

ORDINANCES (to July 2010)¹

Changes to the University's Ordinances were approved by Senate and Council in 2010 replacing those listed here with effect from July 2010. A number of items have now been reallocated from the Statutes to the Ordinances and some of the previous Ordinances have been removed.

The Ordinances applying prior to July 2010 are provided here for reference only.

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¹ As from the session 1995-96 the numbering of the Ordinances was changed to reflect constitutional amendments

² With effect from 15 March 2005 this Ordinance replaces the previous XIV, XV, XVI, XVII, XVIII and XIX. Original numbering of subsequent Ordinances was retained for purposes of cross referencing.

Ordinance I: Appointment of Members of Court under Class 7 (b) of Statutes Section 16

Student members of the Senate under Statutes Section 21, subsection 1, paragraph (k), shall be members of the Court for so long as they continue to be members of the Senate.

Ordinance II: Election of Members of Senate under Statutes Section 21, subsection 1(f) (i) and (j)

1. The electoral roll of members of staff eligible to nominate to vote for and to be elected members of Senate under Statutes Section 21, sub-section 1(f) shall consist of all full-time Professors of the University.

2. (a) The electoral roll of members of staff eligible to nominate, to vote for and to be elected members of Senate under Statutes Section 21, subsection 1(i), shall be divided into the five Faculties of the University as defined by Ordinance VI. Each member of staff on the electoral roll shall be assigned to one Faculty and to one Faculty only.

(b) The electoral roll for elections under subsection 1(i) shall contain the names of all Readers, Senior Lecturers, Lecturers, Tutors and Wardens of Hall appointed by the University to permanent posts.

(c) Elections shall be conducted separately within each Faculty division of the electoral roll. The number of members to be elected by each division shall be not more than the following:

Faculty of Arts:	4
Faculty of Science:	5
Faculty of Engineering:	4
Faculty of Medicine and Health Sciences:	4
Faculty of Social Sciences:	5

3. (a) The electoral roll of members of staff eligible to nominate to vote for and to be elected members of the Senate under Statute Section 21 subsection 1(j) shall be divided into the five Faculties of the University as defined by Ordinance VI. Each member of staff on the electoral roll shall be assigned to one Faculty and to one Faculty only.

(b) The electoral roll for elections under sub-section 1(j) shall contain the names of all research staff of the University holding appointments of more than one year's duration.

(c) Elections shall be conducted separately within each Faculty Division of the electoral roll. The number of members to be elected by each Division shall be not more than the following:

Faculty of Arts:	1
Faculty of Social Sciences:	2
Faculty of Science:	2
Faculty of Engineering:	2
Faculty of Medicine and Health Sciences:	2

4. The electoral rolls required by paragraphs 1, 2 and 3 of this Ordinance shall be maintained by the Registrar, and shall be conclusive evidence that any person whose name appears therein at the time of claiming to vote or of being elected is entitled to vote or be elected as the case may be, and that any person whose name does not appear therein is not so entitled.

5. Candidates under subsection 1(f) and 1(i) shall be upon the nomination of not less than two electors; candidature under subsection 1(j) shall be upon the nomination of not fewer than six electors. Voting shall be by ballot. The Registrar shall act as returning Officer.

6. The persons elected shall hold office for three years from the first day of September immediately following their election, and shall be eligible for re-election. Casual vacancies shall be filled at the next following annual election.

Ordinance III: Election of Members of Senate under Statutes Section 21, subsection 1(k)

1. The election of members of Senate under Statutes Section 21, subsection 1(k), shall be held in the manner determined by the Union of Students, provided that:
 - (a) no person may vote, be elected, or continue in membership less he is a registered student of the University; and
 - (b) the method of election has been approved by Senate and Council.
2. The persons elected under paragraph 1 of this Ordinance shall hold office for one year from the first day of September immediately following their election, or from the date of election in the case of a representative of the Faculty of Education, provided that they remain registered students of the University. Vacancies occurring during the year shall not be filled until the next following annual election.

Ordinance IV: Pro-Vice-Chancellors

1. The Pro-Vice-Chancellors shall be appointed by the Council from among the members of Senate after consideration of a report from Senate.
2. A Pro-Vice-Chancellor shall hold office for a period of four years from the date of his appointment or for such shorter period as the Council on the recommendation of the Senate may determine and shall be eligible for re-election.
3. The Pro-Vice-Chancellors shall assist the Vice-Chancellor in such matters as the Vice-Chancellor may from time to time entrust to them.
4. The Council after consideration of a report from the Senate shall designate from amongst the Pro-Vice-Chancellors one who for the remainder of his current period of office shall act for the Vice-Chancellor pending a vacancy in that office or during the absence of the Vice-Chancellor.

Ordinance V: Joint Committees of Council and Senate

Joint Committees of Council and Senate under the Charter and Statutes shall be constituted by a resolution of Council and a resolution of Senate, and shall consist as to one half of members nominated by Council and as to one half of members nominated by Senate.

Ordinance VI: Constitution of the Faculties

The constitution of the Faculties shall include the following Schools:

Faculty of Arts

American and Canadian Studies
English Studies
History
Humanities
Modern Languages and Cultures

Faculty of Social Sciences

Nottingham University Business School
Economics
Education
Geography
Institute of Science and Society
Institute of Work, Health and Organisations
Law
Politics and International Relations
Sociology and Social Policy

Faculty of Science

Biosciences
Chemistry
Computer Science
Mathematical Sciences
Pharmacy
Physics and Astronomy
Psychology

*Faculty of Engineering*³

*Faculty of Medicine and Health Sciences*⁴

Biology
Biomedical Sciences
Clinical Sciences
Community Health Sciences
Graduate Entry Medicine and Health
Medical and Surgical Sciences
Molecular Medical Sciences
Nursing, Midwifery and Physiotherapy
Veterinary Medicine and Science

Ordinance VII: The Boards of the Faculties

1. (a) Members of the Boards of the Faculties elected under the provisions of Statutes Section 23, subsection 2(e) shall hold office for a period of three years as from the first day of September following such election, and shall be eligible for re-election. Casual vacancies shall be filled at the next following annual election.
- (b) Members elected under the provisions of Statutes Section 23, subsections 1(f) and 2(g) shall hold office for a period of one year from the first day of September immediately following their election, or in the case of an election held in the Autumn Term for the period from the date of the election until the 31st August following, provided that they remain registered students of the University, and shall be eligible for re-election. Vacancies occurring during the year shall not be filled until the next following annual election.
2. The quorum for each Board of the Faculty shall be determined by the Board of the Faculty, but in no case shall it be less than one-quarter of the members of the whole Board.

³ The 4 individual Schools in Engineering were replaced by an integrated Faculty model with effect from 1 August 2008 (endorsed by Senate in June 2008). Formal approval of a change to Ordinance VI is awaited. For the purposes of Senate membership the 4 Associate Deans will be equivalent to Heads of Schools in other Faculties.

⁴ Changes to School names were approved by Management Board on 8 September 2008. Awaiting formal confirmation by Senate and Council of change to Ordinance VI.

Ordinance VIII: The Dean of the Graduate School

1. The Dean shall be appointed for a period of three years at a meeting of the Senate in the Summer Term on the nomination of the Vice-Chancellor from among the Professors in the University and shall enter office on the first day of August immediately ensuing.
2. The retiring Dean shall be eligible for re-election.
3. If the office of Dean shall become vacant other than by the effluxion of time, Senate shall proceed immediately to the appointment of a new Dean on the nomination of the Vice-Chancellor for such a period not exceeding three years as Senate shall determine.

Ordinance IX: The Deans of the Faculties

1. The Dean of the Faculty shall be elected for a period of four years at a meeting of the Senate, normally in the Summer Term preceding the start of appointment. The nomination shall be by the Board of the Faculty from among the Professors who are members of the Faculty following consultation with the designated Pro-Vice-Chancellor. The Dean shall normally enter office on the first day of August immediately ensuing.
2. The retiring Dean of each Faculty shall be eligible for re-election.
3. If the office of Dean shall become vacant other than by the effluxion of time, Senate shall proceed immediately to the election of a new Dean on the nomination of the Faculty Board following consultation with the designated Pro-Vice-Chancellor for such a period not exceeding four years as Senate shall determine. Pending the election of a new Dean, the duties of the office shall be carried out by the Vice-Dean, or by the Senior Vice-Dean where two Vice-Deans are elected.
4. The Board of each Faculty shall elect either one or two Vice-Deans from among the members of the Board. The period of office in each case shall not exceed three years. If there are two Vice-Deans one shall be designated by the Faculty Board as Senior Vice-Dean. The Vice-Dean shall undertake such duties as may be assigned to them by the Dean.

Ordinance X: The University Association

1. All graduates of the University, Honorary Graduates of the University, and other alumni of the University as shall be determined by The University Association and such other persons as The University Association shall decide to admit to membership shall be registered as full members of The University Association. Alumni who do not wish to register as members of The University Association are able to opt-out and are recorded as such in the register.

The Officers of the University shall be registered as full members of The University Association, and their names shall be continued upon the register as long as they retain their qualifying office.

All current members of the academic staff of the University shall be registered as associate members of The University Association.

2. The register of full members of The University Association shall be kept by the Registrar, who shall be responsible for recording in the register their names and addresses. The records of members of the academic staff of the University kept by the Registrar shall, in the case of such persons, be deemed for the purposes of this Ordinance, to be part of such register.
3. The representatives of The University Association on the Court shall be elected and hold office for the term allowed by the Statutes and shall be eligible for re-election provided that no such elected representative shall hold the same office for longer than two successive terms but may after an interval of not less than one year be elected again to the same office and hold it under the terms of this proviso.

4. Not less than twenty-one days' notice of a meeting of The University Association shall be given and not less than seven days' notice of any business to be transacted thereat.
5. Notice to a member of The University Association shall be regarded as duly served if posted to the address appended to his name in the register.
6. The procedures for the election of representatives of The University Association on the Court shall be determined by the Standing Orders.

Ordinance XI: Union of Students

1. As part of the University there shall be a union of students to be known as the University of Nottingham Students' Union (hereinafter called the Students' Union) for the promotion of corporate feeling and the general interest of students, and to afford a recognised channel of communication between students and the University authorities.
2. Regulations shall be prepared by the Union for the furtherance of the aims of the Students' Union, which regulations and any alteration or abrogation thereof shall be of effect and binding on all members of the Union immediately upon receiving the approval of the Senate and Council of the University. The Regulations shall provide inter alia for General Meetings of the Students' Union, for the election of officers, for the election of a Union Council and Standing Committees, and for affiliation of Students' Societies and Athletic Clubs to the Students' Union. The Regulations shall prescribe the rights and privileges of the categories of membership set out in paragraph 3.
3. The membership of the Students' Union shall be as follows:
 - (a)
 - (i) Every full-time undergraduate and postgraduate and every other full-time registered student may become a full member of the Students' Union.
 - (ii) Sabbatical officers of the Union shall be full members of the Students' Union so long as they hold office.
 - (iii) Part-time students and intercalating students may become full members of the Students' Union.
 - (b)
 - (i) Associate membership of the Students' Union may be granted at the discretion of the Executive Committee or by an Officer of the Students' Union acting on behalf of the Executive Committee on an annual basis to:
 - any past full member of the Students' Union;
 - any full member of The University Association;
 - any member of the staff and any employee of the University or of the Students' Union.
 - (ii) Associate membership of the Students' Union may be granted at the discretion of the Union Council on an annual basis to selected individuals who, in the view of the Union Council, under recommendation from an Executive Officer, or an affiliated or constituent body of the Students' Union will considerably benefit the membership of the Students' Union by their participation in activities.
 - (iii) The rights accorded to Associate Members shall be governed by the Constitution of the Students' Union. Participation in the Union electoral processes shall be restricted to those holding Full Membership in accordance with the Constitution of the Students' Union.
 - (c) Honorary membership of the Students' Union shall be granted to members of the Ordo Caligulae and to such persons as the Union Council may from time to time elect.
 - (d) Reciprocal membership of the Students' Union may be granted at the discretion of the Union Council to the members of other Students' Unions in the United Kingdom.

4. The functions of the Union Council, subject to the Regulations of the Students' Union, shall be to represent the Students' Union in all matters affecting its interests, to afford a channel of communication between the Students' Union and the University Authorities, and to administer the finances of the Students' Union.
5. There may be an annual subscription of an amount to be determined by the Regulations of the Students' Union, which shall be paid by full-time students at the same time as the fees of the University, and by other members at such times as the Regulations of the Students' Union shall determine.
6. The accounts of the Students' Union shall at the end of each financial year be audited by a public accountant in the active practice of his or her profession, and a copy of the accounts, signed by the auditor, shall be given to the Vice-Chancellor.

Ordinance XII: Admission and Registration of Students

1. Applicants will be considered solely on the basis of their merits, abilities and potential, regardless of gender, ethnic or national origin, age (subject to the following limits on minimum age), disability, religion, sexual orientation or any other irrelevant distinction.
2. In order to be admitted to the University to begin a course of study leading to an award of the University, an applicant must:
 - (a) receive from the University a formal written offer (which may be conditional) of a place;
 - (b) meet in full any conditions of that offer;
 - (c) formally register as a student; and
 - (d) pay the University the specified fees due either at Registration, or in the manner and times set out in the Fees Regulations.
3. An applicant must normally be at least 18 years of age on admission⁵ to the University. For the purposes of this Ordinance the date of "admission" is defined as the first day of September in the relevant academic year. The Academic Board may waive this requirement for applicants who will be at least 16 but less than 18 years of age on admission, on an individual basis, provided that their parents or guardians have given their written agreement in advance to additional safeguards and requirements as specified in Regulations. These include acknowledging that the University will not act in *loco parentis*.
4. The University has the right to refuse to make a formal offer to an individual applicant, or to refuse admission to particular courses of study.

Ordinance XIII: Discipline

1. Council has made the following Ordinance concerning student discipline:
 1. Every student shall be subject to such disciplinary regulations as shall be passed by Senate and approved by Council.
2. The Vice-Chancellor may suspend any student from attendance at any class or classes and may exclude any student from any part of the University or its precincts, and shall report every such suspension or exclusion to the Council and Senate at their next meeting. These powers may be exercised by a Pro-Vice-Chancellor designated by the Vice-Chancellor.

⁵ For the purposes of this Ordinance the date of "admission" is defined as the first day of September in the relevant academic year because "October" might permit a 15 year old to register.

3. Members of the academic, administrative, professional and managerial or technical staff of the University and other persons authorised for the purpose, shall have authority, and it shall be their duty, to check disorderly or improper conduct or any breach of regulations occurring in the University buildings or in their precincts or otherwise in the course of activities organised by the University.
4. Any member of the academic, administrative, professional and managerial or technical staff and other persons authorised for the purpose may, in the case of disorderly or improper conduct in a classroom, laboratory or other room in the University or in the course of an activity organised by the University, if they deem it necessary, require any student to withdraw from the room for the day or from the activity, in which case the matter shall be brought to the notice of the staff member's Head of Department or School.

Ordinance XIV: Degrees, Diplomas and Certificates of the University

1. The degrees, diplomas and certificates of the University shall be listed in the University's Qualifications Framework.
2. The Senate may from time to time amend this list, on advice from the relevant committee.
3. Regulations and Programme Specifications shall prescribe details of the programmes of study, assessments and other matters relating to degrees, diplomas and certificates.

Ordinance XX: Degrees, Diplomas and Certificates

1. (a) In order to qualify for a degree, diploma or certificate of the University every candidate must satisfy the requirements for entry upon the appropriate course of study, pursue the courses of study for the prescribed periods, pass the required examinations, and comply with such other Ordinances and Regulations as may be relevant.
 (b) Qualification for entry upon any course of study in the University or an Affiliated Institution shall not entitle a person to admission either to the University or to an Affiliated Institution or to any particular course of study therein and the University reserves the right to accept or reject any applicant.
2. The qualifications for entry to a degree course shall be:-
 (a) matriculation in accordance with the Regulations, and
 (b) such other qualifications as may be prescribed by Ordinances or Regulations relating to particular degrees.
3. The qualifications for entry on a diploma or certificate course shall be prescribed by the Regulations relating to the particular diploma or certificate.
4. (a) Subject to paragraphs 5 and 6 and to the provisions of Ordinance XXI a candidate who by virtue of exemptions or for other reasons which may be prescribed by Regulations is able to complete the normal course of study for a first degree in less than three full-time years or equivalent period of part-time study may, by permission of the Board of the Faculty or equivalent concerned, sit for the Final Examination for the degree on the completion of such course, but the degree shall not be awarded to him or her until he or she has spent three full academic years in the University. Such a candidate shall spend the period between his or her Final Examination and the completion of his or her third academic year in the University in a course of study which shall be approved by the Board of the Faculty or equivalent concerned; such a candidate may be required by the Board of the Faculty or equivalent concerned to take a special examination in the work done in such approved course, and satisfactory work in such third year shall be a condition precedent to the award of a degree.

- (b) The period spent in such an approved course may not be counted towards the minimum period to be spent for any other degree, diploma or certificate of the University but may be taken into account by Senate in deciding whether a candidate for a higher degree shall be required to pursue a course of study for longer than the minimum period.
5. Prior learning when at a level beyond that required for admission to a degree course may be assessed by such methods as are determined by Senate. On the basis of such assessment a candidate may be permitted by the Board of the Faculty or equivalent concerned to proceed to the Final Examination for a first degree and to graduate in that Faculty or equivalent after not less than one full-time year or equivalent period of part-time study.
6. (a) Subject to the provisions of the Charter and Statutes, the Board of the Faculty or equivalent concerned may permit matriculated students of other approved universities or university colleges to count periods of study passed by them at such universities or university colleges as equivalent to such periods of study at the University of Nottingham as the Board of the Faculty or equivalent shall permit; matriculated External students of the University of London may also be permitted to count full-time attendance at courses of study in approved places of learning other than universities and university colleges for the purposes of this Ordinance. No degree of this University shall be conferred on any such person unless he or she shall have pursued an approved course of study in this University extending over at least one full-time year or equivalent period of part-time study, and shall have passed the Final Examination or Examinations.
- (b) Persons who have been admitted under this Ordinance as students of this University may be allowed to count examinations passed by them as students of other universities or university colleges or as students following courses for degrees in other approved places of learning as equivalent to such examinations or portions of examinations other than the Final Examination or Examinations of this University as the Board of the Faculty or equivalent concerned may determine.
- (c) Students of the University of Nottingham who are pursuing an approved course of instruction for a degree of the University may be permitted by the Board of the Faculty or equivalent concerned, as part of their approved course to spend a period or periods of study at another approved university or place of learning, and to count such periods of study as equivalent to such periods of study at the University of Nottingham as Senate may from time to time determine. No first degree of this University shall be conferred upon any such student unless the period of study spent in the University has extended over at least one full-time year or equivalent period of part-time study and the total period of approved study has extended over not less than three full-time years or equivalent period of part-time study, and that such student shall also have passed the Final Examination or Examinations for such a degree.
7. The power to interpret all Ordinances and Regulations relating to degrees, diplomas and certificates and to make decisions thereunder shall be vested in the Senate.
8. For students pursuing approved courses of study in Affiliated Institution the Board of the Faculty of Arts shall act as the Board of Faculty or equivalent for the purposes of this Ordinance.

Ordinance XXI: Further Provisions for University Degrees Taught in Affiliated Institutions or in the University

1. For the purposes of this Ordinance and Ordinance XX Affiliated Institutions are those Colleges or other Institutions which may be recognised by the University from time to time in accordance with the Charter, Article 16(j). Attendance at such Affiliated Institutions may be accepted in place of the whole of attendance at courses of study in the University in respect of degrees validated by the University on such conditions as the University shall determine.
2. The provisions of Ordinance XX shall apply to degrees in Affiliated Institutions except as provided therein.
3. Under conditions prescribed by Regulations a student in an Affiliated Institution may be required or permitted to follow an approved course of full-time study for one year in order to complete the requirements for matriculation of the University and may be permitted to count that approved period of study towards the minimum period of study required for the degree concerned.
4. In the case of University validated degrees taught in Affiliated Institutions Senate may, in exceptional circumstances and on the production of such evidence as Senate may require, permit students of other approved places of learning not covered by Ordinance XX 6(a) and (b) who are able to satisfy matriculation requirements of the University of Nottingham to count periods of study and examinations passed in such approved places of learning as equivalent to such periods of study and examinations in Affiliated Institutions as Senate shall permit. Except as provided for in paragraph 5 below the periods of study at other approved places of learning shall be full-time periods of study. Senate shall determine which places of learning are approved places of learning for the purpose of this Ordinance.
5. (a) In the case of the degree of Bachelor of Education qualified teachers who are able to satisfy matriculation requirements of the University of Nottingham and who have had at least two years' teaching experience may be permitted by the Senate, on the recommendation of the Board of the Faculty or equivalent of Education or the Board of the Faculty of Arts to count periods of full-time and part-time study at approved places of learning as equivalent to the whole of the first three years of the four year degree course in the School of Education or an Affiliated Institution, such students shall have completed such preliminary courses as are prescribed by Regulations. Such teachers may be permitted by Senate to complete the final year of the four-year degree course by not less than two and not more than four years of part-time attendance at the School of Education or at an Affiliated Institution in lieu of one year of full-time attendance; exceptionally such students may be permitted to count not less than two years of part-time attendance at an approved place of learning as equivalent to not more than one of the first three years of the degree course. Provided that no attendance at a course of study which has led to the award of a degree shall be accepted as equivalent to any period of attendance in the School of Education or an Affiliated Institution and that no graduate shall be admitted to a degree under this paragraph.

- (b) In the case of the degree of Bachelor of Philosophy in Education qualified teachers who are able to satisfy matriculation requirements of the University of Nottingham and who have had at least two years' experience in professional service in Education may be permitted by the Senate, on the recommendation of the Board of the Faculty or equivalent of Education, to count periods of full-time and part-time study at approved places of learning as equivalent to the whole of the first one and a half years of a three year first degree course in the University. Such teachers may be permitted by Senate to complete the final one and a half years of the three year degree course either by not less than three and not more than five years of part-time attendance or one year of full-time and one year of part-time attendance or one and a half years of full-time attendance or two years of part-time and a half year of full-time attendance at the University; not less than two years of part-time attendance at an approved place of learning may be counted as equivalent to not more than one year of the first one and a half years of the degree course.
6. In the case of the degree of Bachelor of Science in Advanced Professional Practice, registered professional practitioners with at least the equivalent of two years' full-time experience as a practitioner in the specialised field where the programme of study is focussed (eg nursing, midwifery or health visiting) and who have achieved 120 level one specific credits (equivalent to the Qualifying Year of the degree) and at least 80 of the required 120 level two specific credits (equivalent to Part I of the degree) may be permitted by Senate to proceed to the Final Examination for the degree and to graduate after not less than two years' part-time study.
7. In the case of the degree of Bachelor of Science (Nursing) registered professional practitioners holding an approved Diploma in Nursing of another institution may be permitted by Senate to proceed to the Final Examination for the degree and to graduate after not less than one years full-time study or its part-time equivalent.

Ordinance XXII: Examinations

1. No student shall be admitted to any examination unless he/she shall have satisfied the requirements laid down in the Ordinances and Regulations for the same, or unless he/she shall have been exempted from any such requirements by resolution of Senate on the recommendation of the Taught Courses Committee.
2. Students shall pay the examination fees prescribed by Regulations at such times as may be determined.
3. In every subject or group of subjects in all examinations for the degrees, diplomas and certificates of the University, there shall be at least two examiners who shall be jointly responsible for all papers, marks and decisions in each subject or group of subjects. Of these examiners, one at least shall not be a Professor, Reader, Lecturer or teacher in the University of Nottingham.
4. The external examiners of the University shall be appointed by Council in pursuance of a resolution of Senate on the recommendation of the Taught Courses Committee or equivalent concerned for such periods as may be determined provided that no examiner shall normally hold office for more than four consecutive years.
5. All permanent full-time members of academic staff in Schools shall, unless relieved by resolution of Senate on the recommendation of the Taught Courses Committee or equivalent concerned, act as examiners in the subjects in their Schools, or in such parts of the subjects as may be determined by the Head of School or the person appointed to be in charge of the course and shall be deemed to have been appointed by Senate so to act.
6. Other teachers of the University may from time to time be appointed by Senate on the recommendation of the Taught Courses Committee or equivalent concerned, to act as examiners in such examinations.

7. Teachers of Colleges of Education affiliated to the University may be appointed by the Senate, on the recommendation of the Board of the School of Education, to take such part in examinations for degrees and certificates in Education as may be approved by Senate, and for this purpose shall be regarded as teachers of the University.
8. The duty of preparing the list of successful candidates in every examination for degrees, diplomas and certificates shall be the responsibility of a Board of Examiners, subject to the Regulations. The list of successful candidates, so arranged as Ordinances and Regulations may prescribe, shall be signed by one of the examiners acting as chairman, and communicated to the Taught Courses Committee or equivalent. These results, counter-signed by the Dean of the Faculty or equivalent concerned or equivalent concerned, shall be forwarded to Senate, together with the recommendation of the Taught Courses Committee. A signed copy of the list shall be forwarded to the Registrar for publication.

Ordinance XXIII: The Award of Degrees, Diplomas, Certificates and Other Distinctions

1. The degrees, diplomas, certificates and other distinctions of the University shall be conferred in pursuance of a resolution of Senate on the recommendation of the Board of the Faculty or equivalent concerned or for qualifications awarded following an approved course of study in an Affiliated Institution, the Board of the Faculty of Arts.
2. Degrees not higher than that of Master may, with the approval of the Faculty or equivalent Board immediately concerned, be conferred ex officio on Professors, Lecturers, Readers and Officers of the University of not less than two years standing as such: no person merely by virtue of such a degree shall be permitted to proceed to a higher degree than that to which he has been so admitted.
3. (a) A member of staff of any of the University's campuses may, after approval on behalf of Learning & Teaching Committee, apply for a degree of Master or Doctor of Philosophy. Applications will only be considered from staff of at least four years' standing. Candidates will be required to submit either a thesis on an approved subject or copies of published work. If published papers are submitted in place of a thesis they must all be related to a common topic. The thesis or papers shall be submitted to two external assessors who may question the candidate upon his or her work or call upon him or her to pass any examination which they may think appropriate. The Board of the Faculty or equivalent shall decide on the report of the assessors whether they will recommend Senate to award the degree.
- (b) Successful candidates who have no degree shall be admitted in the first instance to the degree of Bachelor, unless they already possess a qualification which is deemed by Senate on the recommendation of the Research Degrees Committee to be the equivalent of a Bachelor's degree. Candidates already possessing a degree of this or other approved university or a qualification deemed to be the equivalent of a Bachelor's degree may be admitted to such degree as Senate shall decide on the recommendation of the Board of the Faculty or equivalent, and after consideration of the report of the assessors.
4. If a candidate is prevented by illness or other sufficient cause from attempting the whole or part of a final examination for a degree, diploma or certificate, Senate may, upon a report from the internal and external examiners concerned, and upon such further evidence and subject to such conditions as they shall think fit, award a degree as specified below, or an unclassified diploma or certificate. In the case of a candidate registered for an Honours degree, the degree awarded may be an Ordinary degree, unclassified Honours degree or, where appropriate, a classified Honours degree.

In the case of a candidate registered for an Ordinary degree, the degree awarded may be an Ordinary or, where appropriate an Ordinary degree with merit.

This clause shall not exempt a candidate from presenting a dissertation or thesis or coursework when such is prescribed. Candidates proceeding to a degree, diploma or certificate which entitles the holder to registration for a professional qualification or to any exemption from a part or the whole of any requirements for a professional qualification shall not necessarily or automatically be granted such registration or exemption.

For the purpose of this paragraph of this Ordinance final examination means that examination at the end of a candidate's course on successful completion of which the candidate would qualify for a degree, diploma or certificate without further examination.

A candidate who fails to take the whole or part of a final examination without sufficient cause shall not be awarded a degree, diploma or certificate on the basis of that examination without the consent of the Taught Courses Committee or the Research Degrees Committee acting on behalf of Senate.

5. Degrees shall be conferred at a Congregation of the University to be held for that purpose at such time and place as may be determined provided that a Congregation shall be held at least once a year. Persons other than members of the University may be present on such occasions. Degrees shall be conferred by the Chancellor or in his absence by the Vice-Chancellor, or in the absence of both by a Pro-Vice-Chancellor. Candidates for degrees other than honorary degrees shall be presented for admission by the Dean of the Faculty or equivalent concerned.
6. No person shall be admitted to a degree, or granted a diploma or certificate unless he or she has paid the fees prescribed or any other sums due to the University in the manner and not later than a date determined for this purpose by Regulations.
7. Degrees may be conferred upon persons in absentia with the approval of the Senate.

Ordinance XXIV: Honorary Degrees

1. A Congregation for the conferment of honorary degrees shall be convened as and when Council and Senate shall determine.
2. The Council and the Senate shall delegate to an Honorary Degrees Sifting Committee whose constitution and terms of reference shall be approved by the Senate and the Council from time to time the power to seek nominations and invite candidates to accept honorary degrees.
3. The Honorary Degrees Sifting Committee shall report to the first available meetings of the Senate and the Council the names of intended recipients of honorary degrees who have accepted an invitation to receive such degrees. Each recipient of an honorary degree shall be presented for admission by a member of the academic staff or a member of the Court of the University on the invitation of the Registrar.

Ordinance XXV: Emeritus Professors

1. The Council may, on the recommendation of Senate, confer the title of Emeritus Professor on any Professor of the University at or after retirement or resignation from the University, in recognition of conspicuous service to the University.
2. An Emeritus Professor shall for all purposes of courtesy and on ceremonial occasions be on the same footing as a member of Senate. He or she shall be a member of the Court, but shall not be entitled as an Emeritus Professor to be a member of the Senate, Faculty Board or any other University body, or to exercise any administrative or executive functions.

3. In accordance with Statute 16 3(f) the Council shall determine whether an individual Emeritus Professor in membership of Court in Class 7(h) be invited to continue in membership of Court after the normal retirement age of 75 years.

To be eligible for such an invitation, the Emeritus Professor shall be actively engaged in research within the University and shall as attested by the relevant Head of School be producing research outputs appropriate for inclusion in the national Research Assessment Exercise under rules most recently or currently in force as the case may be in respect of the year in which he attains the age of 75 years of age.

Ordinance XXVI: The appointment of Professors and Readers

1. The Council shall after consideration of the recommendation of Senate, resolve all or any of the following matters:
 - (a) whether or not a new Professorship or Readership shall be instituted;
 - (b) whether or not, upon the occurrence of any vacancy in a Professorship, the same shall be filled, or whether a Readership shall be substituted therefore;
 - (c) whether or not, upon the occurrence of any vacancy in a Readership, the same shall be filled.
2. The following procedure shall be adopted for the appointment to a Professorship:
 - (a) An Appointments Committee consisting of a Joint Committee of Council and Senate as defined in Ordinance V shall be constituted for the appointment of a Professorship.
 - (b) The Vice-Chancellor shall on the recommendation of Senate appoint two external advisers, who shall be invited to assist the Appointments Committee in its preliminary deliberations, and at least one external adviser shall participate in the interviewing of the candidates. External advisers shall not be members of that Committee and shall not be members of the University.
 - (c) The Appointment Committee shall report both to the Council and the Senate.

Ordinance XXVII: Fellows

1. Council may, on the recommendation of Senate, confer the title of Fellow of The University of Nottingham upon persons who have rendered exceptional services to the University.
2. A Fellow shall, for all purposes of courtesy and on ceremonial occasions be on the same footing as a member of Senate, but shall not be entitled as such to be a member of Senate, Faculty or any other University body, except Court, or to exercise any administrative or executive functions.

Ordinance XXVIII: Procedure to be followed in connection with a Tribunal appointed under Part III of Statutes Section 35

In any case where the Council has appointed a Tribunal under paragraph 16 of Part III of Section 35 of the Statutes the following procedure will be followed:

1. The Registrar will within four weeks of the appointment of a Tribunal formulate, or arrange for the formulation of, the charge or charges against the member of staff concerned.
2. The Registrar will within four weeks of the appointment of a Tribunal arrange a day, time and place for a meeting of the Tribunal and will give the member of staff not less than two weeks written notice of this.

At the same time the Registrar will

- (a) inform the member of staff of his or her entitlement to be present and to be represented before the Tribunal by another person, whether such person be legally qualified or not;

- (b) provide the member of staff with a copy of the charge or charges that have been formulated, together with any other documents therein specified;
 - (c) inform the member of staff that he or she may call witnesses to the hearing before the Tribunal and may question witnesses upon the evidence on which the case against the member of staff is based;
 - (d) require the member of staff to submit the name of any representative as soon as possible and in any event not later than 48 hours before the time fixed for the meeting of the Tribunal.
3. When the members of the Tribunal have assembled, the Registrar will inform the Tribunal whether the member of staff is present. If the member of staff fails to attend, the Tribunal will decide whether to proceed in the absence of the member of staff or to adjourn the hearing.
 4. The Registrar will invite the member of staff and representative (if any) into the room, together with the person designated by the Registrar to present the charge or charges before the Tribunal ("the designated person"). The Chairman will establish whether the member of staff or representative will present the case for the member of staff.
 5. The designated person may then:
 - (i) make a statement concerning the charge or charges, and produce any documents therein specified;
 - (ii) call witnesses in turn in support of the charge or charges.
 6. The witnesses called by the designated person may:
 - (i) be questioned by the designated person;
 - (ii) be questioned by the member of staff or representative;
 - (iii) be questioned by the Tribunal.
 7. The member of staff or representative may then:
 - (i) make a statement concerning the charge or charges and produce any documents therein specified;
 - (ii) call witnesses in turn to answer to the charge or charges.
 8. The witnesses called by the member of staff or representative may:
 - (i) be questioned by the member of staff or representative
 - (ii) be questioned by the designated person
 - (iii) be questioned by the Tribunal.
 9. The Tribunal may require such other witnesses as it thinks fit to be summoned, or such other evidence as it considers relevant to be produced.
 10. The designated person and the member of staff or representative may make a final statement.
 11. The members of the Tribunal will deliberate in private and will, within 48 hours of the decisions taken by the Tribunal, send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the Vice-Chancellor and to each party to the proceedings. At the same time the Tribunal will ensure that a copy of Part V (Appeals) of Statutes Section 35 accompanies each copy of its decision sent to a party to the proceedings.

12. At any stage in the proceedings the Tribunal will have the authority to determine postponements, adjournments, dismissal of the charge or charges for want of prosecution, or remission of the charge or charges to the Vice-Chancellor for further consideration and to correct accidental errors.

Ordinance XXIX: Procedure to be followed in connection with Appeals under Part V of the Statutes, Section 35

In any case where a member of the staff shall have given notice of an appeal under paragraph 26 of Section 35 of the Statutes, the following procedure will be followed:

1. After the Registrar has complied with the duty to bring the notice of appeal to the attention of the Council the Council shall appoint a person described in paragraph 28(2) of Section 35 of the Statutes to determine the appeal. The Council may delegate the choice of appointment to the President for the time being of the Council and the President of the Council shall be at liberty to reserve a decision and to make suitable enquiries before deciding whom to appoint.
2. The person appointed to hear the appeal shall sit alone less he or she considers that justice and fairness will be best served by sitting with two other persons pursuant to paragraph 28(4) of Section 35 of the Statutes. In the event that a decision is made to sit with others, references to "person appointed to hear the appeal" shall be deemed to include "persons appointed to hear the appeal" herein.
3. If the notice of appeal has been submitted late the person appointed to hear the appeal shall give consideration, under the terms of paragraph 27(3) of Section 35 of the Statutes, to whether the appeal should be allowed to proceed. If the person appointed to hear the appeal shall decide that the appeal should not proceed the appellant shall be informed of this by the Registrar forthwith.
4. The person appointed to hear the appeal shall give consideration to setting appropriate time limits for each stage (including the hearing itself) to the intent that the appeal shall be heard and determined as expeditiously as reasonably practicable.
5. Save in a case where it has been decided, pursuant to paragraph 4 hereof, that the appeal should not proceed, the Registrar will in accordance with the time limit specified by the person hearing the appeal pursuant to paragraph 3 hereof convene the hearing of the appeal. In doing so, the Registrar will arrange a day, time and a place for an appeal hearing and will give the member of staff not less than two weeks written notice of this.
6. At the same time the Registrar will
 - (a) inform the appellant of his or her entitlement to be present and to be represented before the person hearing the appeal by another person whether such person be legally qualified or not and of his or her entitlement (with the consent of the person hearing the appeal) to call witnesses;
 - (b) require the appellant to submit the name of any representatives as soon as possible and in any event not later than 48 hours before the time fixed for the appeal hearing
7. When the person hearing the appeal is ready the Registrar will inform the person hearing the appeal whether the appellant is present. If the appellant fails to attend the person hearing the appeal will decide whether to proceed in the absence of the appellant or to adjourn the hearing.
8. The Registrar may designate a person to attend the appeal hearing on behalf of the University and to make representations on behalf of the University.
9. The Registrar will invite the member of staff and representative (if any) into the room together with the person designated by the Registrar to represent the University.

10. The person hearing the appeal will establish whether the appellant or representative will present the case for the appellant.
11. The appellant or representative may then
 - (i) make a statement or representations concerning the appeal;
 - (ii) (provided consent has been given) call witnesses in turn to support the appeal
12. The witnesses called (provided consent has been given) by the appellant or representative may
 - (i) be questioned by the appellant or representative;
 - (ii) be questioned by the designated person;
 - (iii) be questioned by the person hearing the appeal.
13. The person designated to represent the University may then make a statement or representations concerning the appeal; (if the person hearing the appeal so consents), call witnesses in turn to answer any points raised by the appeal or the case presented by the appellant.
14. The witnesses called by the person designated to represent the University may be
 - (i) questioned by the designated person;
 - (ii) questioned by the appellant or his or her representative;
 - (iii) questioned by the person hearing the appeal.
15. The person hearing the appeal may (but shall not be obliged to) require such other witnesses as he or she thinks fit to be summoned or such other evidence as he or she considers relevant to be produced.
16. The designated person and the appellant or representative may make a final statement.
17. The person hearing the appeal will deliberate in private and will within 48 hours of the final day of the appeal hearing send the decision (having regard to the options expressed in paragraph 29(3) of Section 35 of the Statutes) on the appeal together with the reasons for the decision and any other information (if relevant) as under paragraph 30 of Section 35 of the Statutes.
18. At any stage in the proceedings the person hearing the appeal will have the authority to determine postponements, adjournments, dismissal of the appeal for want of prosecution and to correct accidental errors.

Ordinance XXX: Procedure to be followed in connection with Grievances under Part VI of the Statutes, Section 35

In any case where the Vice-Chancellor shall have referred a matter to the Grievance Committee under paragraph 35 of Section 35 of the Statutes for consideration:

1. The Registrar will in consultation with the Chairman of the Grievance Committee appoint an officer to investigate the facts of the grievance and to present them to the Grievance Committee in response to the case submitted by the member of staff.
2. The Registrar will within 4 weeks of such referral arrange for a meeting of the Grievance Committee to be convened arranging a day, time and place for a meeting and will give the member of staff and any person about whom the grievance has been made not less than 2 weeks notice of this.

3. The Registrar will:
 - (a) inform the member of staff of his or her entitlement to be present and to be heard and to be accompanied by a friend or representative (whether such person be legally qualified or not);
 - (b) inform the member of staff that he or she may call witnesses to the hearing before the Grievance Committee and may question witnesses upon the evidence on which the grievance is based;
 - (c) inform any person about whom the grievance has been made that he or she is entitled to be present and to be heard and to be accompanied by a friend or representative (whether such person be legally qualified or not);
 - (d) inform the person about whom the grievance has been made that he or she may call witnesses to the hearing before the Grievance Committee and may question witnesses upon their evidence concerning the evidence;
 - (e) require the member of staff and the person about whom the grievance has been made to submit the name of any friend or representative as soon as possible and in any event not later than 48 hours before the time fixed for the meeting of the Grievance Committee.
4. When the members of the Committee have assembled, the Registrar will inform the Committee whether the member of staff and the person about whom the grievance has been made and the witnesses are present. If either member of staff or the person about whom the grievance has been made fails to attend, the Committee will decide whether to proceed in his, her or their absence or to adjourn the hearing. Similarly if any witness fails to attend, the Committee will decide whether to proceed in his, her or their absence or to adjourn the hearing.
5. The Registrar will invite the member of staff and the person about whom the grievance has been made and their advisers (if any) and the investigating officer into the room. The Chairman will establish whether the member of staff and the person about whom the grievance has been made or their respective advisers will present their respective cases.
6. The member of staff (or his or her adviser) may then:
 - (a) make a statement and produce any relevant documents concerning the grievance.
 - (b) call witnesses in turn in support of the grievance.
7. The member of staff's witnesses may:
 - (a) make a statement and produce any relevant documents concerning the grievance;
 - (b) be questioned by the member of staff (or adviser);
 - (c) be questioned by the member of staff about whom the grievance has been made (or adviser);
 - (d) be questioned by the investigating officer;
 - (e) be questioned by the Committee.
8. The person about whom the grievance has been made (or his or her adviser) may then:
 - (a) make a statement and produce any relevant documents concerning the grievance;
 - (b) call witnesses in turn in support of his or her position.
9. The witnesses of the person about whom the grievance has been made may:
 - (a) make a statement and produce any relevant documents concerning the grievance;
 - (b) be questioned by the person about whom the grievance has been made (or adviser);
 - (c) be questioned by the member of staff (or adviser);

- (d) be questioned by the investigating officer;
 - (e) be questioned by the Committee.
10. The investigating officer may then make a statement concerning the grievance submitted by the member of staff.
 11. The Committee may require such other witnesses as it thinks fit to be summoned, or such other evidence as it considers relevant to be produced.
 12. The member of staff and the person about whom the grievance has been made (or advisers) may each make a final statement.
 13. The members of the Grievance Committee will deliberate in private and within 48 hours of the last day of hearing of the grievance the Committee will send its decision to the Council on whether it considers the grievance is or is not well founded and if it is well founded the Committee shall in its decision make such proposals for the redress of the grievance as it thinks fit.
 14. The Registrar will communicate the decision of the Committee in writing to the member of staff and the person about whom the grievance has been made.
 15. At any stage in the proceedings the Grievance Committee will have the authority to determine postponements, adjournments, dismissal of the grievance for want of prosecution and to correct accidental errors.

Ordinance XXXI: Council Grievance Procedure: student complaints and appeals

1. The Council Grievance Procedure is the highest level of internal complaint resolution available within the University, and access to it is only available after all possible steps have been taken to resolve a complaint or appeal by following agreed University procedures.
2. Under the terms of Statutes Section 20.21 Council has determined that in the case of a grievance arising from a student, a former student or a graduate in relation to an academic appeal⁶ or a complaint, access to the Council Grievance Procedure will only be permitted if either:
 - (a) the matter has already been subject to a decision of an Academic Appeals Committee; or
 - (b) the student has exhausted the opportunities for redress in the University's complaints procedure; and
 - (c) the grounds of the grievance are either procedural irregularity and/or breach of natural justice in either the conduct of the Academic Appeal or in the process of reviewing the original decision which gave rise to the complaint.
3. A Council Grievance Committee shall be established to hear such grievances, acting with the authority of Council, with powers to call and question witnesses and review evidence, and either;
 - (a) to uphold the grievance, and to remit the matter back to the appeal or review person or body, for the appeal or review to be conducted afresh; or
 - (b) not to uphold the grievance.
4. There shall be no further appeal within the University against the findings of the Council Grievance Committee.
5. The membership of the Council Grievance Committee and the details of the Council Grievance Procedure shall be set out in Regulations.

⁶ that is, an appeal against termination of course, or a degree class appeal. An appeal from a decision of an Academic Offences Committee presently lies with an Appeal Body appointed by Council under the Code of Discipline for Students, para. 22.