other fee payable by undergraduate or postgraduate students pursuing part-time or full-time courses of study offered by the University shall be determined by the University Court from time to time.

Undergraduate Course Fees

- 2 For each undergraduate degree course there shall be a consolidated annual fee covering matriculation, tuition, use of libraries, entrance to first sitting examinations and, where applicable, use of laboratory, clinical and computing facilities
- 3 A matriculated, non-graduating student admitted to part of an undergraduate degree course shall pay a fee equal to one ninth of the consolidated annual fee for each term of any class in which he is enrolled: Provided that, if the combined fees for the number of classes and terms exceed four ninths of the consolidated annual fee, the consolidated annual fee shall become payable.
- 4 A final year MB, ChB or BDS student who has been referred shall pay a fee of one third of the consolidated annual fee for the period of referral up to and including the Autumn Term diet of examinations. Any such student who is again referred will be required to pay the balance of the consolidated annual fee.
- 5 There shall be an examination re-entry fee for each subject or combination of subjects assessed as one subject:
Provided that the University Court may prescribe a maximum amount payable in terms of this section.
- 6 Any student who fails to matriculate by the prescribed date shall be liable to pay a late matriculation fee.
- 7 Paragraph revoked following approval by Court on 20 February 2012 and ratification on 23 April 2012.

Postgraduate Course Fees

- 8 For each postgraduate degree, diploma or certificate course taken either full-time or part-time, there shall be a consolidated annual fee covering, as appropriate, matriculation, tuition, supervision, use of libraries, entrance to first sitting examinations and, where applicable, use of laboratory, clinical and computing facilities.
- 9 Paragraph revoked following approval by Court on 20 February 2012 and ratification on 23 April 2012.
- 10 There shall be a resubmission fee payable by a higher degree candidate on resubmission of a thesis or dissertation which has been referred.
- 11 Paragraph revoked following approval by Court on 26 April 2011 and ratification on 13 June 2012.

General

- 12 There shall be a registration fee payable annually, on matriculating, by a student who is not liable to pay any of the fees prescribed by Sections 2, 3, 4, 8 and 9.

Ordinance 54 – Fitness to Practise

Any School may develop criteria, committee(s), regulations and procedures in relation to Fitness to Practise for the professions, which shall be subject to the approval of the Senatus prior to implementation.

Ordinance 55 – Sports Union

The Sports Union may from time to time make alterations to its constitution, but only with the approval of the Court.

Ordinance 56 – The Colleges

Ordinances number 56- The Colleges is hereby revoked.

Ordinance 57 - Schools of Study

- 1 From the date on which this Ordinance shall come into operation, there shall be ten Schools as follows:
 - (a) The School of Art & Design
 - (b) The School of Business
 - (c) The School of Dentistry
 - (d) The School of Education & Social Work
 - (e) The School of Humanities
 - (f) The School of Life Sciences
 - (g) The School of Medicine
 - (h) The School of Nursing & Health Sciences
 - (i) The School of Science & Engineering
 - (j) The School of Social Sciences

- 2 The Schools shall comprise such academic disciplines as shall be prescribed by the Senatus.

- 3.1 There shall be a Dean of each School who shall be appointed by the Court, in accordance with a process approved by the Court. Each Dean shall exercise general oversight and executive management of her or his School and shall have such powers and duties, shall be appointed under such terms and conditions and shall receive such remuneration as the Court may determine.

- 3.2 To support her or him in exercising these responsibilities, within each School there shall be constituted a School Executive Group, the composition of which shall be approved by the University Executive Group.

- 4 The Dean shall, when present, preside over meetings of the School Executive Group and the School Board.

- 5.1 For each School there shall be constituted a School Board as follows:
 - (a) The Dean, who shall be the convener;
 - (b) The members of the School Executive Group;
 - (c) One senior member of academic staff from another School, as determined by the University Executive Group on the recommendation of the Dean;
 - (d) The School President and any Vice-Presidents;
 - (e) An elected officer of the executive of the Students' Association, as determined by the President of the Students' Association in consultation with the Dean;
 - (f) Either: All other members of the academic staff of the School;
Or: Members elected from the academic staff of the School, whose number, manner of election and period of office shall be agreed with the Senatus;
 - (g) A representative from each of the remaining staff groups within the School;
 - (h) Other persons at the invitation of the Dean and with the approval of the School Board.

- 5.2 Each School Board shall have the following functions:
 - (a) To advise the Dean and the School Executive Group on all matters relating to the organisation of education and research in the subjects of the School including curricula and examinations;
 - (b) To be responsible for the oversight of such operational aspects of student admissions, student administration, the management of learning and teaching, quality assurance and research as may be delegated to it by the Senatus;
 - (c) To discuss any matters related to the School and any matter referred to it by the Senatus, and to convey its views and recommendations thereon to the Senatus;
 - (d) Such other functions as the Senatus may authorise and prescribe.

- 6 Each Dean shall ensure that there are opportunities for all members of the School to discuss, advise and express an opinion on matters of relevance to the School.

Ordinance 59 – Academic Freedom

1. In determining and maintaining policies and procedures in relation to the University's staff, the Court, in accordance with Statute 16, must ensure the academic freedom of those members of staff engaged in teaching, the provision of learning or research. Academic freedom, as defined in Statute 16(1)(b), is the freedom to hold and express opinions, question and test established ideas or received wisdom, develop and advance new ideas or innovative proposals, and present controversial or unpopular points of view, without placing oneself in jeopardy of losing one's job, entitlements or privileges, provided always that such freedom is exercised lawfully and respects the academic freedom of others.
2. This Ordinance sets out, in accordance with Statute 16(2), the procedure which applies to any such members of staff who believe that their academic freedom has been adversely affected.
3. Any member of staff engaged in teaching, the provision of learning or research who believes that their academic freedom has been adversely affected shall submit a written account of the specific matter to the University Secretary. The University Secretary shall arrange for the matter to be assessed to ascertain whether it should properly be investigated under this Ordinance.
4. Such an initial assessment shall be carried out by a committee of three senior members of academic staff, all of whom shall be members of the Senatus. The committee shall be known as the Academic Freedom Assessment Committee (the 'Committee') and its membership shall be drawn from a pool to be determined annually as required by the Senatus: Provided that its membership shall not include more than one member from any given School, nor a Vice-Principal or Dean.
5. If the Committee determines that the matter does not fall within the terms of this Ordinance, then the Committee shall recommend that the matter be considered under the appropriate general grievance procedure as approved and maintained under Statute 16(3).
6. If the Committee determines that the member of staff's academic freedom may have been adversely affected, then the matter shall be considered by a panel which shall comprise:
 - a) a Vice-Principal with no prior involvement in the case, who shall be Chair;
 - b) a professor nominated by, but not necessarily a member of, the Senatus with no prior involvement in the case;
 - c) a member of staff engaged in teaching, the provision of learning or research who has an understanding of the area of expertise of the member of staff raising the matter and who has no prior involvement with the case. In cases where there is no suitable member of the University's staff, an external assessor may be appointed to the panel.
7. The member of staff raising the matter shall have the right to be accompanied by a work colleague or trade union representative at any meeting convened as part of the investigation under this Ordinance.
8. The panel convened under paragraph 6 shall reach a decision on whether the academic freedom of the member of staff bringing the case has been affected and shall make such recommendations for resolution of the matter as it shall think fit to the University Secretary.
9. If the panel determines that the member of staff's academic freedom has not been adversely affected, that member of staff shall have the right of appeal against the decision of the panel. Such an appeal shall be heard by an appeal panel which shall comprise:
 - a) a lay member of Court with no prior involvement in the case, who shall be Chair;

- b) a member of Senate with no prior involvement in the case;
 - c) an external assessor with an expert understanding of the academic discipline of the member of staff raising the matter.
10. The procedures and timescales to be followed in determining the matter shall in all other respects be in accordance with those set out for the consideration of matters as approved and maintained under Statute 16(3).
11. If the member of staff is subject to any other procedures as approved and maintained under Statute 16(3), these shall be suspended until the procedures under this Ordinance have been exhausted.

Ordinance 62 The Election of the Rector

(An Ordinance made in terms of Statute 4)

1. (1) An election of a Rector shall be held in the third year after each year in which any such election is held: Provided that in the event of a Rector ceasing for any reason to hold office before the expiry of his or her full term an election shall be held on the next practicable date fixed in accordance with clause (2) of this paragraph.
- (2) The election of a Rector shall take place on such day or days as may be fixed by Court after consultation with the Senatus and the Students' Association.
- (3) The period of office of a Rector shall begin on the 1 August following his or her election: Provided that where an election is held to fill a casual vacancy the period of office shall begin with immediate effect and will end on the 31 July three years after the 31 July immediately following the election.
- (4) The Senatus shall appoint a returning officer from among the academic staff of the University to preside at the election and ensure its smooth running. The Senate may appoint up to two deputy returning officers to assist the returning officer. In addition, the University Secretary shall appoint a further deputy returning officer who will support the returning officer and any deputy returning officers appointed by the Senate in fulfilling the administration and organisation of the election. The returning officer, along with the deputies, shall work with the Students' Association to ensure the election is conducted in a fair and democratic manner in accordance with this Ordinance.
- (5) The Senatus shall make such regulations for the conduct of the election, including in relation to the responsibilities and duties of the returning officer, as may seem to it expedient, following consultation with the Students' Association and the Governance & Nominations Committee.
2. (1) Only matriculated students of the University shall make a nomination for the office of Rector, and such nominations shall be lodged at least ten working days before the date of the election in accordance with the regulations.
- (2) Each nomination shall be supported by fifty electors, who shall be the matriculated students of the University, in accordance with the regulations. No elector shall subscribe to more than one nomination.
- (3) Each nomination shall be accompanied by a signed statement by the person nominated that he or she consents to the nomination.
3. In the event of an equality of votes between two or more candidates in the election of a Rector, the election shall be determined by the drawing of names from a sealed bag.

Ordinance 63 Deputy Chairperson of Court*(An Ordinance made in terms of Statute 9(3)(a) and 9(4)(a-b))*

1. (1) The Deputy Chairperson of Court shall be appointed by the Court on the recommendation of the Governance & Nominations Committee. Before making its recommendation, the Committee shall:
 - (i) Establish a job description and person specification for the role, which shall take account of sub-paragraph (2) below;
 - (ii) Consult with all members of Court eligible for the role in terms of Statute 9(4)(a) in order to establish their candidacy;
 - (iii) Consult with all members of Court to obtain their views on the appointment.
- (2) The Deputy Chairperson of Court shall preside over any meeting of the Court in the absence of the Chairperson or in the event of the business of the Court making it inappropriate for the Chairperson to preside over any meeting or part thereof.
- (3) The Deputy Chairperson of Court be the senior independent member of Court and shall act as intermediary for members of Court who might wish to raise concerns about the conduct of the Court or of its Chairperson. He or she shall, at least annually, chair a meeting of the Court to discuss the performance of the Chairperson in the Chairperson's absence.

Ordinance 64 – Students' Assessor*(An Ordinance made in terms of Statute 10(1)(g))*

- 1 On the recommendation of the Senatus and following consultation with the Students' Association, the Court shall appoint at least one but no more than two Students' Assessors, who shall become members of the Senatus.
- 2 Students' Assessors shall be appointed for a period of three years, and shall be eligible for re-appointment, but shall not normally serve for more than six years.
- 3 Academic staff of the University shall be eligible for appointment as Students' Assessor. It shall be the expectation of the appointment that it is not held by a Vice-Principal, a Dean, or a member of staff holding an equivalent or similar appointment.
- 4 The responsibilities of the appointment shall be as determined from time to time by the Senatus in discussion with the Students' Association. They shall, however, be focused on ensuring student cases are dealt with in a manner which conforms to due process and shall normally include the following:
 - (1) Providing advice to students on framing appeals under the postgraduate and undergraduate appeals procedures;
 - (2) Providing advice to students on framing appeals under the termination of studies procedures;
 - (3) Membership of the Senate Termination of Studies (Appeals) Committee;
 - (4) Involvement in disciplinary or academic dishonesty hearings;
 - (5) Involvement in postgraduate and undergraduate appeals hearings;
 - (6) Providing advice as necessary to students with complaints about their treatment by academic departments or individual members of staff;
 - (7) Liaising with relevant University officers on the treatment of individual cases.

Ordinance 65 – Appointment of the Chairperson of Court*(An Ordinance made in terms of Statute 9(3)(a) and in accordance with sections (3)-(8) of the Higher Education Governance (Scotland) Act 2016.)*

1. (1) In a year in which a vacancy in the position of Chairperson of Court arises, the Court shall establish an appointing committee.
- (2) The appointing committee shall include in its membership at least one member of staff, one student, and one graduate of the University. Only persons who have declared that they shall not seek candidacy for the vacancy may be members of the appointing committee. The members of

the appointing committee shall normally be members of the Court, but the Court may appoint members to the committee from outside the Court or from outside the University. The Court shall ensure that there is an appropriate balance of membership of the committee in terms of accepted equality and diversity principles.

- (3) The appointing committee shall normally be chaired by the Deputy Chairperson of Court, unless that person wishes to be considered for the role of Chairperson, in which case the Court shall decide who, from among its lay members and from those who do not wish to be considered for the role, shall chair the committee.
2. The sitting Chairperson of Court shall take no part in the selection process for the new Chairperson and shall absent him or herself from any discussion.
3. Existing lay members of Court shall be eligible to apply to be appointed as Chairperson. Students or members of staff of the University shall be ineligible to be appointed as Chairperson, and no former member of staff or student shall be eligible to be appointed as Chairperson until four years have elapsed from the point at which that person ceased to be a member of staff or a student of the University.
4. The appointing committee established under paragraph 1 shall have responsibility for:
 - (i) Devising the relevant criteria with respect to the position of Chairperson of Court, which must include the availability, skills and knowledge that the appointing committee consider necessary or desirable to exercise the functions of Chairperson of Court and command the trust and respect of other members of the Court, of the members of the Senatus and of the staff and students of the University.
 - (ii) Ensuring the efficiency and fairness of the process for filling the position of Chairperson of Court.
 - (iii) Publishing anonymised data relating to the protected characteristics, as listed in section 149(7) of the Equality Act 2010, of the applicants, the applicants invited to interview, and the applicants entitled to stand as candidates in an election for the position.
 - (iv) Advertising the vacancy widely sufficient to attract applications from a broad range of persons and in accordance with the requirements set out in section 4 of the Higher Education Governance (Scotland) Act 2016.
 - (v) Interviewing those applicants who appear to the committee to meet the relevant criteria for the position.
 - (vi) Declaring whether those applicants who have been interviewed have satisfactorily demonstrated that they meet the relevant criteria.
5. Applicants who are invited to interview shall also be invited to meet with the Principal and members of the senior management, with academic staff and with students. Each of these groups shall provide comments to the appointing committee to enable them to determine whether each applicant has satisfactorily demonstrated that he or she meets the relevant criteria for the position.
6. Applicants who have satisfactorily demonstrated to the appointing committee that they meet the relevant criteria are entitled to stand as candidates in an election for the position of Chairperson of Court. An election shall only take place in the event that there are two or more candidates. In the event that there is only one candidate, a new appointment process shall be commenced with the same appointing committee. The remaining candidate shall be entitled to stand for election without further interview.
7. The University Secretary shall act as the Returning Officer for an election for the position of Chairperson of Court.
8. The election shall take place using electronic voting.
9. Those eligible to vote in the election shall be the members of the governing body, the staff of the University and the students of the University. No person shall be entitled to cast more than one vote.
10. The candidate who secures a simple majority of the total number of votes cast shall be declared the winner. In the event of a tie, the winner shall be determined by lot in a manner to be decided by the Returning Officer.

11. The candidate who wins the election shall be appointed as Chairperson for a period of three years and shall be eligible for re-appointment for a second term of three years on the recommendation of the Governance & Nominations Committee. In considering the re-appointment of the Chairperson for a second term, the Governance & Nominations Committee shall be chaired by the Deputy Chairperson.

Ordinance 66 – Nominations to the Court by the Trade Unions and the Students’ Association

(An Ordinance made in terms of Statute 9(1)(i-k) and in accordance with sections 10 and 12 of the Higher Education Governance (Scotland) Act 2016)

1. For the purpose of this Ordinance the University recognises the following trade unions: Unison, Unite and University & College Union.
2. Valid nominations of members of Court by the trade unions and the students’ association are those made in accordance with this Ordinance, and they shall also be subject to the general provisions governing Court membership as set out in Statute 9.
3. The nomination of such members by the trade unions and the students’ association shall take place in the second semester to enable, whenever possible, an announcement of the successful candidates to be made at the latest by the last Court meeting of the academic year in which a nomination is due.
4.
 - (1) The period of office of members nominated by the trade unions shall be four years. Members so nominated shall be eligible for re-nomination, but shall not hold office continuously for a longer period than eight years. A member of Court nominated by a trade union who ceases either to be a member of the trade union or to be a member of staff of the University shall simultaneously cease to be a member of the Court.
 - (2) The nomination of an academic member of staff who is a member of a trade union shall be the responsibility of the local branch of the University & College Union, which shall make a nomination from within its own academic staff membership at the University.
 - (3) The nomination of a support member of staff who is a member of a trade union shall be the joint responsibility of the local branches of the Unison and Unite trade unions, which shall make a nomination from within their own memberships at the University.
 - (4) Each trade union shall ensure that it invites applications for nomination for membership of the Court from all of its members. The executive committee of the local branch of each trade union shall be responsible for determining its own preferred candidate for nomination and shall devise procedures which it shall advertise widely amongst its membership to ensure that the process of determining a nominee is fair, transparent and equitable.
 - (5) Once each trade union as set out in sub-paragraphs (2) and (3) above has determined its preferred candidate for nomination, all three trade unions shall meet to agree the final nominations for each of the two nominated positions on Court. In reaching the final nomination, the trade unions shall have due regard to accepted principles of equality and diversity and shall espouse the commitment of Court to achieving greater diversity in its membership.
 - (6) Where a casual vacancy arises in either of the nominations from the trade unions, the trade unions responsible shall seek to make a new nomination as soon as possible in accordance with the provisions of this Ordinance and with the procedures devised by the relevant trade union in line with sub-paragraph (4) of this paragraph. The new nominee shall begin a full term of office in accordance with Statute 9(2)(k).
5.
 - (1) The period of office of students nominated by the Students’ Association shall be one year. Members so nominated shall be eligible for re-nomination, but shall not hold office continuously for a longer period than four years.
 - (2) A member of Court nominated by the Students’ Association who ceases to be a student shall simultaneously cease to be a member of the Court.

- (3) The nominees of the Students' Association shall be made by its Executive and shall be the President of the Students' Association and a student elected for the purpose by the student body to be known as the independent student member on Court.
- (4) The method of election and the procedure for nomination of candidates in the election of the independent student member of Court shall be as prescribed by the Students' Association for the nomination and election of its own officers:

Provided that where no nominations for candidacy in the election are received by the due date, no election shall be held, and the Executive shall nominate another of its number to membership of the Court.
- (5) Where a casual vacancy arises in members nominated by the students, the Executive of the Student's Association shall seek to make a new nomination as quickly as possible. The Executive shall nominate one of its own number to fulfil the nomination, and that person shall hold office until 31 July of the academic year in question, whereafter the new Executive shall nominate two new members in accordance with sub-paragraphs (2) and (3) of this paragraph.

Ordinance 67 – Appointment of the Chancellor

(An Ordinance made under Statute 3)

1. The appointment of the Chancellor shall be made by the Court after consideration of a report of a joint committee of the Court and the Senatus. This Ordinance sets out the membership and operation of that committee and also specifies the term of office for the Chancellor.
2. Upon intimation of a vacancy in the office of the Chancellor, the Court shall direct the establishment of a joint committee of the Court and Senatus with the following membership:
 - a) the Chairperson of Court, who shall be the Chair;
 - b) the Principal;
 - c) the President of the Students' Association;
 - d) two lay members of the Court, at least one of whom shall be a graduate of the University;
 - e) three members nominated by the Senatus from its number, at least one of whom shall not be a professor, and one of whom shall be a professor.
3. The joint committee shall determine how the appointment process shall be conducted, including the preparation of any documentation. Upon conclusion of its work, the joint committee shall submit a report to the Court in which it shall recommend a sole candidate for appointment. This report shall also be submitted to the Senatus for information.
4. The Chancellor shall be appointed for a period of five years from the date of the Court meeting at which the appointment was approved or from such future date as the Court may determine:

Provided that at the end of five years, the Chancellor may be re-appointed by the Court, after consultation with the Senatus, for a further period of five years but thereafter shall not be eligible for further re-appointment.