MERTON COLLEGE

BYLAWS MADE FOR THE COLLEGE BY THE GOVERNING BODY UNDER STATUTE 2.7

As amended to 8 October 2025

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I. THE GOVERNING BODY

[Statute 2]

STATED GENERAL MEETINGS

[Statute 2.4, 2.7(a)]

1.

(a) The Meetings of the Governing Body prescribed by Statute 2.4 (hereinafter "Stated General Meetings") shall be held on the first Monday after the end of Trinity Full Term and on the Wednesday before Michaelmas Full Term. A Stated General Meeting may be adjourned to a later date by resolution of the Governing Body, and meetings so adjourned shall rank for all purposes as Stated General Meetings.

(b)

(i)

(a) The Sub-Warden shall send to each member of the Governing Body seven days before every Stated General Meeting a notice of the day and hour of such Meeting, and a statement ("the Agenda") of the notices of motion and other business to be brought forward and transacted thereat.

(b) The Sub-Warden has discretion, with the consent of the Statutes and Bylaws Committee, to amend the Agenda to admit additional items, notwithstanding that the amendment is made fewer than seven days before a Stated General Meeting, where

(α) no decision is required and an item is included merely for report ; or

(β) a decision is urgently required and in the Sub-Warden's opinion (a) the short notice will not prejudice the Governing Body's consideration of the item and (b) it would not be more appropriate in all the circumstances to call an Additional or Urgent Meeting of the Governing Body to consider the item;

and specific notice of any such amendment must be given to the Governing Body.

(ii) The Sub-Warden shall designate in the Agenda which of the business of the Meeting is to be open business and which is to be reserved business.

(iii) As a general rule reserved business will include (a) matters pertaining to individual Fellows, Junior Members, or members of staff; (b) sensitive matters of a financial nature; and (c) issues concerning the entitlement of Fellows to sabbatical leave, accommodation, teaching rooms etc.

(c) The Sub-Warden shall place on the Agenda a list of matters referred to Boards and Panels and shall forward to each member of the Governing Body along with the Agenda all Reports of Boards or Panels which are to be considered thereat. College Officers and Boards or Panels submitting papers or putting forward business to Governing Body shall be invited to state whether they wish their business to be included in the Agenda for open business or for reserved business.

(d)

(i) The Presidents of the Junior and Middle Common Rooms shall be invited to attend Meetings during open business as observers and may speak but may not vote.

(ii) The Presidents of the Junior and Middle Common Rooms shall receive only the Agenda for open business together with the supporting papers for that business.

(e)

(i) Any matter that does not require the Governing Body's active consideration at the meeting may be designated in the Agenda as one that will be taken as read and approved without discussion. Any member of the Governing Body may, at or before the meeting, require a matter so designated to be discussed and (if a decision is required) voted on, but if no member of the Governing Body has required this, the matter shall be taken to have been approved.

(ii) A decision that requires approval by at least two-thirds of those present and voting cannot be designated as one that will be taken as read and approved without discussion.

(iii) Save as provided by Bylaw VIII Part II 3.5, the quorum for a Stated General Meeting shall be one-third of the members of the Governing Body.

ADDITIONAL MEETINGS OF THE GOVERNING BODY

[Statute 2.4, 2.7(a)]

2.

(a) Subject to Bylaw I.2(b) below the Warden shall be empowered to summon an Additional Meeting of the Governing Body.

(b)

(i) To summon an Additional Meeting the Warden shall at least seven days before the time appointed for such Meeting send a written notice to each member of the Governing Body stating the time and place of meeting and of the matter or matters to be considered.

(ii) The papers for an Additional Meeting shall be sent to each member of the Governing Body no fewer than seven days before the date fixed for the meeting.

(c)

(i) Any matter that does not require the Governing Body's active consideration at the meeting may be designated in the Agenda as one that will be taken as read and approved without discussion. Any member of the Governing Body may, at or before the meeting, require a matter so designated to be discussed and (if a decision is required) voted on, but if no member of the Governing Body has required this, the matter shall be taken to have been approved.

(ii) A decision that requires approval by at least two-thirds of those present and voting cannot be designated as one that will be taken as read and approved without discussion.

(iii) Save as provided by Bylaw VIII Part II 3.5, the quorum for an Additional Meeting shall be one-third of the members of the Governing Body.

URGENT MEETINGS OF THE GOVERNING BODY

[Statute 2.4, 2.7(a)]

3.

(a)

(i) Subject to Bylaw I.3(b) below if at any time the Warden shall have received a requisition signed by not fewer than four members of the Governing Body stating that a decision urgently needs to be taken before the next Stated General Meeting and that the urgency cannot be met by calling an Additional Meeting, the Warden shall summon an Urgent Meeting of the Governing Body.

(ii) For the avoidance of doubt :

(a) Signatures may be given on a single document or on more than one provided that each document is in the same terms. Where signatures are given on more than one document all the documents together constitute one and the same requisition when duly received.

(b) An email from an address provided by the College or the University which contains the statement required by Bylaw I.3(a)(i) is a document for the purposes of Bylaw I.3(a)(ii)(a) provided that all those whose signatures are appended to it are copied into the email and that each sends a corresponding email from their own College or University email address.

(b)

(i) At least twenty-four hours before an Urgent Meeting the Warden shall forward to each member of the Governing Body a notice of the time and place of meeting and of the matter or matters to be considered.

(ii) No motion shall be brought forward at any Urgent Meeting which involves unbudgeted expenditure, or an alteration of any Statute or Bylaw or of the salary of any College Officer or member of the College Staff, and no business shall be transacted except that for which the Meeting has been summoned.

(iii) No motion shall be passed at an Urgent Meeting except by the votes of two-thirds of those present.

(iv) The quorum for an Urgent Meeting shall be one-quarter of the members of the Governing Body if the meeting is held by virtual means and one-fifth of the members of the Governing Body or nine (whichever is the greater) if a meeting is held in person.

(v) For the avoidance of doubt, no matter proposed for consideration at an Urgent Meeting may be designated as one that will be taken as read and approved without discussion.

ATTENDANCE AT MEETINGS OF THE GOVERNING BODY

[Statute 2.4, 2.7(a)]

4.

(a)

(i) Fellows who are members of the Governing Body are obliged as trustees of the College to attend meetings of the Governing Body unless some good reason prevents them.

(ii) Except where absence results from an unforeseen emergency, a Fellow who is unable to attend a meeting of the Governing Body shall send written apologies to the Sub-Warden in advance of the meeting explaining the reason for his or her absence.

(iii) A Fellow who has been prevented by an unforeseen emergency from attending a meeting of the Governing Body or sending apologies in advance shall send written apologies to the Sub-Warden as soon as possible after the meeting explaining the reason for his or her absence.

(b) A Fellow who has been granted leave of absence by the College or (if not employed by the College) the University shall be regarded as having good reason for absence within Bylaw I.4(a)(i) above.

USE OF ELECTRONIC COMMUNICATIONS

5.

(a) Secure electronic means of communication may as the Governing Body shall from time to time determine be used to send notices required to be sent under Bylaws I.1, I.2, or I.3 above and to provide supporting papers.

(b)

(i) Bylaw I.5(b)(ii) applies to any meeting of the Governing Body where the members of the Governing Body are prevented from meeting in person by an event beyond the reasonable control of the College, such as war, terrorism, natural disaster, acts of government, plague or epidemic.

(ii)

(a) A meeting of the Governing Body may be held by telephonic, televisual, electronic or virtual means of communication provided that that all persons participating in the meeting can be identified by the Warden or other person chairing the meeting and can understand and communicate with each other simultaneously. Participation by such means shall be deemed to constitute presence in person and decisions taken at a meeting so held shall be as effective for all purposes as those taken at a meeting of the Governing Body held with the members of the Governing Body physically present.

(b) If a ballot (including a straw ballot) is required to be held for the election or re-election of Fellows, the Sub-Warden shall take all reasonable steps to provide for the anonymity of the ballot.

(c)

(i) Bylaw I.5(c)(ii) applies to Additional and Urgent Meetings of the Governing Body under Bylaw I.2 other than Additional Meetings specially summoned under the Universities of Oxford and Cambridge Act 1923 to consider alterations of the College Statutes.

(ii)

(a) An Additional or Urgent Meeting of the Governing Body shall normally be held by telephonic, televisual, electronic or virtual means of communication provided that that all persons participating in the meeting can be identified by the Warden or other person chairing the meeting and can understand and communicate with each other simultaneously. Participation by such means shall be deemed to constitute presence in person and decisions taken at a meeting so held shall be as effective for all purposes as those taken at a meeting of the Governing Body held with the members of the Governing Body physically present.

(b) If a ballot (including a straw ballot) is required to be held for the election or re-election of Fellows, the Sub-Warden shall take all reasonable steps to provide for the anonymity of the ballot.

CONFLICTS OF INTEREST[1]
[Statutes 2.9 and 2.10]

6.

(a) Members of the Governing Body may be employed as College Officers and may receive proper and reasonable remuneration, including stipends and allowances, for the performance of their duties as employees of the College, and may enjoy the benefits of Common Table and use of College facilities under the authority of the Statutes.

(b) Members of the Governing Body may be reimbursed by the College for reasonable expenses incurred wholly, exclusively and necessarily in the performance of College duties or in furtherance of the objects of the College, in circumstances defined in the Bylaws.

(c) Any proposal concerning the stipends and allowances and benefits, including entitlement to College accommodation, awarded to any member of the Governing Body must first be referred to the Committee on Stipends and Allowances under Bylaws VII.31(d) and (e).

(d) Save as provided in Bylaws I.6(a) to (c) above, members of the Governing Body will not normally be entitled or permitted to receive any other financial or other personal benefit from the College.

(e) Where a member of the Governing Body believes that they will obtain a financial or other personal benefit, directly or indirectly, from any transaction or proposed transaction to which the College is party or from any decision to be made by a College Board or the Governing Body the following procedure shall apply:

(i) The Fellow concerned must immediately inform the Sub-Warden in writing if the interest concerned has not already been recorded in the College's Register of Interests;

[1] For the avoidance of any doubt, the Governing Body, in revising this Bylaw on 21 June 2021, agreed that it was not to be interpreted in such a way as to prevent the Governing Body or its Boards, with the participation of all their members, from discussing points of principle (not leading to specific decisions) or from discussing and presenting reasoned submissions to the Committee on Stipends and Allowances, and instructed the Dean to insert a footnote in the Bylaws to that effect.

(ii) The Fellow concerned must declare at any meeting of the Governing Body, and at any meeting of a College Board of which the Fellow concerned is a member where the decision or transaction is under consideration, that there is a conflict of interest, and this shall be recorded in the minutes of any meeting at which the decision or transaction is discussed;

(iii) Unless (a) the proposal or transaction has been made or recommended by the Committee on Stipends and Allowances under Bylaw VII.31 and (b) benefits the Fellow concerned as part of an identified class who are equally benefited and not merely as an individual, the Fellow concerned must withdraw from any meeting, or from that part of any meeting, at which the decision or transaction is discussed, and shall not cast any vote on the outcome.

(f) The procedure set out in Bylaw I.6(e) above shall also be used if a member of the Governing Body believes that a financial or other personal benefit will be obtained directly or indirectly by any party connected to that member.

(g)

(i) Subject to paragraph (ii) below, where a member of the Governing Body does not believe that they or a party connected to them will obtain a financial or other personal benefit from a decision or transaction, but there is a conflict between the member's duty to the College and the member's personal interest or any duty or loyalty owed by the member to any other body or person, the procedure set out in Bylaw I.6(e) shall be used.

(ii) If the other members of the Governing Body or Board decide that the conflict poses a low or no risk to making a decision in the best interests of the College, the member concerned may be permitted not to withdraw and this and the reason for it shall be recorded in the minutes of the meeting.

(h) In any case where a member of the Governing Body is obliged to withdraw, the Warden or other chair of the meeting may request or permit the member to provide any relevant information before withdrawing.

(i) For the purposes of this Bylaw a party is connected to a member of the Governing Body if as regards that member the party is:

(i) a child (including stepchild and whether legitimate or not), parent, grandchild, grandparent, brother or sister of the Fellow;

(ii) the spouse, civil partner or cohabiting partner of the Fellow or of any person falling within Bylaw I.6(i)(i);

(iii) a person carrying on business in partnership with the Fellow or with any person falling within Bylaw I.6(i)(i) or (ii);

(iv) an institution in respect of which:

(a) the Fellow or any person falling within Bylaw I.6 (i)(i), (ii) or (iii), or

(b) two or more persons falling within Bylaw I.6(i)(iv)(*a*), when taken together,

are able to secure that its affairs are conducted in accordance with their wishes;

(v) a body corporate in which

(a) the trustee or any connected person falling within any of Bylaw I.6(i)(i) to (iii) has a substantial interest, or

(b) two or more persons falling within Bylaw I.6(i)(v)(*a*), when taken together, have a substantial interest,

where "substantial interest" has the meaning given by Charities Act 2011, section 352.[2]

(j)

(i) Before the first Stated General Meeting of each academic year, every member of the Governing Body must submit to the Sub-Warden a declaration of external interests in a form approved from time to time by the Fellowship and Appointments Committee (in consultation with the Statutes and Bylaws Committee) to be kept in a Register of Interests of members of the Governing Body.

(ii) Fellows who are admitted as members of the Governing Body at or after the first Stated General meeting of an academic year shall submit a declaration of external interests before the next meeting of the Governing Body after their admission.

(iii) Any member of the Governing Body shall be permitted to inspect the Register of Interests on reasonable notice to the Sub-Warden.

BYLAWS

7.

(a) The numbers and letters of Bylaws and of the parts of Bylaws and of the divisions of Chapters are not included within the Bylaws and may be altered by the Statutes and Bylaws Committee without a vote of the Governing Body provided that no alteration is made to the text of the Bylaws.

(b) The Statutes and Bylaws Committee shall report to the Governing Body any changes it makes under Bylaw I.7(a) above and a change shall take effect immediately after the meeting of the Governing Body at which it was reported.

THE COLLEGE SEAL

[Statute 2.2]

8.

(a) The Governing Body has custody of the College Seal under Statute 2.2. The College Seal is held to the order of the Governing Body by the Finance Bursar unless the Governing Body appoints another College Officer to hold it.

(b) The College Seal must not be affixed to documents except by order of the Governing Body and in the presence of (a) the Warden, the Sub-Warden or the Finance Bursar, or failing them, of any member of the Governing Body conveniently available and (b) another witness from among the members of the Governing Body

[2] https://www.legislation.gov.uk/ukpga/2011/25/section/352

MAXIMUM SIZE OF THE GOVERNING BODY

9.

(a) No one shall be elected to a Fellowship carrying membership of the Governing Body if that election would cause the Governing Body to exceed its maximum permitted size (as defined in paragraph (c) below), unless they are entitled to such election under any Statute or Bylaw or hold an office listed in Bylaw III.4.

(b) For the avoidance of doubt, this Bylaw shall not apply to re-elections of Official or Professorial Fellows under College Statute 4.5.

(c) The maximum permitted size (**M**) of the Governing Body shall be calculated according to the formula **M=1.5(t+p+w)**, where **t** is the number of Tutors of the College and **p** is the number of Professorships whose holders are entitled to be elected as Professorial Fellows under College Statute 4.4 and **w** = 1 (the Warden).

(d) For the purposes of this calculation:

(i) **t** shall include any vacant tutorship that the College intends to fill;

(ii) fractions of less than 0.5 shall be rounded down; fractions of 0.5 or more shall be rounded up if to do so would give a result less than or equal to **2t**, but otherwise shall be rounded down.

(e) The calculation shall be carried out by the Sub-Warden using the figures available at the date of the intended election, but taking into account any retirement, resignation, or new appointment which the Sub-Warden knows will have taken effect by the time the person to be elected would be admitted as a Fellow.

SERIOUS INCIDENT REPORTING

10.

(a) The Governing Body delegates to a committee consisting of the Warden, the Sub-Warden, the Finance Bursar, and the Keeper of the Statutes and Bylaws authority to report to the Charity Commission serious incidents affecting the College and authority to deal with the Charity Commission in relation to any report made.

(b) The duty of this committee is to determine whether any incident of which it is made aware is a serious incident that ought to be reported to the Charity Commission and to report such incidents. In determining whether an incident is a serious incident that ought to be reported, the committee shall have regard to guidance published by the Charity Commission and to such legal and other professional advice as it may think appropriate to obtain in the circumstances.

(c)

(i) If the committee decides to report an incident as a serious incident, it shall first inform the Governing Body in writing and shall also consider whether it would be expedient for the Governing Body to be summoned to meet in advance of its next scheduled meeting.

(ii) The committee shall present to the next meeting of the Governing Body a written report of its dealings with the Charity Commission which shall include a copy of the serious incident report filed with the Charity Commission.

(d) If the committee considers an incident and determines that it is not a serious incident that ought to be reported to the Charity Commission, the committee shall present to the next meeting of the Governing Body a written report of its determination and the considerations that led to it.

II. THE WARDEN

[Statute 3]

ELECTION OF A WARDEN

[Statute 3.5, 3.6, 3.7]

1.

(a) It shall be for the Sub-Warden to convene the first meeting of the Governing Body under Statute 3.5 ("the First Meeting"). The First Meeting shall be convened as an Additional Meeting of the Governing Body.

(b)

(i) At the First Meeting the Sub-Warden shall declare whether or not he or she wishes to be considered a candidate to be elected Warden. A Sub-Warden shall be bound by the declaration made under this paragraph until the election has been completed.

(ii)

(a) In the event that the Sub-Warden's candidacy is declared the first business of the First Meeting shall be to elect pursuant to Statute 3.6 a Fellow who shall not be a candidate to supervise the election.

(b) If between the First Meeting and the election of the Warden a new Sub-Warden takes office, the new Sub-Warden shall declare whether or not he or she wishes to be considered a candidate to be elected Warden. If the new Sub-Warden does not wish to be considered a candidate he or she shall assume responsibility for supervising the election pursuant to Statute 3.6. If the new Sub-Warden does wish to be considered a candidate the Fellow elected pursuant to Bylaw II.1(b)(ii)(*a*) above shall continue to supervise the election.

(iii) At the First Meeting the Governing Body shall agree the procedure by which it shall determine the person or persons who shall be proposed for election under Statute 3.7 and the terms and conditions with respect to remuneration, allowances and tenure under Statute 3.2, having regard to the procedure adopted in electing the previous Warden.

(iv) The Governing Body may delegate to ad hoc committees (which may include a committee consisting of all the members of the Governing Body) such matters relating to the identification and selection of candidates as it thinks fit.

(c)

(i) Not less than three weeks' notice shall be given of the meeting convened to elect the Warden under Statute 3.7 and the election shall be the only business on the agenda for the meeting.

(ii) Subject to Bylaw I.4 secure electronic means of communication may be used to give the notice required by Bylaw II.1(c)(i) above.

(iii) At the meeting convened under Statute 3.7 the votes shall be taken by ballot. In the event that no candidate obtains two-thirds or more of the votes cast at the first ballot the voting shall be repeated until one of the candidates shall have obtained a majority.

(iv) The meeting convened under Statute 3.7 may be adjourned from time to time until a Warden is elected.

(v) Once an election has been made and the person elected has accepted the office, the name of the person elected shall be certified to the Visitor under the College seal and the name of the successful candidate shall be posted in the College.

(vi) If the office of Warden is not already vacant at the date when the meeting under Statute 3.7 is held, the election shall take effect from the date upon which the incumbent Warden vacates office provided that if the person elected is unable to undertake the duties of office at that date it shall be permissible for the Governing Body to postpone for a period not exceeding one year the date from which the election shall take effect and to appoint one of their number to be Acting Warden during that period.

(vii) If the office of Warden is already vacant at the date of the election but the person elected is unable immediately to undertake the duties of office it shall be permissible for the Governing Body to postpone for a period not exceeding one year the date from which the election shall take effect and to appoint one of their number to be Acting Warden during that period.

(viii) The Sub-Warden in consultation with the Senior Fellow, the Chaplain and the Dean and subject to the approval of the Governing Body shall make arrangements for the Warden to enter the College and be formally installed in the Chapel according to the usual ceremonies.

(ix) Before being formally installed the Warden shall make the following declaration in the presence of the Fellows: "*I, A.B., hereby declare that I will faithfully perform the duties of Warden, and uphold and obey the Statutes, Bylaws and Regulations of the College.*"

(d) Once the election has been made the Sub-Warden shall set out in writing the procedure adopted by the Governing Body and shall ensure that it is retained in the College Archive.

LEAVE OF ABSENCE AND OTHER EMPLOYMENT
[Statute 3.3, 3.4]

2.

(a) The Governing Body may grant a Warden who has been five years or more in office leave of absence on full pay for not more than one term in any period of ten terms to be counted from the date the Warden took office and shall appoint one of their number to be Acting Warden for that period.

(b) During such leave of absence the Warden may take other paid employment, but the Governing Body may reduce or suspend the Warden's stipend for the period of that employment.

(c) In addition to leave granted under Bylaw II.2(a) above the Governing Body may grant the Warden leave for sickness or other urgent cause for a period not exceeding one year.

3. Except as provided by Bylaw II.2(b) above the Warden shall not without the consent of the Governing Body hold any other paid or unpaid office either in or out of the University.

ALLOWANCES

4. Provision is made in Bylaw VI.35 for the cost of entertainment and other expenses incurred by the Warden in connection with the duties of office.

RESIGNATION

5.

(a) Unless upon the Warden's appointment different terms are agreed pursuant to Statute 3.2, a Warden who wishes to resign shall give the Governing Body not less than six months' notice in writing stating the date upon which the resignation is to take effect and provided due notice has been given the office of Warden shall be vacated upon that date.

(b) Notice shall be sufficiently given pursuant to Bylaw II.5(a) above if it is addressed and delivered to the Sub-Warden at the College.

III. THE FELLOWS

[Statute 4]

ELECTION AND RE-ELECTION OF FELLOWS

[Statute 2.7(b), 4.1]

1.

(a) Three weeks' notice of an election or re-election to a Fellowship shall be given by the Sub-Warden in writing to the Warden and the members of the Governing Body. The notice shall include the name of the person proposed and the class of Fellowship to which it is proposed that he or she be elected.

(b) The voting for any election or re-election to a Fellowship shall be by ballot and pursuant to Statute 4.1 an election or re-election shall require a two-thirds majority of those present and voting.

ADMISSION OF GOVERNING BODY FELLOWS

2.

(a) Any person elected to a Fellowship carrying membership of the Governing Body, or re-elected to such Fellowship after not having been a member of the Governing Body, or re-elected but into a different class of such Fellowship, shall be formally admitted to the Fellowship at the first convenient Stated General Meeting after election or after taking up the office to which the fellowship relates whichever shall be the later.

(b) Before admission a Fellow shall be presented to the Warden or the Fellow otherwise presiding at the Governing Body on that occasion by the Sub-Warden, or, failing the Sub-Warden, by the senior Fellow present. The person to be admitted shall make the following declaration:

"I, A.B., hereby declare that I will faithfully perform the duties of a Fellow, and obey the Statutes, Bylaws and Regulations of the College."

The Warden or presiding Fellow shall then take the Fellow's hand and admit the Fellow in the following words:

"I admit you a Fellow of the College."

(c) At any Stated General Meeting newly elected Fellows shall be admitted in the order of their seniority as determined by Bylaw III.3.

PRECEDENCE OF GOVERNING BODY FELLOWS

3.

(a) Every Fellow who is a member of the Governing Body shall have precedence in the College according to length of service, whether continuous or discontinuous, as a member of the Governing Body of the College.

(b) If two Fellows have the same length of service the holder of a Fellowship of a class enumerated earlier in Statute 4.2(a) shall be the senior, and if both hold Fellowships of the same class the senior shall be determined by the alphabetical order of their surnames at the date of their admission as Fellows (the earlier name being the more senior) and if both have the same surname by the drawing of lots.

(c) Length of service shall be interpreted as meaning the period beginning from the date at which each Fellow was admitted to a Fellowship under Statute 4.2(a). If a Fellow is elected for two or more discontinuous periods, then the total length of service shall be counted as the sum of the individual lengths of service of each period.

OFFICIAL FELLOWS
[Statute 4.2(a)(i), 4.3]

4. Apart from the Tutors only the following Officers of the College may be eligible for election to an Official Fellowship under Statute 4.2(a)(i):
The Bursar(s);
The Chaplain;
The Development Director;
The Keeper of the Statutes and Bylaws;
The Librarian;
The Senior Tutor.

PROFESSORIAL FELLOWSHIPS
[Statute 4.2(a)(ii), 4.4, 4.8(c)]

5.

(a) Persons who hold teaching, research or administrative posts declared by Regulations made for the University as qualifying them to hold professorial fellowships shall be eligible for election as Professorial Fellows. Bylaw VII.23(e) provides for consultation on proposals for election to Professorial Fellowships.

(b) When electing any person to a Professorial Fellowship the Governing Body shall in the resolution by which that person is elected specify the teaching, research or administrative post within the University to which the Fellowship relates.

(c) The Warden shall notify every person elected to a Professorial Fellowship of the specification made under Bylaw III.5(b) above and shall draw to that person's attention the provisions of Statute 4.8(c).

CATEGORIES OF RESEARCH FELLOWSHIP
[Statute 4.2(a)(iii) and 4.6]

6. There shall be three categories of Research Fellowship, namely:

(a) Research Fellowships tenable for such period not exceeding five years as the Governing Body may determine in each case;

(b) Fitzjames Research Fellowships tenable for two years;[1]

(c) Junior Research Fellowships tenable for two years.

[1] By resolution of 15 March 2021 the Governing Body agreed that for five years from that date the Fitzjames Research Fellowship in Ancient Greek should be called the "Leventis Research Fellowship in Ancient Greek" so that all references in the Bylaws to Fitzjames Research Fellowships or Fitzjames Research Fellows should include the Leventis Research Fellowship and its holders. The Governing Body confirmed this resolution on 19 June 2023 at the election of a Leventis Research Fellow in Ancient Greek. These resolutions were passed in grateful recognition of the continued generosity of the A.G. Leventis Foundation which funds the post in respect of which the Fellowship is held.

RESEARCH FELLOWSHIPS UNDER BYLAW III.6(a)

[Statute 4.2(a)(iii) and 4.6; Bylaw III.6(a)]

7.

(a) The Governing Body may on the recommendation of the Fellowship and Appointments Committee under Bylaw VII.23(e) elect to a Research Fellowship under Bylaw III.6(a):

(i) any person who shall undertake to perform any literary, scientific, or educational work in the College or the University; or with the permission of the College or University elsewhere; which work shall be specified in the resolution by which that person is elected;

(ii) any academic already working in the University with no existing College attachment, and already holding awards at the level of a Royal Society Research Fellowship or British Academy Readership, provided that there shall be no more than three such Fellows at any one time.

(b) A Research Fellowship under Bylaw III.6(a) may be designated "Senior" or given such other name or designation as may appear to the Governing Body to be warranted at the time of the election.

(c) A Research Fellow under Bylaw III.6(a) shall submit annually to the Fellowship and Appointments Committee a report on their research activity.

(d) If the employment of a person who holds a Research Fellowship under Bylaw III.6(a) above is extended under Bylaw VI.40 that person shall be deemed to have been elected as a Research Fellow for a period coterminous with the extended period of employment notwithstanding the period otherwise provided in Bylaw III.6(a).

FITZJAMES RESEARCH FELLOWSHIPS AND JUNIOR RESEARCH FELLOWSHIPS

[Statute 2.7(b), 4.2(a)(iii) and 4.6; Bylaw III.6(b),(c)]

8.

(a) The Governing Body shall elect to a Fitzjames Research Fellowship any Fitzjames Early Career Researcher appointed under Bylaw VI.14 who has completed the first year of their appointment and has been recommended for election by the Fellowship and Appointments Committee after nomination in accordance with Bylaw III.9.

(b) The Governing Body shall elect to a Junior Research Fellowship any Early Career Researcher appointed under Bylaw VI.16 who has completed the first year of their appointment and has been recommended for election by the Fellowship and Appointments Committee after nomination in accordance with Bylaw III.9

FITZJAMES RESEARCH FELLOWSHIPS AND JUNIOR RESEARCH FELLOWSHIPS: NOMINATION FOR ELECTION

[Statute 4.2(a)(iii) and 4.6; Bylaws III.6(b),(c), III.8]

9. The provisions set out in Appendix D to the Bylaws have effect and are incorporated into this Bylaw for all purposes as if they were here set out in full.

EXTRAORDINARY FELLOWSHIPS

[Statue 4.2(a)(iv), 4.7]

10.

(a) The Governing Body may, on the recommendation of the Fellowship and Appointments Committee, elect to an Extraordinary Fellowship a person whose contribution to the governance of the College seems likely to be particularly valuable. Pursuant to Statute 4.7 the maximum number of Extraordinary Fellows shall be three.

(b) The duration of each Extraordinary Fellowship shall be specified by the Governing Body in the resolution by which any person is elected to be an Extraordinary Fellow and shall not in any case exceed five years.

(c) Pursuant to Statute 4.7 an Extraordinary Fellow may not be re-elected.

FELLOWSHIPS NOT CARRYING MEMBERSHIP OF GOVERNING BODY

[Statute 4.2(b)]

11.

(a) The classes of Fellowship not carrying membership of the Governing Body are:

(i) Emeritus Fellowships;
(ii) Supernumerary Emeritus Fellowships
(iii) Honorary Fellowships;
(iv) Bodley Fellowships;
(v) Julia de Lacy Mann Fellowships;
(vi) Sir Henry Savile Fellowships;
(vii) Wyliot Fellowships; and
(viii) Visiting Research Fellowships.

(b) Nominations for the election of Fellows within Bylaw III.11(a)(i)-(vii) above shall be considered by the Fellowship and Appointments Committee, which shall then make recommendations for election to Governing Body. The election shall be conducted in accordance with Bylaw III.1 above.

(c)

(i) An initial nomination for election to an Honorary, Bodley or Wyliot Fellowship shall be made by not fewer than three members of the Governing Body to the Fellowship and Appointments Committee pursuant to Bylaw III.11(b) above.

(ii) If the Fellowship and Appointments Committee recommends that the proposal should proceed to the second stage a straw ballot shall be held at a Stated General Meeting and the Sub-Warden shall give three weeks' notice in writing thereof to the Governing Body.

(iii) If, after the straw ballot has been held, the Fellowship and Appointments Committee wishes to maintain its recommendation, the election shall take place by ballot at the next subsequent Stated General Meeting.

(d) A person holding a Fellowship under the former Statute III, para.1, sub-paragraphs (vi) (Emeritus), (ix) (Honorary), or (xi) (Bodley) or the former paragraph 9B of the Bylaws (Wyliot) shall continue to hold a Fellowship in the equivalently named class under paragraph (a) of this Bylaw.

EMERITUS FELLOWSHIPS AND SUPERNUMERARY EMERITUS FELLOWSHIPS

[Statute 4.2(b) and Bylaw III.11(a)(i), (ii)]

12.

(a) The Governing Body shall normally elect to Emeritus Fellowships:

(i) Governing Body Fellows who at the age of 60 or over retire from the College or University post which entitles them to a Fellowship, provided that they have held a Governing Body Fellowship for at least ten years immediately preceding retirement; *except that* those ending a Research Fellowship under Bylaw III.6(a) at the age of 60 or over will not normally be so elected;

(ii) Former Governing Body Fellows who held a Tutorship of the College or other College Office provided under Statute 5.2 for at least 15 years and who have reached the age of 60.

(b) In the case of a Fellow who was a member of the Governing Body on 5th December 2016, Bylaw III.12(a)(i) shall apply with the substitution of the words "at least five years immediately preceding retirement" for the words "at least ten years immediately preceding retirement".

(c) Emeritus Fellows shall normally be elected for life.

(d) Those who do not meet the conditions set out in paragraphs (a) or (b) of Bylaw III.12 above shall not normally be elected Emeritus Fellows.

(e) The Governing Body shall normally elect to Supernumerary Emeritus Fellowships qualifying Fellows who at the age of 60 or over retire from their underlying College or University posts provided that they have held a qualifying Fellowship (or a qualifying Fellowship preceded by an Official or Professorial Fellowship of the College) for ten years immediately preceding retirement. For the purpose of this paragraph, qualifying Fellowships are Julia de Lacy Mann Fellowships in Category A and Sir Henry Savile Fellowships in Categories A and B.

(f) Supernumerary Emeritus Fellows shall normally be elected for life.

(g) Bylaw VI.12 provides for the allocation of a room for the use of certain Emeritus Fellows and Bylaw VI.30 provides for a discretionary research fund for Emeritus Fellows and Supernumerary Emeritus Fellows.

HONORARY FELLOWSHIPS

[Statute 4.2(b) and Bylaw III.11(a)(iii)]

13.

(a) Honorary Fellowships shall be tenable by any distinguished person. Honorary Fellows shall normally be elected for life.

(b) There shall be not more than 50 Honorary Fellows at any one time but former Wardens shall not be counted within this number if elected as Honorary Fellows.

BODLEY FELLOWSHIPS

[Statute 4.2(b) and Bylaw III.11(a)(iv)]

14. Bodley Fellowships shall be tenable by persons who have given signal service to the College. Bodley Fellows shall normally be elected for life.

JULIA DE LACY MANN FELLOWSHIPS AND SIR HENRY SAVILE FELLOWSHIPS

[Statute 4.2(b) and Bylaw III.11(a)(v), (vi)]

15.

(a) The following categories of person shall be eligible to hold Julia de Lacy Mann Fellowships:

Category A: (i) College Officers who are not declared by Statute 4.3 to be entitled or by Bylaw III.4 to be eligible to hold Official Fellowships and (ii) College Officers who would be entitled or eligible to hold Official Fellowships but for Statute 4.8.

Category B: exceptional early-career researchers holding significant external awards for independent research in the University who do not hold a Fellowship of another College, Society or Hall of the University.

Category C: Fitzjames Early Career Researchers and Early Career Researchers appointed under Bylaws VI.14 and VI.15 respectively.

(b)

(i) A Julia de Lacy Mann Fellow in Category A shall be shall be elected for a period not exceeding seven years and may be re-elected provided that the relevant conditions of paragraph (a) above continue to be fulfilled.

(ii) A Julia de Lacy Mann Fellow in Category B shall be elected for a period not exceeding 5 years and may not be re-elected.

(iii) Fitzjames Early Career Researchers and Early Career Researchers shall be elected as Julia de Lacy Mann Fellows in Category C and if subsequently elected as Fitzjames Research Fellows or Junior Research Fellows shall be re-elected as Julia de Lacy Mann Fellows in Category C for any period thereafter during which they do not hold Fitzjames Research Fellowships or Junior Research Fellowships.

(c) When electing any person to a Julia de Lacy Mann Fellowship the Governing Body shall in the resolution by which that person is elected specify the College Office, post or research-award to which the Fellowship relates and the Warden shall notify every person elected to a Julia de Lacy Mann Fellowship of the specification made under this Bylaw.

(d) In making recommendations for the election of Julia de Lacy Mann Fellows in Category B, the Fellowship and Appointments Committee shall have regard inter alia to the aim of providing for a diversity of academic fields among those elected.

(e) The following categories of person shall be eligible to hold Sir Henry Savile Fellowships:

Category A: persons of distinction employed by the University in professorial-level research or teaching posts; and

Category B: persons employed by the University in academic-related or administrative posts declared by Regulations made for the University as qualifying them to hold professorial fellowships.

(f) Sir Henry Savile Fellows shall be elected for a period not exceeding seven years and may be re-elected for successive periods (each not exceeding seven years) provided that the person concerned continues to hold the post on the basis of which the initial election to a Sir Henry Savile Fellowship was made.

(g) When electing any person to a Sir Henry Savile Fellowship the Governing Body shall in the resolution by which that person is elected specify the post to which tenure of the Fellowship relates and the Warden shall notify every person elected to a Sir Henry Savile Fellowship of the specification made under this Bylaw.

(h)

(i) In making recommendations for the election of Sir Henry Savile Fellows, the Fellowship and Appointments Committee shall have regard inter alia to the aim of providing for a diversity of academic fields among those elected.

(ii) In making recommendations for the re-election of Sir Henry Savile Fellows, the Fellowship and Appointments Committee shall have regard inter alia to the commitment shown by the person concerned to the College and its community.

(iii) Bylaw VII.23(e) provides for consultation on proposals for election to Sir Henry Savile Fellowships.

(i)

(i) The number of Sir Henry Savile Fellows and Julia de Lacy Mann Fellows in Category A shall together not exceed fifteen.

(ii) The number of Julia de Lacy Mann Fellows in Category B shall not exceed five.

WYLIOT FELLOWSHIPS

[Statute 4.2(b) and Bylaw III.11(a)(vii)]

16. Wyliot Fellows shall be tenable by persons who are major benefactors of the College. Wyliot Fellows shall normally be elected for life.

VISITING RESEARCH FELLOWSHIPS

[Statute 4.2(b) and Bylaw III.11(a)(viii)]

17.

(a) Visiting Research Fellowships shall be of two kinds: Ordinary Visiting Research Fellowships and Visiting Research Fellowships in the Creative Arts.

(b)

(i) Ordinary Visiting Research Fellowships shall be tenable for not more than one year and shall ordinarily be held for one Full Term only. There shall be no more than two such Fellows at any one time.

(ii) Any member of the Governing Body may nominate a person to be considered for election to an Ordinary Visiting Research Fellowship; a nomination made by a Fellow who is not a member of the Governing Body must be supported by a member of the Governing Body.

(iii) Ordinary Visiting Research Fellows shall be elected on the recommendation of the Fellowship and Appointments Committee. A

person who has previously been elected to a Visiting Research Fellowship of the College shall not be eligible for election.

(iv) No stipend shall be attached to an Ordinary Visiting Research Fellowship but accommodation shall normally be provided.

(v)

(a) For the purpose of enabling the Fellowship and Appointments Committee to make its recommendation a panel shall be appointed by the Governing Body on the nomination of the Fellowship and Appointments Committee.

(b) The panel shall consist of the Research Convenor (who shall co-ordinate the process and chair and convene the panel) and three other Fellows who shall so far as possible be selected so that the panel shall include representation from each of the four academic Divisions of the University.

(c) The panel shall (with the assistance of such external experts as may be expedient) consider the candidates and make recommendations to the Fellowship and Appointments Committee.

(c)

(i) Visiting Research Fellowships in the Creative Arts shall be open to practitioners in any area of the Creative Arts, in particular creative writing, musical composition, the performing arts, the fine arts and all the visual arts. There shall not normally be more than one Visiting Research Fellow in the Creative Arts at any one time.

(ii) A Visiting Research Fellowship in the Creative Arts shall be tenable for any period between two months and one year depending upon the Governing Body's judgment of the needs of the proposed project.

(iii) A Visiting Research Fellow in the Creative Arts shall normally be entitled to:

(a) a taxable and pensionable stipend at a rate determined by the Governing Body from time to time;

(b) residential accommodation free of charge (including accommodation for couples where required and reasonably available) in which the Fellow shall be expected to live during the tenure of the Fellowship; and

(c) a studio or office where required and reasonably available.

(iv) Visiting Research Fellows in the Creative Arts shall be entitled to retain the copyright in any work carried out during the tenure of the Visiting Research Fellowship but shall where practicable:

(a) acknowledge the support provided by the College through the Visiting Research Fellowship; and

(b) deposit in the College archive in an appropriate medium a copy of the work produced.

(v) Visiting Research Fellows in the Creative Arts shall submit to the Fellowship and Appointments Committee a report of the work carried out by them during their tenure of the Fellowship.

(vi) Visiting Research Fellows in the Creative Arts shall be elected on the recommendation of the Fellowship and Appointments Committee which shall supervise the annual advertisement of the Visiting Research Fellowship in the Creative Arts.

(vii)

(a) For the purpose of enabling the Fellowship and Appointments Committee to make its recommendation a panel of four Fellows of the College shall be appointed by the Governing Body on the nomination of the Fellowship and Appointments Committee.

(b) The panel shall (with the assistance of such external experts as may be expedient) consider applications against criteria approved from time to time by the Governing Body on the recommendation of the Fellowship and Appointments Committee.

(c) One of the members of the panel shall be appointed by the Fellowship and Appointments Committee to co-ordinate the competition and chair and convene the panel.

CAREER DEVELOPMENT FELLOWSHIPS

18. The following Fellowships of the College shall be identified as Career Development Fellowships to be held for a limited period by those at an early stage of their academic career:

Fitzjames Research Fellowships
Junior Research Fellowships
Julia de Lacy Mann Fellowships in Categories B and C

VACATION OF FELLOWSHIPS
[Statute 4.8(b)(ii), 4.8(d)]

19.

(a) This Bylaw does not apply to any person to whom Statute 9 applies.

(b) If the Warden receives a written complaint signed by seven members of the Governing Body stating that the Fellowship held by the person named as the object of the complaint ought to be vacated on the grounds of that person's grave misconduct or serious breach of the Bylaws the Warden shall refer the complaint for further consideration to the Fellowship and Appointments Committee (which shall be chaired for the purposes of this Bylaw by the Sub-Warden or if the complaint relates to the Sub-Warden by a Fellow elected by the Committee from among its own members).

(c) The Fellowship and Appointments Committee shall consider the complaint and shall report in writing to the Warden whether there is a prima facie case for vacation of the Fellowship. If the Fellowship and Appointments Committee finds that there is not a prima facie case for vacation of the Fellowship it may nonetheless recommend to the Warden that the Fellow concerned be given a warning about his or her conduct, and if the Warden accepts that recommendation a warning shall be given to the Fellow concerned in writing.

(d) If the Fellowship and Appointments Committee reports to the Warden that there is a prima facie case for the vacation of the Fellowship the Governing Body shall at the Warden's request appoint an ad hoc panel which shall hear the charge or charges and shall determine whether the matters complained of amount to grave misconduct or a serious breach of the Statutes or Bylaws and shall make recommendations to the Governing Body accordingly.

(e) The panel shall be constituted and its proceedings conducted as if the panel were a Tribunal to which paragraphs 16 to 18 of Statute 9 (and their applicable Bylaws) applied.

(f) The panel shall thereafter report in writing to the Warden stating whether the Fellow concerned is guilty of grave misconduct or serious breach of the Statutes or Bylaws and whether or not in the opinion of the panel the Fellowship ought to be vacated. The panel's report shall include all findings of fact made by the panel and shall give reasons for its conclusions.

(g) When the panel's report is sent to the Warden it shall also be sent to the Fellow complained of, the person presenting the charges and any other person who shall have been added as a party by the panel.

(h) If and only if the panel recommends that the Fellowship ought to be vacated the report shall be considered by the Governing Body which shall determine whether or not the Fellowship shall be vacated under Statute 4.8(d).

(i) If the Governing Body determines that the Fellowship shall be vacated it shall pass a resolution to that effect. Such a resolution shall not be passed unless two-thirds majority of those present and voting shall have voted in favour. Immediately thereafter the Warden shall notify the Fellow concerned in writing of the Governing Body's determination.

(j) If no notice of appeal is received within the time limited by paragraph (k) of this Bylaw the Governing Body's determination shall take effect on the expiry of that time. If notice of appeal is duly received in accordance with paragraph (k) of this Bylaw the Governing Body's determination shall take effect only if confirmed by the Visitor.

(k) If the Fellow concerned decides to appeal against the Governing Body's determination he or she shall serve notice upon the Warden stating the grounds of appeal within 28 days of the date on which the Warden's notification under paragraph (i) of this Bylaw was sent to him or her.

(l) No appeal shall lie against the panel's findings of fact except on legal grounds or unless the person hearing the appeal decides that fresh evidence may be admitted.

(m) On receipt of notice of appeal under paragraph (k) of this Bylaw the Warden shall send the notice to the Visitor accompanied by a request to the Visitor to confirm the Governing Body's determination and to appoint an eligible person to hear the appeal.

(n) An eligible person for the purposes of paragraph (m) of this Bylaw is a person who (i) is neither a Fellow nor an employee nor a junior member of the College and (ii) holds or has held judicial office in England and Wales or is a barrister or solicitor of not less than ten years in practice.

(o) The appeal shall proceed as if the person appointed to hear the appeal were an Appeal Body to which paragraphs 5 to 11 of Part V of Bylaw VIII.1 applied.

(p) As soon as possible after the hearing the person appointed to hear the appeal shall provide the Visitor with a written report ("the appeal report") containing reasoned conclusions in writing and a recommendation whether or not to confirm the Governing Body's determination.

(q) The Visitor shall consider the appeal report and shall thereupon decide whether or not to confirm the Governing Body's determination. Written notification of the Visitor's decision shall be sent with a copy of the appeal report to the Warden and to the appellant.

(r) Except for the signed complaint required under paragraph (b) of this Bylaw email may be used to give notice or serve documents under this Bylaw.

20.

(a) This Bylaw is made for the purposes of Statute 4.8(b)(ii) and (pursuant to that Statute) does not apply to Professors who hold fellowships in virtue of the attachment or allocation of their Chair to the College by the University.

(b) If the Warden considers that the holder of a Fellowship under Statute 4.2(a), except one falling within paragraph 19(a) above, has accepted any paid office or is engaged in any occupation which interferes with the discharge of that Fellow's duties to the College as a member of the Governing Body the Warden shall refer the matter to the Fellowship and Appointments Committee (which shall be chaired for the purposes of this Bylaw by the Sub-Warden).

(c) The Fellowship and Appointments Committee shall consider the matter, shall invite the Fellow concerned to make oral representations and to answer questions, and shall report its reasoned conclusions to the Warden including in its report a recommendation whether or not the Fellowship ought to be vacated.

(d) The report of the Fellowship and Appointments Committee shall also be sent to the Fellow concerned.

(e) If the Fellowship and Appointments Committee recommends that the Fellowship ought to be vacated the Warden shall refer its report to the Governing Body which shall determine whether or not the Fellowship shall be vacated under Statute 4.8(b)(ii).

(f) If the Governing Body determines that the Fellowship shall be vacated it shall pass a resolution to that effect. Such a resolution shall not be passed unless two-thirds majority of those present and voting shall have voted in favour. Immediately thereafter the Warden shall thereafter notify the Fellow concerned in writing of the Governing Body's determination.

(g) If no notice of appeal is received within the time limited by paragraph (h) of this Bylaw the Governing Body's determination shall take effect on the expiry of that time. If notice of appeal is duly received in accordance with paragraph (h) of this Bylaw the Governing Body's determination shall take effect only if confirmed by the Visitor.

(h) If the Fellow concerned decides to appeal against the Governing Body's determination he or she shall serve notice upon the Warden stating the grounds of appeal within 28 days of the date on which the Warden's notification under paragraph (f) of this Bylaw was sent to him or her.

(i) On receipt of notice of appeal under paragraph (h) of this Bylaw the Warden shall send the notice to the Visitor accompanied by a request to the Visitor to confirm the Governing Body's determination and to appoint an eligible person to hear the appeal.

(j) An eligible person for the purposes of paragraph (i) of this Bylaw is a person who (i) is neither a Fellow nor an employee nor a junior member of the College and (ii) holds or has held judicial office in England and Wales or is a barrister or solicitor of not less than ten years in practice.

(k) The appeal shall proceed as if the person appointed to hear the appeal were an Appeal Body to which paragraphs 5 to 11 of Part V of Bylaw VIII.1 applied.

(l) As soon as possible after the hearing the person appointed to hear the appeal shall provide the Visitor with a written report ("the appeal report") containing reasoned conclusions in writing and a recommendation whether or not to confirm the Governing Body's determination.

(m) The Visitor shall consider the appeal report and shall thereupon decide whether or not to confirm the Governing Body's determination. Written notification of the Visitor's decision shall be sent with a copy of the appeal report to the Warden and to the appellant.

(n) Email may be used to give notice or serve documents under this Bylaw.

IV. COLLEGE OFFICERS
[Statute 5]

PART I: GENERAL PROVISIONS

COLLEGE OFFICERS
[Statute 5.2]

1.

(a) The statutory College Officers under Statute 5.2(a) to (g) are the Sub-Warden, the Senior Tutor, the Tutors and Lecturers, the Chaplain, the Librarian, the Bursars, and the Principal of the Postmasters.

(b) For the purposes of Statute 5.2(h) the College Officers other than those listed in Bylaw IV.1(a) above shall be (in alphabetical order) as follows:
The Archivist;
The College Advisers on Staff Harassment Policy;
The College Doctor(s);
The Data Protection Officer;
The Dean;
The Dean of Graduates;
The Deputy Principal of the Postmasters;
The Development Director;
The Equality Adviser;
The Garden Master;
The Harassment Advisers to Junior Members;
The Harmsworth Convenors of Selection Panels for Early Career Researchers
The Junior or Associate Chaplain(s);
The Keeper of the Statutes and Bylaws;
The Prevent Officer;
The Reed Rubin Organist and Director of Music;
The Research Convenor;
The Secretary to the Harmsworth Trust;
The Senior Treasurer of the Amalgamated Clubs;
The Senior Treasurer of the Junior Common Room;
The Steward of Common Room;
The Wine Steward.

(c) The Governing Body may by an appropriate resolution attach to any Tutorship or Lecturership or other College Office any name or names that may appear to be warranted by reason of the endowment of that Office or for any other reason. A list of named Tutorships or Lecturerships and their holders shall be set out in an Appendix to these Bylaws.

APPOINTMENT, STIPENDS, AND LONG-SERVICE LEAVE
[Statute 5.1, Statute 5.2(g), (h), 5.3(b), 5.4]

2.

(a) Subject to paragraph (b) the following College Officers shall be appointed on the recommendation of the Fellowship and Appointments Committee by the Governing Body at a Stated General Meeting:
The Sub-Warden;
The Access Advisers;
The College Advisers on Staff Harassment Policy;
The Dean;
The Dean of Graduates;

The Deputy Principal of the Postmasters;
The Equality Adviser;
The Garden Master;
The Harassment Advisers to Junior Members;
The Harmsworth Convenors of Selection Panels for Early Career Researchers
The Junior Deans for Welfare;
The Keeper of the Statutes and Bylaws;
The Prevent Officer;
The Principal of the Postmasters;
The Research Convenor;
The Secretary to the Harmsworth Trust;
The Senior Treasurer of the Amalgamated Clubs;
The Senior Treasurer of the Junior Common Room;
The Steward of Common Room;
The Wine Steward.

(b) Unless it appears expedient in any particular case to make an appointment for a longer period the College Officers listed in Bylaw IV.2(a) shall be appointed for two years.

(c) For the purposes of tenure of the College Offices listed in Bylaw IV.2(a) a year shall ordinarily be reckoned from 1 August to the following 31 July, inclusive.

(d) Subject to compliance with any Bylaws which make specific provision for any aspect of the tenure of a College Office, the Governing Body shall determine the terms and conditions of employment of College Officers as occasion arises and inter alia may require any College Officer to reside in the College or in accommodation provided by the College or may otherwise assign residential accommodation to a College Officer on such terms as may be expedient.

(e) Given due warning and flexibility in timing, members of the Governing Body shall be under an obligation to serve as College Officers when reasonably called upon, failing cogent reasons to the contrary. A register shall be kept by the Fellowship and Appointments Committee of the tenure of College Offices by each Fellow so as to ensure that unreasonable demands are not made.

(f) Where in this Chapter reference is made to receipt of a stipend determined from time to time by the Governing Body and the intended recipient is a member of the Governing Body reference shall first be made to the Committee on Stipends and Allowances in accordance with Bylaw I.6(c) and Bylaws VII.31(d) and (e).

(g)

(i) This paragraph does not apply to Tutors (but for the avoidance of doubt does apply to the Senior Tutor).

(ii) College Officers appointed under a permanent contract shall be entitled after twenty years' service to a single period of paid leave in recognition of that service ("Long-Service Leave") subject to suitable arrangements being made to cover their responsibilities during the period of leave.

(iii) Applications for Long-Service Leave shall be made to the Fellowship and Appointments Committee. In applying for Long-Service Leave, a College Officer shall provide a statement of how they intend to use the Long-Service Leave.

(iv) Long-Service Leave shall be granted as a single period of up to 8 weeks.

(v) On return to the College after Long-Service Leave the College Officer shall write a short report which shall be submitted to the Fellowship and Appointments Committee and the Committee on Stipends and Allowances.

PART II: STATUTORY OFFICERS OTHER THAN TUTORS OR LECTURERS (in the order given in Statute 5.2)

THE SUB-WARDEN
[Statute 5.1, 5.2(a)]

3.

(a) The office of Sub-Warden shall not be tenable by any Fellow who shall not have completed five years as a member of the Governing Body.

(b) The Sub-Warden may not hold the office for more than two years in succession, and a Fellow who has held the office of Sub-Warden for two years shall not again hold the office during the next five years.

(c) Nominations for the office of Sub-Warden shall be made by the Fellowship and Appointments Committee at least two years ahead of the date when the person nominated would take up office.

(d) The Sub-Warden shall receive a stipend determined from time to time by the Governing Body.

(e) In the case of the temporary absence, illness or incapacity of the Sub-Warden, the most recent Sub-Warden available to act shall act instead pursuant to Statute 5.1.

(f) The Sub-Warden shall arrange for the keeping of an official copy of the Bylaws and shall ensure in collaboration with the Keeper of the Statutes and Bylaws that the official copy is up to date.

(g) The Sub-Warden shall be responsible for convening Stated General Meetings of the Governing Body and the Fellowship and Appointments Committee. The Sub-Warden shall convene these bodies only after consulting with the Warden.

(h) The Sub-Warden shall be responsible for keeping and preserving the Minutes of Meetings of the Governing Body and for sending a copy of each Meeting's Minutes to each member of the Governing Body after the Meeting.

(i) The Sub-Warden shall insert in the Minutes of the Governing Body the names of the Warden and Fellows in each year, and add such other details about them relating to the College as may be appropriate.

THE SENIOR TUTOR
[Statute 5.2(b)]

4.

(a) There shall be a Senior Tutor, who shall have responsibility for the co-ordination of all undergraduate academic affairs, for the organisation of undergraduate and graduate admissions, and for such other administrative functions as the College shall decide, including the supervision of the Academic Office.

(b) The Senior Tutor shall receive a stipend determined from time to time by the Governing Body.

(c) The Senior Tutor shall be eligible for election to an Official Fellowship under Statute 4.2(a)(i).

(d) The Senior Tutor shall convene the Warden & Tutors Committee and the Academic Needs and Leave Sub-Committee, and shall convene and chair the Initial Period Review Panel when it is to consider the reappointment of a Tutor.

(e) The Senior Tutor shall present to the Governing Body at its second meeting of Michaelmas Term in each year a report on the educational state of the College during the preceding academic year as tested by examinations or otherwise.

(f) The Senior Tutor shall present to the Warden and Tutors' Committee annually: the Senior Tutor's Report, the Admissions Report, the Academic Discipline Report and the Student Feedback Report as provided in Bylaw VII.32(d)(vi).

(g) Bylaw VI.16 provides for the entitlement of a Senior Tutor to live in College and also for other allowances.

(h) Pursuant to Statute 5.3(a) the Senior Tutor shall reside within 25 miles of Oxford during the usual College Terms.

THE CHAPLAIN
[Statute 5.2(d)]

5.

(a) There shall be a Chaplain who shall be a clerk in Holy Orders of the Church of England or of some other Church in communion with the Church of England.

(b) The Chaplain shall with the Chapel and Patronage Committee be responsible for the running of the College Chapel.

(c) The Chaplain shall receive a stipend determined from time to time by the Governing Body.

(d) The Chaplain shall convene the Chapel and Patronage Committee.

(e) The Chaplain shall chair the Student Support Sub-Committee.

(f) The Chaplain shall live in accommodation assigned for the purpose by the College. Bylaw VI.16 provides for this accommodation and for certain allowances.

(g) Bylaw VI.25(c) provides for the cost of entertainment organised by the Chaplain.

(h) The Chaplain shall be eligible for election to an Official Fellowship under Statute 4.2(a)(i).

THE LIBRARIAN
[Statute 5.2(e)]

6.

(a) There shall be a Librarian who shall with the Library and Archives Committee be responsible for the management of the College Library and Archives, for supervising the areas of the College buildings occupied by Library and Archive materials, for directing the work of the Archivist, for liaising with the conservation consortium and for employing and directing the work of the Library staff.

(b) The Librarian shall be eligible for election to an Official Fellowship under Statute 4.2(a)(i).

(c) The Librarian shall receive a stipend determined from time to time by the Governing Body.

(d) The Librarian shall convene the Library and Archives Committee and the Pictures and Chattels Sub-Committee.

(e) The Librarian shall submit a report on the Library and Archives to the Governing Body annually in Michaelmas Term.

(f) Bylaws VI.16 and VI.25 provide for the entitlement of a Librarian to live in College and also for other allowances.

(g) The Librarian shall be entitled to leave of absence on full pay for one term in every ten terms of qualifying service. The meaning of "qualifying service" shall be that set out in Bylaw IV.35(f) with the substitution of "Librarian" for "Tutor" wherever it occurs. The provisions of Bylaw IV.35(b) shall also apply to this leave with the substitution of "Librarian" for "Tutor" wherever it occurs.

THE BURSARS
[Statute 5.2(f)]

7.

(a) There shall be one or more Bursars who shall be responsible for the administration of the financial affairs, estates, and domestic affairs of the College. Duties shall be distributed between the Bursars as the College shall determine from time to time.

(b)

(i) Where these Bylaws assign specific duties to a Bursar having the designation of Finance Bursar, Estates Bursar or Domestic Bursar they shall be performed by the person (if any) appointed to be a Bursar under that title; but if there shall be no such Bursar, the Governing Body shall determine by whom those duties shall be performed.

(ii) Where these Bylaws assign certain rights to a Bursar having one of the designations referred to in paragraph (b) (i) above they shall be exercisable by the person (if any) appointed to be a Bursar under that title; but if there shall be no such Bursar, the Governing Body shall determine by which (if any) person holding the title of Bursar those rights shall be exercisable.

(c) A Bursar shall be eligible for election to an Official Fellowship under Statute 4.2(a)(i).

(d) A Bursar shall receive a stipend determined from time to time by the Governing Body.

(e) Bylaw VI.16 provides for the entitlement of a Bursar to live in College and also for other allowances.

THE PRINCIPAL OF THE POSTMASTERS

[Statute 5.2(g)]

8.

(a) There shall be a Principal of the Postmasters, who shall be primarily responsible for the administration of discipline in relation to the Junior Members.

(b) The Principal of the Postmasters shall receive a stipend determined from time to time by the Governing Body.

(c) The Principal of the Postmasters shall submit a report on student discipline to the Warden and Tutors' Committee annually in Trinity Term.

PART III: NON-STATUTORY COLLEGE OFFICERS (in alphabetical order)

9. Bylaw IV.9 is abolished.

THE ARCHIVIST
[Statute 5.2(h), Bylaw IV.1(b)]

10.

(a) There shall be an Archivist who shall be responsible under the direction of the Librarian for the administration and conservation of the College Archives.

(b) The Archivist shall receive a stipend determined from time to time by the Governing Body.

THE COLLEGE ADVISERS ON STAFF HARASSMENT POLICY
[Statute 5.2(h), Bylaw IV.1(b)]

11. There shall be two College Advisers on Staff Harassment Policy who shall support individual members of the College staff who are concerned that they are the subject of harassment or bullying with the aim of facilitating informal resolution as provided in the Code of Practice.

THE COLLEGE DOCTOR(S)
[Statute 5.2(h); Bylaw IV.1(b)]

12.

(a) There shall be one or more College Doctors who shall be available as medical practitioners to all Junior Members.

(b) College Doctors shall be appointed by the Governing Body on the advice of the Warden and Tutors' Committee on such terms as shall seem appropriate provided that there shall be nothing in the terms of the appointment to prevent the Governing Body from terminating the appointment of College Doctors and appointing other persons to be College Doctors in their place.

(c) College Doctors shall receive a retaining fee determined from time to time by the Governing Body, and shall each be entitled to two free lunches and two free dinners a week at the Common Table.

THE DATA PROTECTION OFFICER
[Statute 5.2(h); Bylaw IV.1(b)]

13.

(a) There shall be a Data Protection Officer who shall perform the tasks assigned to Data Protection Officers ("the Assigned Tasks") by Article 39 of the UK General Data Protection Regulation ("UK GDPR") and any other applicable legislation.

(b) The College shall in accordance with Article 38 of the UK GDPR:

(i) ensure that the Data Protection Officer is involved, properly and in a timely manner, in all issues which relate to the protection of personal data;

(ii) provide the Data Protection Officer with the resources necessary to carry out the Assigned Tasks and access to personal data and processing operations;

(iii) ensure that the Data Protection Officer does not receive any instructions regarding the Assigned Tasks.

(c) In order to carry out the Assigned Tasks the Data Protection Officer shall undertake appropriate training which shall be funded by the College.

(d) Pursuant to Article 38(3) of the UK GDPR the Data Protection Officer shall not be dismissed or penalised by the College for performing the Assigned Tasks.

(e) The Data Protection Officer shall have authority to incur in consultation with the Finance Bursar reasonable expenditure in obtaining such external advice (including legal advice) as the Data Protection Officer may consider necessary for the proper performance of the Assigned Tasks.

(f) The Data Protection Officer shall receive a stipend determined from time to time by the Governing Body.

THE DEAN

[Statute 5.2(h), Bylaw IV.1(b)]

14.

(a) There shall be a Dean who shall present candidates for matriculation and degrees, present undergraduates and (in the absence of the Dean of Graduates) graduate students to the Warden for admission to the College and advise on questions of academic dress and ceremonial.

(b) The Dean shall in conjunction with the Domestic Bursar oversee arrangements for entertaining the candidates for degrees and their guests before and after degree ceremonies.

(c) The Dean shall receive a stipend determined from time to time by the Governing Body.

THE DEAN OF GRADUATES

[Statute 5.2(h), Bylaw IV.1(b)]

15.

(a) There shall be a Dean of Graduates who shall normally present graduate students to the Warden for admission to the College and shall be responsible for all aspects of the College's relations with its graduate students after their admission.

(b) The Dean of Graduates shall inter alia:

(i) monitor the expenditure of the Middle Common Room,

(ii) (subject to Bylaw IV.15(c) below) act as the appointed person to investigate and report on complaints under the Middle Common Room's complaints-procedure; and

(iii) take such steps as shall be necessary to satisfy the Warden and Tutors' Committee that elections in the Middle Common Room are fairly and properly conducted.

(c) If the Dean of Graduates appears to be personally interested in a complaint made under the Middle Common Room's complaints-procedure (whether by being the complainant's College Advisor or for any other reason) the Warden and Tutors' Committee shall appoint another Fellow of the College to investigate and report on that complaint.

(d) The Dean of Graduates shall receive a stipend determined from time to time by the Governing Body.

(e) Provision is made in Bylaw VI.25 for the Dean of Graduates to receive an entertainment allowance.

THE DEPUTY PRINCIPAL OF THE POSTMASTERS

[Statute 5.2(h), Bylaw IV.1(b)]

16.

(a) There shall be a Deputy Principal of the Postmasters who shall assist the Principal of the Postmasters in the administration of discipline.

(b) The Deputy Principal of the Postmasters shall receive a stipend determined from time to time by the Governing Body.

THE DEVELOPMENT DIRECTOR

[Statute 5.2(h); Bylaw IV.1(b)]

17.

(a) There shall be a Development Director who shall supervise the work of the Development Office.

(b) The Development Director shall be eligible for election to an Official Fellowship under Statute 4.2(a)(i).

(c) The Development Director shall receive a stipend determined from time to time by the Governing Body.

(d) The Development Director shall convene the Development and Alumni Relations Committee.

THE EQUALITY ADVISER

[Statute 5.2(h), Bylaw IV.1(b)]

18.

(a) There shall be an Equality Adviser who shall assist with the progression of Merton's equality objectives for the protected characteristics identified in the Equality Act 2010 by inter alia: being an advocate on matters of equality and diversity; promoting their consideration in the work of College committees by advising and contributing to papers and relevant processes; working with staff and student equality representatives; and maintaining an awareness of the University's work in this area.

(b) The Equality Adviser shall convene events relating to the work summarised under paragraph (a) above including the annual Equality Conversation.

(c) The Equality Adviser shall attend the termly Equality Forum and shall provide a written report once a year to the Trinity Term Equality Forum. The Equality Adviser may attend the Welfare Forum.

(d) The Equality Adviser shall receive a stipend determined from time to time by the Governing Body.

THE GARDEN MASTER
[Statute 5.2(h); Bylaw IV.1(b)]

19.

(a) There shall be a Garden Master who shall be responsible for the maintenance and amenity of the College gardens and quadrangles and shall in consultation with the Domestic Bursar supervise the garden and grounds staff.

(b) The Garden Master shall convene and chair the Gardens and Grounds Sub-Committee.

(c) The Garden Master shall receive a stipend determined from time to time by the Governing Body.

THE HARASSMENT ADVISERS TO JUNIOR MEMBERS
[Statute 5.2(h); Bylaw IV.1(b)]

20. There shall be two Harassment Advisers to Junior Members who shall support individual Junior Members of the College who are concerned that they are the subject of harassment or bullying with the aim of facilitating informal resolution as provided in the Code of Practice.

THE HARMSWORTH CONVENORS OF SELECTION PANELS FOR EARLY CAREER RESEARCHERS
[Statute 5.2(h); Bylaw IV.1(b)]

20A.

(a)

(i) There shall be three Harmsworth Convenors of Selection Panels for Early Career Researchers ("Harmsworth Convenors") as follows: a Harmsworth Convenor of the Humanities and Social Sciences Panel, a Harmsworth Convenor of the Sciences Panel, and a Harmsworth Convenor of the Braam Global Wellbeing Panel.

(ii) Before nominating a Harmsworth Convenor of the Braam Global Wellbeing Panel, the Fellowship and Appointments Committee shall first identify relevant research fields after the consultation for which provision is made in Bylaw VI.15(b)(ii)(c).

(b) The Harmsworth Convenors shall in Humanities and Social Sciences and in Sciences and in Global Wellbeing respectively :

(i) be responsible for matters relating to the appointment of Early Career Researchers; and

(ii) convene the selection panel for the annual competition to recruit persons to be appointed as Early Career Researchers.

(c) Each of the Harmsworth Convenors shall receive a stipend determined from time to time by the Governing Body.

THE JUNIOR OR ASSOCIATE CHAPLAIN(S)

[Statute 5.2(h); Bylaw IV.1(b)]

21.

(a) The Governing Body may appoint on the recommendation of the Chapel and Patronage Committee not more than two Junior Chaplains who shall assist the Chaplain with those of the Chaplain's duties that relate to the College Chapel.

(b) If the duties to be undertaken in assisting the Chaplain are substantial the Governing Body may on the recommendation of the Chapel and Patronage Committee appoint a person to be an Associate Chaplain rather than a Junior Chaplain.

(c) An Associate Chaplain shall be a clerk in Holy Orders of the Church of England or of some other Church in communion with the Church of England.

(d) A Junior Chaplain shall be a clerk in Holy Orders of the Church of England or of some other Church in communion with the Church of England except that it shall be permissible for one Junior Chaplain (but not both if there are two) to be an authorised priest or minister of some other Christian Church.

(e) A Junior or Associate Chaplain shall receive a stipend determined from time to time by the Governing Body.

22. This Bylaw has been abolished.

THE KEEPER OF THE STATUTES AND BYLAWS

[Statute 5.2(h); Bylaw IV.1(b)]

23.

(a) There shall be a Keeper of the Statutes and Bylaws who shall:

(i) convene the Statutes and Bylaws Committee;

(ii) settle for the consideration of the Statutes and Bylaws Committee the text of any amendments both substantive and consequential which are recommended by the Statutes and Bylaws Committee to be made to the Statutes or Bylaws;

(iii) advise the Warden, College Officers, Boards, Panels, and the Governing Body in relation to the Statutes and Bylaws; and

(iv) facilitate the process by which the Statutes and Bylaws Committee shall review recommendations made under Bylaws VII.8(a)(xv) and VII.8(b)(v).

(b) The Keeper of the Statutes and Bylaws shall receive a stipend determined from time to time by the Governing Body.

THE PREVENT OFFICER

[Statute 5.2(h); Bylaw IV.1(b)]

24.

(a) There shall be a Prevent Officer who shall oversee generally the arrangements necessary to ensure the College's compliance with its statutory duty ("the Prevent Duty") under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

(b) In particular the Prevent Officer shall:

(i) review annually the College's Prevent risk assessment and action plan and any related codes of practice in consultation with other relevant College Officers and Committees and recommend to the Governing Body any changes that may seem expedient;

(ii) act as the College's principal point of reference for matters relating to the Prevent Duty and concerns arising under it.

(c) In order to carry out the duties required by this bylaw the Prevent Officer shall undertake appropriate training approved by the Governing Body which shall be funded by the College.

(d) The Prevent Officer shall receive a stipend determined from time to time by the Governing Body.

THE REED RUBIN ORGANIST AND DIRECTOR OF MUSIC

[Statute 5.2(h); Bylaw IV.1(b)]

25.

(a) There shall be a Reed Rubin Organist and Director of Music who shall:

(i) oversee arrangements for the annual Choral and Organ Scholarship trials and oversee arrangements for the teaching of Organ Scholars, Choral Scholars and Choral Exhibitioners; have overall responsibility for the training, direction and development of the College Choir and Organ Scholars; devise an annual budget for the Choir, in consultation with the Chaplain and Finance Bursar, and monitor income and expenditure;

(ii) work with the Schools Liaison and Access Officer to arrange open days for prospective Choral and Organ Scholars and co-ordinate the College's participation in the Music Faculty's annual choral and organ open day;

(iii) choose appropriate music for Chapel services in consultation with the Chaplain, any other person appointed to be a Director of Music, and the Organ Scholars; direct the annual Passiontide at Merton Festival with the assistance of the Chaplain and Chapel Administrator; and arrange concerts, tours and recordings by the College Choir with the assistance of the Chaplain and Chapel Administrator;

(iv) have responsibility for the care, upkeep and maintenance of the College's pipe-organs;

(v) attend meetings of the Chapel and Patronage Committee and produce a termly report for consideration of the Committee.

(b) The Reed Rubin Organist and Director of Music shall also hold the post of **Director of College Music** and in respect of that post shall:

(i) support music-making in the College by arranging and overseeing arrangements for concerts, supporting other practical musical initiatives as appropriate, and liaising with the student Music Society to offer advice, support, and leadership when required (as an *ex officio* member of the Music Society committee);

(ii) work with the Development Office and provide a first point of contact for musical events to support the College's development initiatives; and support the Domestic Bursar with enquiries regarding external music bookings for venues other than the Chapel at Merton;

(iii) work with the Tutor in Music to develop a wider strategic vision for music and music-making at Merton.

(c) The Reed Rubin Organist and Director of Music shall receive a stipend determined from time to time by the Governing Body.

THE RESEARCH CONVENOR
[Statute 5.2(h); Bylaw IV.1(b)]

26.

(a) There shall be a Research Convenor who shall:

(i) in association with the Dean of Graduates, the Secretary of the Harmsworth Trust and other Fellows, co-ordinate interdisciplinary research activities involving Fellows and graduate students, such as periodic meetings of the College's interdisciplinary discussion groups, SCR/MCR talks, Governing Body research talks and tours of research facilities;

(ii) in liaison with the Senior Tutor and Secretary of the Harmsworth Trust, act as mentor to the Early Career Researchers;

(iii) liaise with the Web & Media Officer about the presentation of research by Fellows on the College website; and

(iv) co-ordinate the process of selecting those to be recommended by the Fellowship and Appointments Committee for election as Ordinary Visiting Research Fellows by chairing and convening the selection panel.

(b) The Research Convenor shall report in writing to the Fellowship and Appointments Committee annually in Michaelmas Term on the previous year's activities.

(c) The Research Convenor shall receive a stipend determined from time to time by the Governing Body.

THE SECRETARY TO THE HARMSWORTH TRUST
[Statute 5.2(h); Bylaw IV.1(b)]

27.

(a) There shall be a Secretary to the Harmsworth Trust who shall be responsible for oversight of Early Career Researchers and of matters relating to their progress.

(b) The Secretary to the Harmsworth Trust shall receive a stipend determined from time to time by the Governing Body.

THE SENIOR TREASURER OF THE AMALGAMATED CLUBS
[Statute 5.2(h); Bylaw IV.1(b)]

28.

(a) There shall be a Senior Treasurer of the Amalgamated Clubs who shall convene

and chair the Sports Sub-Committee.

(b) The Senior Treasurer of the Amalgamated Clubs shall receive a stipend determined from time to time by the Governing Body.

THE SENIOR TREASURER OF THE JUNIOR COMMON ROOM
[Statute 5.2(h); Bylaw IV.1(b)]

29.

(a) There shall be a Senior Treasurer of the Junior Common Room who shall:

(i) monitor the expenditure of the Junior Common Room;

(ii) (subject to Bylaw IV.29(b) below) act as the appointed person to investigate and report on complaints under the Junior Common Room's complaints-procedure; and

(iii) take such steps as shall be necessary to satisfy the Warden and Tutors' Committee that elections in the Junior Common Room are fairly and properly conducted.

(b) If the Senior Treasurer of the Junior Common Room appears to be personally interested in a complaint made under the Junior Common Room's complaints-procedure (whether by being the complainant's Director of Studies or for any other reason) the Warden and Tutors' Committee shall appoint another Fellow of the College to investigate and report on that complaint.

(c) The Senior Treasurer of the Junior Common shall receive a stipend determined from time to time by the Governing Body.

THE STEWARD OF COMMON ROOM
[Statute 5.2(h); Bylaw IV.1(b)]

30.

(a) There shall be a Steward of Common Room, who shall be responsible for the general amenity of the Common Rooms and who shall summon and preside at meetings of the Common Room.

(b) The Steward of Common Room shall receive a stipend determined from time to time by the Governing Body.

THE WINE STEWARD
[Statute 5.2(h); Bylaw IV.1(b)]

31.

(a) There shall be a Wine Steward who shall:

(i) generally oversee the Wine Cellar and in particular formulate and, subject to the agreement of the Governing Body, implement long-term and short-term strategies for the purchase and sale of wines by the College, having regard to quality, quantities, and the sustainability of the College's holdings;

(ii) agree annually with the Finance Bursar a budget for purchases;

(iii) review regularly the provision of wine at dinners and other occasions in the College and in doing so take the opinions of members of the Common Room on such provision;

(iv) attend wine-tastings and organise regular wine-tastings to which members of the Common Room are invited;

(v) compile and publish regularly a list of wines available for purchase by the Warden and Fellows;

(vi) consult regularly with members of the Common Room both formally and informally about matters falling within the Wine Steward's remit.

(b) The Wine Steward shall write a report once a year setting out the state of the Wine Cellar and the steps taken by the Wine Steward in fulfilling the duties set out in paragraph (a) above. This report shall be considered by the Domestic Committee and included with the papers submitted by that Committee to the next meeting of the Governing Body.

PART IV: THE TUTORS AND LECTURERS OF THE COLLEGE
[Statute 5.2(c)]

THE TUTORS

APPOINTMENT AND RESIGNATION OF TUTORS

32.

(a) The appointment and reappointment of Tutors (other than the Senior Tutor) is vested in the Governing Body pursuant to Statute 5.1 and may be delegated to a committee pursuant to Statute 2.8.

(b) A Tutor (other than the Senior Tutor) shall be appointed for a probationary period of not more than five years in the first instance.

(c)

(i) The Governing Body shall be advised on the reappointment of a Tutor by the Initial Period Review Panel ("IPRP") in accordance with Bylaw VII.42.

(ii) Not later than the fourth term before the end of their probationary period a Tutor shall be informed that reappointment is due and shall be asked to submit a report on their activities under the three heads of (a) teaching, (b) research and publication, and (c) College and University administration. This report should be received by the Senior Tutor before the end of the following term.

(iii) The Tutor whose reappointment is under consideration may request or be invited to a meeting with the IPRP.

(iv) The IPRP shall, where the reappointment of the Tutor is being considered by a Faculty or Department, and may in other cases, request information from the Faculty or Department concerned.

(v) Where the IPRP considers that there may be a case for not recommending the reappointment of a Tutor, the Tutor shall be invited to nominate referees from inside and/or outside the University to speak to that Tutor's record. The IPRP shall likewise have the right to seek external opinions before making known its recommendation to the Warden who shall be responsible for informing the Governing Body.

(d) In the event that a Tutor wishes to resign the Tutorship at least three months' notice must be provided which shall include one complete Full Term.

TUTORS' STIPENDS AND ALLOWANCES

33.

(a) A Tutor (other than the Senior Tutor) who is a CUF Lecturer or University Lecturer or Associate Professor shall be paid by the College such sum as shall bring the combined University and College stipend to the appropriate point on the scale determined by the Governing Body from time to time.

(b) The stipend of any Tutor in respect of whom the scale referred to in Bylaw IV.33(a) above appears for any reason inappropriate shall be determined by the Governing Body which shall take account of recommendations from the Committee on Stipends and Allowances.

(c) Bylaws VI.16 and VI.25 provide for the entitlement of a Tutor to live in College and also for other allowances.

TUTORS' TEACHING-ROOMS

34. Bylaw VI.11A contains provisions relating to Tutors' Teaching-Rooms.

TUTORS' LEAVE

35.

(a) Nothing in this Bylaw applies to the Senior Tutor or to a Tutor who holds a fixed-term Tutorship of five years or less.

(b)

(i) Every Tutor shall be entitled to leave of absence on full pay for one term in every seven terms of qualifying service (as defined in Bylaw IV.35(f) below). After 30 terms of qualifying service and then after every subsequent 15 terms of qualifying service a Tutor shall be entitled to leave of absence on full pay for an additional term, provided that a Tutor shall not become entitled to additional leave for which the relevant period of qualifying service was completed before Hilary Term 2020.

(ii) Leave to which a Tutor becomes entitled under paragraph (b)(i) above shall not be granted (a) for more than three terms consecutively, or (b) for a longer period than the Tutor will continue in office after returning. Where the end of a Tutor's appointment is approaching, the Governing Body may grant that Tutor advanced leave in lieu of leave which otherwise would be due to be taken in the final year of appointment.

(iii) Any necessary payment for a substitute or substitutes shall be made by the College. If the Tutor holds any salaried appointment during such leave (other than any salaried appointment which the Tutor already holds in the University jointly with the office of Tutor), the Governing Body may reduce or suspend that Tutor's stipend as Tutor.

(iv) Leave to which a Tutor is entitled under paragraph (b)(i) above shall be known as sabbatical leave.

(c) A Tutor may also apply to the College for non-sabbatical leave from all teaching obligations to the College for some specified period, expecting to return to the normal duties of the Tutorship at the end of that period. Such applications shall be determined by the Governing Body on the recommendations of the Academic Needs and Leave Sub-Committee, which shall normally follow the University's policies in granting non-sabbatical leave where these are relevant, and in other cases will bear in mind (a) the immediate loss to the College that is caused by any period of leave for a Tutor, and (b) the general desirability of promoting academic research (which is one of a Tutor's obligations to the College), and the particular rewards that may accrue to the College from the proposed project in the longer term.

(d) Accommodation and allowances during a Tutor's periods of leave shall be dealt with as follows:

(i) When the total of sabbatical and non-sabbatical leave combined is for a continuous period of no more than three years, then, subject to sub-paragraphs (iv), (vi), and (viii) of this Bylaw IV.35(d) below, the Tutor shall retain for all of the period in question the right to accommodation in

College and the expectation of accommodation outside the precincts of the College in premises owned by the College, if so desired. But in that case the period of three years in question must normally be both preceded and followed by at least one whole year in which neither sabbatical nor non-sabbatical leave is granted.

(ii)

(a) When a Tutor who is on leave retains College accommodation and continues to reside in it, then for any period of that leave that is reckoned as non-sabbatical leave, after the first year that is so reckoned, that Tutor shall suffer a reduction in emoluments equivalent to the housing allowance paid to Tutors in College houses, or the residential allowance paid to Tutors who live in College, whichever is appropriate.

(b) In the case of those who continue to be employed by the College, this reduction shall be effected by discontinuing the housing or residential allowance; in the case of those who cease to be employed by the College, this reduction shall be effected by charging a notional rent for the accommodation (in the case of a house) or by an accommodation charge (in the case of rooms in College), reduced at the marginal rate of income tax payable on the tutor's normal stipend.

(iii) A Tutor on non-sabbatical leave who nevertheless continues to be employed by the College shall suffer no other reduction in the usual allowances. In the case of those who cease to be employed by the College, all allowances paid by the College shall be automatically discontinued for that period, except that the right or expectation of College accommodation shall be maintained as in Bylaw IV.35(d)(i) above.

(iv) When a Tutor on leave wishes to retain College accommodation outside the precincts of the College but does not reside in it personally, the following different arrangements shall apply:

(a) If the Tutor will be absent for a total of more than 15 months, whether consecutive or non-consecutive, of that leave then that Tutor shall be required to pay a rent for it at all times when absent, subject to the following exception: if the house in question will continue to be occupied during the Tutor's absence by the Tutor's family, then rent shall be payable only for those periods of the Tutor's absence which are taken as non-sabbatical leave.

(b) The requirement in paragraph (d)(iv)(*a*) above of this Bylaw shall be effected by granting the Tutor a short-hold tenancy for the periods of that Tutor's absence, and by charging a rent in respect thereof that is at the market rate for unfurnished accommodation.

(c) A Tutor in respect of whom these arrangements have been applied may then with the consent of the Governing Body sublet all or part of the house, notwithstanding Bylaw VI.18(f).

(v) Tutors who wish to retain College accommodation outside the precincts of the College while being absent from it for less than 15 months of any period of leave shall be encouraged but may not be required to enter into an arrangement with the College as set out in Bylaw IV.35(d)(iv) above.

(vi) Tutors on any period of leave whether sabbatical or non-sabbatical shall not normally retain their accommodation in College if they are absent from it for more than two terms of that leave.

(vii) Tutors who are granted a period of leave of more than three years shall forfeit for the whole of that period of leave their right to accommodation in College and their expectation of College accommodation outside the precincts whether or not they continue to be employed by the College.

(e) In appropriate circumstances Tutors may apply for maternity leave, paternity leave, adoption leave, shared parental leave, parental bereavement leave, neonatal care leave, sick leave and parental leave, and such applications shall be determined by the Governing Body, normally in accordance with the University's policies on these matters.

(f)

(i) For the purpose of reckoning entitlement to sabbatical leave qualifying service is reckoned in terms.

(ii) Qualifying service includes any term in which the Tutor has fulfilled that Tutor's normal obligations to the College as Tutor, and also includes periods taken as sabbatical leave, maternity leave, paternity leave, adoption leave, shared parental leave, parental bereavement leave, neonatal care leave, sick leave, or parental leave.

(iii) Qualifying service does not include periods taken as non-sabbatical leave under paragraph (c) of this Bylaw.

THE LECTURERS OF THE COLLEGE

[Statute 5.1, 5.2(c)]

APPOINTMENT OF LECTURERS

36.

(a) College Lecturers who may be Stipendiary or Non-Stipendiary shall, pursuant to Statutes 5.1 and 2.8, be appointed and reappointed on such terms as may be expedient by the Warden and Tutors' Committee, advised by the Senior Tutor, and such appointments shall be reported to the Governing Body.

(b)

(i) The Warden and Tutors' Committee may confer the honorary title of College Lecturer in a particular subject on those who, not being employees of the College, have been appointed to Departmental Lecturerships or posts in other Colleges on terms which include the provision of teaching to Junior Members of the College and such appointments shall be reported to the Governing Body.

(ii) When conferring on any person the honorary title of College Lecturer the Warden and Tutors' Committee shall in the resolution conferring the title specify the post and duties in relation to which and for the duration of which the title has been conferred and the Senior Tutor shall notify every person upon whom the title is conferred of the specification made under this Bylaw.

(iii) The Warden and Tutors' Committee may by resolution revoke the honorary title of College Lecturer where it is expedient to do so and such revocation shall be reported to the Governing Body.

(iv) A person on whom the honorary title of College Lecturer is conferred under this Bylaw:

(a) is not thereby appointed as a College Lecturer under Statute 5.2(c) and is not a College Officer under Statute 5;

(b) shall enjoy such rights to free lunches and/or dinners at the Common Table as the Warden and Tutors' Committee may determine.

TEACHING-ROOMS

37. Bylaws VI.11A and VI.21 provide for the entitlement of Stipendiary Lecturers to a shared teaching-room.

COMMON TABLE

38. Lecturers shall have the rights in respect of lunches and dinners at the Common Table provided by Bylaws X.6 and X.9.

PART V: THE DEAN AND KEEPER OF THE STATUTES

[Statute 5.2(h)]

39.

(a) There shall be a College Officer under Statute 5.2(h) who shall have the title of Dean and Keeper of the Statutes.

(b) The Dean and Keeper of the Statutes shall:

(i) hold the College Offices of Dean, Keeper of the Statutes and Bylaws, Data Protection Officer, and Prevent Officer;

(ii) be an Official Fellow of the College (under Bylaw III.4 as Keeper of the Statutes and Bylaws);

(iii) be responsible for dealing with requests made of the College under section 8 of the Freedom of Information Act 2000 or any re-enactment, amendment, or replacement of it;

(iv) be responsible for ensuring the College's compliance with its duties under section 22 of the Education Act 1994 or any re-enactment, amendment, or replacement of it;

(v) assist the Warden and College Officers with legal and regulatory matters and issues of process;

(vi) assist the Warden and College Officers in dealing with the process of College business;

(vii) work alongside the Warden and College Officers in dealing with external regulatory bodies (including the Charity Commission, the Information Commissioner's Office, and the Office for Students, in relation to the College's obligations under its Prevent duty);

(viii) assist the Warden and College Officers in dealing with legal disputes and litigation (except in relation to the College's land and estates);

(ix) undertake such other similar duties as the Governing Body may determine;

(x) be ex officio a member of and convene the Statutes and Bylaws Committee (as Keeper of the Statutes and Bylaws); be ex officio a member of the Domestic Committee, the Finance Committee and of the Warden and Tutors' Committee; attend (with the right to speak) the Fellowship and Appointments Committee and the Academic Needs and Leave Sub-Committee.

(c) The Dean and Keeper of the Statutes shall:

(i) receive a pensionable stipend determined from time to time by the Governing Body;

(ii) be entitled to reside in the College free of charge in such rooms as may be assigned for the purpose and to be included in the process provided in Bylaw VII.13(e)(iii) for the allocation of residential sets as if that Bylaw contained "the Dean and Keeper of the Statutes" in the list of those to whom details of such sets are to be circulated;

(iii) (if residing out of College) receive an External Household Allowance determined from time to time by the Governing Body;

(iv) be assigned a room in the College for use as an office.

(d) This Bylaw shall:

(i) have effect notwithstanding the provisions of any other Bylaw in force at the time of its passage;

(ii) expire when the first incumbent ceases to hold the Office hereby created;

(iii) be included in the Bylaws as Part V of Chapter IV.

V. JUNIOR MEMBERS AND LIFE MEMBERS
[Statute 6 and Statute 1.2(d)]

JUNIOR MEMBERS OF THE COLLEGE
[Statute 6.1]

1.

(a) Pursuant to Statute 6.1 the Junior Members of the College are the persons who have been presented by the College for matriculation or who have migrated to the College and are engaged in an approved course of study within the University or who have been admitted to the College to pursue an approved course of study.

(b) Fellows who are engaged in an approved course of study within the University shall not be Junior Members but the Governing Body may make such arrangements as it thinks expedient to provide for them.

ADMISSION OF JUNIOR MEMBERS
[Statute 6.1]

2.

(a) The names and testimonials of candidates for admission to the College as Junior Members shall be received by the Senior Tutor and the names of those recommended for admission shall be submitted to a meeting of the Warden and Tutors' Committee.

(b) Apart from Graduate Scholars no Junior Member shall be admitted to the College without the consent of the Warden and Tutors' Committee.

(c) All persons to be admitted as Junior Members shall be presented by the Dean or the Dean of Graduates to the Warden who shall admit them by taking each person's hand after presentation and stating ***"I admit you to the College"***, whereupon they shall inscribe their names in a Book kept by the Warden for the purpose.

ACADEMIC WORK
[Statute 6.2]

3.

(a) All Junior Members shall be expected to apply themselves to their academic work to the satisfaction of their tutors and supervisors, and to behave in a reasonable and responsible manner, with consideration for other members of the College.

(b) Junior Members shall consult their Tutor or Supervisor before undertaking any non-academic activity which is likely to interfere with academic work.

POSTMASTERSHIPS AND EXHIBITIONS
[Statute 6.3]

4.

(a) There shall continue to be Postmasterships and Exhibitions which may be held by Junior Members of the College reading for undergraduate degrees.

(b) The power of election to Postmasterships and Exhibitions shall be vested in the Warden and Tutors' Committee which shall report all elections to the Governing Body.

(c)

(i) The value of Postmasterships and Exhibitions shall be such as the Governing Body shall from time to time determine. The emoluments shall be paid in termly instalments and without inquiry into the recipient's means.

(ii) Postmasters or Exhibitioners shall not receive the emoluments of the award during any term during which they not reside unless and to the extent that the Warden and Tutors' Committee shall determine otherwise.

(iii) Postmasters or Exhibitioners may relinquish the emoluments of their award in whole or in part without relinquishing the award.

(d)

(i) Every Postmastership or Exhibition shall be held for a period starting from the beginning of Michaelmas Term (or from such other dates as the Warden and Tutors' Committee may decide) and finishing at the end of Trinity Term in the same academic year.

(ii) Every Postmastership or Exhibition may be renewed for successive periods of three terms provided that on each occasion of renewal the Warden and Tutors' Committee is satisfied that the holder continues in all respects to deserve the award.

(e) The holder of a Postmastership or Exhibition shall vacate that award on ceasing to read for an undergraduate degree as a Junior Member of the College.

(f) The Warden and Tutors' Committee may at any time deprive any Postmaster or Exhibitioner of their award or of any part of the emolument thereof, for persistent idleness or any misconduct which in their judgment merits deprivation.

CHORAL SCHOLARSHIPS, CHORAL EXHIBITIONS AND ORGAN SCHOLARSHIPS

[Statute 2.7(e), 6.3]

5.

(a)

(i) There shall be up to 28 Choral Scholarships which may be held by Junior Members of the College.

(ii) Arrangements for the audition and election of Choral Scholars shall be made by the Chaplain and the Reed Rubin Organist and Director of Music and the Senior Tutor in consultation with the Chapel and Patronage Committee and shall be approved by the Warden and Tutors' Committee.

(iii) If a Choral Scholarship is vacant and there is no Junior Member of the College suitable to fill it, a Choral Exhibition may offered instead to any student member of the University who has been auditioned and found to be suitable in accordance with arrangements made by the Chaplain and the Reed Rubin Organist and Director of Music in consultation with the Chapel and Patronage Committee.

(b)

(i) There shall be two Organ Scholarships which may be held by Junior Members of the College.

(ii) Arrangements for the audition and election of Organ Scholars shall be made by the Chaplain and the Reed Rubin Organist and Director of Music and the Senior Tutor in consultation with the Chapel and Patronage Committee and shall be approved by the Warden and Tutors' Committee.

(iii) If an Organ Scholarship is vacant and there is not Junior Member of the College suitable to fill it, an Organ Exhibition may be offered instead to any student member of the University who has been auditioned and found to be suitable in accordance with arrangements made by the Chaplain and the Reed Rubin Organist and Director of Music in consultation with the Chapel and Patronage Committee.

(c)

(i) It shall be the duty of Choral Scholars and Choral Exhibitioners to sing the choral services appointed to be sung in the College Chapel, to attend rehearsals under the direction of the Reed Rubin Organist and Director of Music, and to attend such singing-lessons as may be required.

(ii) Choral Scholars and Choral Exhibitioners may also be required on reasonable notice and within reasonable limits (especially having regard to their academic work) to sing additional services and perform at concerts during the vacations.

(iii) It shall be the duty of Organ Scholars and Organ Exhibitioners to play the organ at services in the College Chapel and to attend rehearsals under the direction of the Reed Rubin Organist and Director of Music.

(iv) Organ Scholars and Organ Exhibitioners may also be required on reasonable notice and within reasonable limits (especially having regard to their academic work) to play at additional services and concerts during the vacations.

(d)

(i) The value of and privileges attaching to Choral Scholarships, Choral Exhibitions and Organ Scholarships shall be such as the Governing Body shall from time to time determine. Emoluments shall be paid annually and without inquiry into the recipient's means.

(ii) Choral Scholars, Choral Exhibitioners, Organ Scholars and Organ Exhibitioners shall not receive the emoluments of their award or exercise any privileges attached to it during any term during which they do not reside in the University unless and to the extent that the Warden and Tutors' Committee shall determine otherwise.

(iii) Choral Scholars, Choral Exhibitioners, Organ Scholars and Organ Exhibitioners may relinquish the emoluments of their award in whole or in part without relinquishing the award.

(e)

(i) Every Choral Scholarship, Choral Exhibition, Organ Scholarship or Organ Exhibition shall be held for a period starting from the beginning of Michaelmas Term (or from such other dates as the Warden and Tutors'

Committee may decide) and finishing at the end of Trinity Term in the same academic year.

(ii) Every Choral Scholarship, Choral Exhibition, Organ Scholarship or Organ Exhibition may be renewed for successive periods of three terms provided that on each occasion of renewal the Warden and Tutors' Committee is satisfied that the holder continues in all respects to deserve the award.

(f)

(i) The holder of a Choral Scholarship or an Organ Scholarship shall vacate that award on ceasing for any reason to be a Junior Member of the College.

(ii) The holder of a Choral Exhibition or Organ Exhibition shall vacate that award on ceasing for any reason to be a student member of the University.

(g) The Warden and Tutors' Committee may at any time deprive any Choral Scholar, Choral Exhibitioner, Organ Scholar or Organ Exhibitioner of the award, or of any part of the emoluments or privileges thereof, for persistent idleness or any misconduct which in their judgment merits deprivation.

GRADUATE SCHOLARSHIPS

[Statute 6.3]

6.

(a) There shall continue to be Graduate Scholarships which may be held by matriculated members of the College engaged in study or research towards a postgraduate degree of the University.

(b) The Warden and Tutors' Committee in consultation with the Finance Committee shall determine and report to the Governing Body how many Graduate Scholarships are to be offered for any particular academic year and what the value of each Scholarship shall be and the intended length of its tenure. Normally this determination shall happen in the second Trinity Term before the Michaelmas Term in which tenure of a Graduate Scholarship is to begin.

(c) The power of election to Graduate Scholarships shall be vested in the Warden and Tutors' Committee which shall arrange such competitions as may be necessary and report all elections to the Governing Body.

(d) Where the funds from which the emoluments of a Graduate Scholarship will be paid are to be drawn from an endowment or other special provision the Graduate Scholarship shall be known by the name attached to the endowment or special provision. The Warden and Tutors' Committee may after consulting the Development and Alumni Committee attach names or designations to other Graduate Scholarships where it is expedient to do so.

(e)

(i) Up to four Graduate Scholarships to be known as Prize Scholarships shall normally be awarded every year to those of the College's graduate students whose academic performance seems to the Warden and Tutors' Committee most outstanding.

(ii) The competition shall be open to all current graduate students of the College, provided that they shall not normally be entitled to apply for the

scholarships more than once during their time as graduate students of the College.

(iii) The emoluments of a Prize Scholarship shall be a single payment of such sum as the Governing Body shall approve, and entitlement to dine at High Table once a week in accordance with Bylaw X.6(d) for the remainder of the academic year in which the award is made.

(f) Every Graduate Scholar shall engage in academic study or research to the satisfaction of the Governing Body.

(g)

(i) The cash emoluments of Graduate Scholars shall be reviewed annually by the Finance Bursar in consultation with the Senior Tutor and the Dean of Graduates.

(ii) Graduate Scholars shall not receive their emoluments for any Term during which they do not reside in Oxford unless the Governing Body shall decide otherwise.

(iii) Graduate Scholars may relinquish their emoluments in whole or in part without relinquishing their status as Graduate Scholars.

(h) Graduate Scholars shall vacate their Scholarships if:

(i) they cease to be Junior Members of the College; or

(ii) they take up any office or employment unless the Governing Body decides otherwise.

(i) The Governing Body may at any time terminate the Scholarship, or reduce the emoluments, of any Graduate Scholar for persistent idleness or any misconduct which in its judgement merits such a course of action.

UNDERGRADUATE PRIZES

[Statute 2.7(e), 6.3]

7.

(a) The Warden and Tutors' Committee shall have power to award prizes to Junior Members as follows:

(i) To undergraduates who have obtained First Class Honours in Final Honour Schools or in Honour Moderations, or Distinction in Preliminary Examinations or Law Moderations (or have achieved the standard of Distinction).

(ii) To undergraduates who are winners of any University Scholarship or Prize, and to members awarded *proxime accessit* or honourable mention or a book prize in any University examination.

(iii) To undergraduates who have done good work in Collections (and these prizes shall be called **Fowler Prizes** after a bequest by Dr Thomas Fowler).

(iv) An annual Prize for the best First Class in Part I Chemistry Finals obtained by an undergraduate of the College and an annual Prize for the best performance by an undergraduate of the College in the Preliminary

Examination for Chemistry, which shall be awarded on the recommendation of the Tutors in Chemistry.

(b)

(i) Prizes awarded under paragraph (a) above shall be reported annually to the Governing Body.

(ii) A schedule of recommended sums in respect of the Prizes listed under paragraph (a) above shall be kept by the Senior Tutor and circulated to the Tutors. The list shall be revised at the beginning of each academic year by the Warden and Tutors' Committee on the recommendation of the Senior Tutor and the Finance Bursar.

(c) The following endowed prizes shall be awarded by the Warden and Tutors' Committee annually:

(i) **A Prize or Prizes in memory of Professor W.M. Edwards** which shall be awarded to undergraduates reading for a degree in the Honour School of Literae Humaniores on the recommendation of the Tutor in Classics.

(ii) The **Wilder G. Penfield Prize** for medical and biological studies which shall be awarded to an undergraduate on the recommendation of the Tutors in Medicine and the Tutors in Zoology.

(iii) Two **F.E. Smith Memorial Mooting Prizes** which shall be awarded to first-year undergraduates reading for a degree in the Honour School of Jurisprudence on the recommendation of the judges of a mooting competition held in Trinity Term each year.

(iv) **A Prize in memory of Sam McNaughton** for the best performance by an undergraduate in Philosophy in the Preliminary Examination for PPE.

(v) **A Prize named in honour of William Harvey** (formerly Warden of the College) for the best performance by an undergraduate reading Medicine in the Principles of Clinical Anatomy.

(vi) **A Prize in memory of Professor Conrad Russell** for the best undergraduate History thesis.

(vii) Should work of sufficient merit be produced **a Prize in honour of Professor Dominic Welsh** for the best Long Vacation essay by an undergraduate reading Mathematics (whether or not in combination with another subject).

(viii) The **Raff Prize** for the best performance in Economics by a second-year undergraduate on the recommendation of the Tutors in Economics.

(d) A schedule of the values of the Prizes listed in paragraph (c) above shall be kept by the Senior Tutor and shall be revised annually by the Warden and Tutors' Committee on the recommendation of the Senior Tutor and the Finance Bursar.

(e) Money granted for Prizes shall, except where the Warden and Tutors' Committee decides otherwise, be spent on books (or electronic materials) of permanent value.

GRADUATE PRIZES AND AWARDS

[Statute 2.7(e), 6.3]

8.

(a) The Warden and Tutors' Committee shall have power to award prizes to Junior Members as follows:

(i) To postgraduates who are winners of any University Scholarship or Prize, and to postgraduates awarded *proxime accessit* or honourable mention or a book prize in any University examination.

(ii) To postgraduates who achieve a Distinction in the examination for a Master's degree.

(b)

(i) Prizes awarded under paragraph (a) above shall be reported annually to the Governing Body.

(ii) A schedule of recommended sums in respect of the Prizes listed under paragraph (a) above shall be kept by the Senior Tutor and circulated to the Tutors. The list shall be revised at the beginning of each academic year by the Warden and Tutors' Committee on the recommendation of the Senior Tutor and the Finance Bursar.

(iii) Money granted for Prizes under paragraph (a) above shall, except where the Warden and Tutors' Committee decides otherwise, be spent on books (or electronic materials) of permanent value.

(c)

(i) **Awards in memory of Rajiv Kapur and the Lord Dacre of Glanton** shall be made by the Warden and Tutors' Committee annually to contribute to the research expenses of a postgraduate student in History.

(ii) **An award in honour of Dr Eric Newsholme** shall be made by the Warden and Tutors' Committee annually to a postgraduate student in Biochemistry.

(iii) The **Dobson Prize** shall be awarded by the Warden and Tutors' Committee annually to a postgraduate doctoral student in Chemistry for academic excellence on the recommendation of the relevant Tutors.

(iv) A schedule noting the value of these awards shall be kept by the Senior Tutor and shall be revised annually by the Warden and Tutors' Committee on the recommendation of the Senior Tutor and the Finance Bursar.

OTHER GRANTS AND AWARDS (INCLUDING TRAVEL)

[Statute 2.7(e), 6.3]

9.

(a) The Warden and Tutors' Committee has the power to award annually to Junior Members on such terms as it may from time to time determine prizes for creative writing to be known as the **Louis Macneice Prizes for Creative Writing**.

(b)

(i) Grants to provide for the welfare and support of Junior Members, for their travel and for other purposes may be made by the Student Support Sub-

Committee as provided further by Bylaw VII.35 and by other Boards as the Governing Body may from time to time resolve.

(ii) The details of such grants shall be set out together with such information as may be necessary to enable Junior Members to apply for them in the Handbook published annually for Junior Members.

(iii) A schedule noting the value of all restricted funds used for the provision of grants under paragraph (i) above shall be kept by the Finance Bursar and the sums to be provided from them shall be revised annually by the Governing Body on the recommendation of the Finance Bursar.

THE JUNIOR COMMON ROOM
[Statute 2.7(e), 6.2]

10.

(a) All Junior Members of the College who are undergraduates are members of the Junior Common Room, unless they have made a personal decision to opt out of membership.

(b)

(i) Subject to paragraph (ii) the Junior Common Room shall determine its own Constitution, and shall have power to make its own Regulations on matters which fall to it.

(ii) Any change to the Constitution of the Junior Common Room shall require the approval of the Governing Body before it comes into effect. Further, pursuant to section 22 of the Education Act 1994 the Constitution of the Junior Common Room shall be reviewed by the Warden and Tutors' Committee on behalf of the Governing Body at intervals of not more than five years.

(iii) The Warden and Tutors' Committee shall ensure the College's compliance with the Education Act 1994 as regards the Junior Common Room as further set out in Bylaw VII.32(d)(viii).

THE MIDDLE COMMON ROOM
[Statute 2.7(e), 6.2]

11.

(a)

(i) Junior Members of the College in residence who have obtained a B.A. degree of this or another university, or are of equivalent academic standing, shall be members of the Middle Common Room unless they have made a personal decision to opt out of membership.

(ii) Undergraduates may elect to be a member of the Middle Common Room if either (a) they are over 25 years of age or (b) three years have passed since the date of their matriculation provided that they shall have been continuously on course.

(b)

(i) Subject to paragraph (ii) the Middle Common Room shall determine its own Constitution, and shall have power to make its own Regulations on matters which fall to it.

(ii) Any change to the Constitution of the Middle Common Room shall require the approval of the Governing Body before it comes into effect. Further, pursuant to section 22 of the Education Act 1994 the Constitution of the Middle Common Room shall be reviewed by the Warden and Tutors' Committee on behalf of the Governing Body at intervals of not more than five years.

(c) The Warden and Tutors' Committee shall ensure the College's compliance with the Education Act 1994 as regards the Middle Common Room as further set out in Bylaw VII.32(d)(viii).

(d)

(i) Persons who meet the criteria set out in this Bylaw shall be eligible for selection as Associates of the Middle Common Room. Associates shall be of two categories, Category A and Category B.

(ii)

(a) Associates in Category A shall be EITHER persons who are doing research at a senior level in the University but who are not reading for a degree of the University and are not members of another College, Hall or Society of the University OR persons who are reading for postgraduate degrees of other universities who are visiting Oxford for a short period to work with a Fellow of the College.

(b) A person proposed for selection as an Associate in Category A must be sponsored by a Fellow who must have knowledge of the proposed Associate's academic background (although it shall not be necessary that the Fellow and the proposed Associate work in the same field).

(c) An Associate in Category A shall be entitled to take up to four meals, including no more than two dinners, per week in Hall; to make use of the Middle Common Room and the College bar in the same manner as members of the Middle Common Room; and to make use of the College's sporting facilities.

(d) An Associate in Category A shall not be entitled to College accommodation or to use College computing facilities or libraries.

(e) There shall be a limit of fifty Associates in Category A at any one time.

(iii)

(a) Associates in Category B shall be EITHER persons who have been Junior Members of the College within the preceding five years and are engaged in a programme of study at any university and are resident in Oxford OR persons who are the domestic partners resident in Oxford of members of the Middle Common Room who are resident in Oxford.

(b) An Associate in Category B may be reading for a degree of the University and may be a member of another College, Hall or Society of the University.

(c) An Associate in Category B shall have no right by virtue of being an Associate to take meals in the Hall.

(d) An Associate in Category B shall be entitled to make use of Middle Common Room facilities and of the College's sporting facilities and the College bar in the same manner as members of the Middle Common Room, but not of Junior Common Room facilities, and shall be entitled to attend formal Middle Common Room functions.

(e) An Associate in Category B shall not be entitled to College accommodation or to use College computing facilities or libraries.

(f) There shall be a limit of thirty Associates in Category B at any one time.

(iv) Any Fellow or officer of the Middle Common Room may nominate a person as an Associate. The Dean of Graduates and the President of the Middle Common Room shall review the nominations and shall agree on those to be selected as Associates. In making their selection they shall seek the advice of the Graduate Officer and the Treasurer of the Middle Common Room.

(v) The Dean of Graduates and the President of the Middle Common Room shall report to the Warden and Tutors' Committee the names of those selected as Associates.

(vi) Associates must be re-nominated at the beginning of each academic year if they wish to continue as Associates, and no one shall continue as an Associate for more than five years.

(vii) A person's status as an Associate may be terminated at any time by a decision of the Dean of Graduates and the President of the Middle Common Room or by the Governing Body.

(viii) Associates shall be charged subscriptions payable to the Middle Common Room at rates agreed by the Governing Body.

LIFE MEMBERSHIP OF THE COLLEGE

[Statute 1.2(d)]

12.

(a) Any person who was a Junior Member and who is a member of the Convocation of the University and any person who has been Warden or a Fellow (but not a Visiting Research Fellow) shall be a Life Member of the College.

(b) Life Members shall have in virtue of that status only such rights or privileges as the Governing Body may from time to time decide. Bylaw X.6(c) provides for the dining-rights of certain Life Members.

VI. ADMINISTRATION OF THE COLLEGE
[Statute 2.7]

PART I: RELATING TO THE BUILDINGS AND AMENITIES OF THE COLLEGE

PART Ia

THE CHAPEL

1.

(a)

(i) Divine Service according to the Use of the Church of England shall be performed daily in the College Chapel as provided in the Universities Tests Act 1871 at least during the College Terms.

(ii) Subject to Bylaw VI.1(b)(ii) below, when Evensong is said or sung on a Sunday a Latin prayer in commemoration of the Founder and Benefactors shall be said at the end of the service in the form which has been used hitherto.

(iii) The public shall be admitted to Services performed in the College Chapel under paragraph (i) above unless the Governing Body shall determine otherwise.

(b)

(i) There shall be two Commemoration Services in the Chapel, one on the third Sunday of Michaelmas Full Term in memory of Bishop Rede and of John Wyliot, the Founder of the Postmasterships, and other Benefactors; and the other on Shrove Tuesday in memory of the Founder and other Benefactors.

(ii) The forms of service for the Commemorations provided in paragraph (i) shall be as they have been hitherto and shall include a recitation of the names of deceased Benefactors of the College from the list included in these Bylaws as Appendix A; and no name shall be added to this list except by resolution of the Governing Body.

2. It shall not be permitted to access the Chapel Tower except by special arrangement with the Chaplain and the Domestic Bursar and subject to such conditions as they may impose.

THE FELLOWS' GARDEN

3.

(a) Except as otherwise permitted from time to time by the Governing Body and subject to Bylaw VI.3(b) below no one who is not a member or employee of the College shall be admitted to the Fellows' Garden.

(b) Those permitted to use the Fellows' Garden may be accompanied by guests.

(c) Notices forbidding access by strangers to the Fellows' Garden shall be posted at all its entrances.

(d) Junior Members shall not introduce refreshments other than bottled water into the Fellows' Garden except

(i) in accordance with rules made from time to time by the Gardens and Grounds Sub-Committee for garden parties and other events in the garden or

(ii) as permitted by the Governing Body in approving arrangements for a Ball organised by the Junior and Middle Common Rooms.

(e) Junior Members shall not play games in the Fellows' Garden except as permitted by the Governing Body in approving arrangements for a Ball organised by the Junior and Middle Common Rooms.

THE LIBRARY

4.

(a) The Library shall be open to members and Officers of the College at such hours as the Librarian with the approval of the Library and Archives Committee shall appoint.

(b) The Librarian with the approval of the Library and Archives Committee shall make Regulations for the Library which shall be published to Fellows, Officers and Junior Members of the College and (so far as they may be affected) visitors.

PART Ib

ANIMALS

5.

(a) Subject to paragraphs (b), (c), and (d) it shall not be permitted for members or employees of the College or any visitor to keep any animal (including any bird, fish or insect) in the College or to introduce any animal into any part of the College.

(b) Paragraph (a) does not apply to any animal which is required to provide assistance to any person with a disability.

(c) Written permission may be given in advance by the Domestic Bursar to allow some animal or animals onto the College playing-fields for short periods of time, and the permission shall specify the animal(s) and the period(s) to which it applies.

(d)

(i) If a member of the Governing Body or a member of the College staff has an office in College which they do not share, they may take a single dog into that office but not into other rooms except the Fellows' post-room, upon the following conditions :

(a) they must not leave the dog unattended in their office for any period longer than a lunch-break;

(b) they must not bring the dog into their office during tutorials, supervisions, or meetings;

(c) they must take responsibility for ensuring that the dog does not cause disturbance to those in neighbouring rooms;

(d) they must take responsibility for cleaning and removing any dog-hair in their room and may be liable for the cost of professional cleaning if the Domestic Bursar determines that this is necessary;

(e) they must keep the dog on a lead and under close control at all times when it is not in their office;

(f) they must not exercise the dog in College or take it or allow it to go onto any area of grass (including the grassed area of any quadrangle or the grass in the Fellows' Garden) or flower-bed in College; and

(g) they must take responsibility for cleaning up and disposing safely of any mess made by the dog in College.

(ii) The Warden (in the case of a Fellow) or the Domestic Bursar (in the case of a member of the College staff) shall have the power to ban a dog from the College if any of the conditions set out in Bylaw VI.5(d)(i) are breached.

BELLS AND FLAGS

6.

(a) Flags shall be flown on the College Gatehouse on such occasions as may be directed by the Governing Body or any person delegated by the Governing Body to give such directions.

(b) The College bells shall be rung to mark such national and local occasions as may be directed by the Governing Body on the recommendation of the Chaplain and the Domestic Bursar.

(c) The College bells shall be rung on occasions related to religious observances as may be directed by the Chaplain.

COLLEGE KEY

7.

(a) All members of the Governing Body shall be entitled to be provided with means of accessing all the Common Rooms and all the common parts of the College, and of opening all the gates (other than the Front Gate) of the College.

(b) Other Fellows and members of the College, employees and temporary residents shall be provided with means of accessing such parts of the College of opening such gates of the College as the Domestic Bursar may determine.

(c) All persons who are issued with keys, fobs and other means of access shall be under an obligation to take care of them, not to lend them, copy them or allow them to fall into unauthorised hands and to report their loss to the Domestic Bursar or the Head Porter.

(d) When the reason for which means of access or of opening gates has been given to any person ceases to exist, the Warden or the Domestic Bursar shall require any key to be returned and shall terminate any other form of access unless the Governing Body resolve to the contrary.

TRASHING

8. No member of the College shall within any College building or within 100 yards of any

College building or in the Fellows' Garden or any College garden or quadrangle throw, pour, spray, apply or use any thing or substance in a way which is intended, or is likely, (a) to cause injury to any person, or (b) to cause damage to, or defacement or destruction of, any property (whether or not with the consent of the owner of that property), or (c) to cause litter.

PART II: ADMINISTRATIVE OFFICES

THE ACADEMIC OFFICE

9.

(a) There shall be an Academic Office which shall be under the supervision of the Senior Tutor. Amongst its other duties, the Academic Office shall assist Fellows in the execution of their duties relating to the College's undergraduates and graduates including and not limited to:

(i) co-ordinating the academic elements of student induction, including meetings with undergraduates and college advisees;

(ii) supporting the tracking and monitoring of students' academic progress, including student options, collections, exam entries and end of term reports;

(iii) organising, together with the Domestic Bursary, Schools Dinners pursuant to Bylaw X.12;

(iv) offering administrative support for the admissions process.

(b) Any question of priority of duties shall be decided by the Senior Tutor in the first instance.

THE DEVELOPMENT OFFICE

10.

(a) There shall be a Development Office which shall be under the supervision of the Development Director.

(b) The functions of the Development Office shall be:

(i) to co-ordinate activities relating to old members of the College, including the publication of *Postmaster* and the Donor Report and Newsletter;

(ii) to compile and preserve database records of members of the College;

(iii) to administer the College's fund-raising activities in so far as these are not undertaken by some other agency;

(iv) to undertake such other activities as may from time to time be assigned to it by the Development and Alumni Relations Committee.

PART III: RELATING TO TEACHING AND RESEARCH

TEACHING STINT

11.

(a) Nothing in this Bylaw applies to the Senior Tutor.

(b) A Tutor who gives tuition for another college, and who has not carried out the nominal teaching load for the College for that term, shall transfer earnings for this tuition to the College.

(c) If the tutorial hours of a Tutor holding a joint appointment with the University or a Fixed-Term Tutor or a Fitzjames Early Career Researcher when averaged over the academic year exceed the stint stipulated in that person's contract of employment that person shall be permitted to make external arrangements for the surplus tuition, the cost being borne by the College.

(d) Tutors and Lecturers who delegate any part of their duties shall provide the Warden and Tutors' Committee once a term with a statement of the amount and kinds of tuition which they have found it necessary to delegate by way of exchange or otherwise.

(e) The Warden and Tutors' Committee may vary the teaching duties of any Tutor in accordance with any Variation of Duties Agreement made by the College with any University Faculty or Department and the Tutor concerned.

(f)

(i) A Sub-Warden who is a Tutor and holds the substantive post of CUF Lecturer, University Lecturer or Associate Professor shall be permitted to remit up to 4 hours' teaching per week from College stint for the duration of office.

(ii) A Dean of Graduates who is a Tutor and holds the substantive post of CUF Lecturer, University Lecturer or Associate Professor shall be permitted to remit up to 2 hours' teaching per week from College stint for the duration of office.

(iii) A Principal of the Postmasters who is a Tutor and holds the substantive post of CUF Lecturer, University Lecturer or Associate Professor shall be permitted to remit such number of hours' teaching from College stint as the Warden and Tutors' Committee shall decide in any year in the event that there occurs a major issue with which the Principal of the Postmasters is required to deal.

(iv) A Secretary of the Harmsworth Trust who is a Tutor and holds the substantive post of CUF Lecturer, University Lecturer or Associate Professor shall be permitted to remit up to 2 hours' teaching per week from College stint for the duration of office.

(v) The College shall provide funds at the Standard Tuition Rates published by the Senior Tutors' Committee to cover remission of teaching in whatever form is agreed to be appropriate by the Governing Body.

(vi)

(a) Any other Fellow who is Sub-Warden, Dean of Graduates, Principal of the Postmasters or Secretary of the Harmsworth Trust shall be permitted to request a buy-out of University responsibilities (or in

the case of the Principal of the Postmasters for the period decided by the Warden and Tutors' Committee) at a cost to the College in respect of each Officer which is comparable to the cost of the teaching-remission provided for that Officer in paragraphs (i) to (v) above.

(b) In the case of Tutors to whom paragraphs (i) to (v) apply, any buy-out under paragraph (vi)(a) shall be as an alternative (which may be partial) to remission of teaching from College stint.

TEACHING ROOMS

11. A
(a)

(i) A Tutor shall have the right to a suitable teaching room in College as assigned under Bylaw VII.13(e) whether or not that Tutor also lives in College.

(ii) A Tutor who is on leave shall retain the right to the use of this teaching room for research purposes during such time as that Tutor shall continue to be working predominantly in Oxford.

(iii) A Tutor on leave who will not be working in Oxford for two or more terms but wishes to retain the use of the teaching-room assigned for that Tutor's use shall submit a case to the Domestic Committee on being granted leave. The Domestic Committee shall consider both the Tutor's needs and the needs of the College and shall make a recommendation accordingly to the Governing Body.

(b) Fitzjames Early Career Researchers and Stipendiary Lecturers (including Junior Research Fellows who are Stipendiary Lecturers) shall have the right to a shared teaching room in College as assigned under Bylaw VII.13(e).

(c) Fellows who are not Tutors, Fitzjames Early Career Researchers or Stipendiary Lecturers shall not normally have the right to a teaching room.

EMERITUS FELLOWS' ROOM

12.

(a) The College shall maintain a room for the use of Emeritus Fellows active in research and scholarly publication who have no office space elsewhere in the University.

(b) Any Emeritus Fellow wishing to use the room shall apply in writing to the Fellowship and Appointments Committee with a research proposal and list of recent publications.

(c) Use of the room shall be granted for three years in the first instance, renewable for successive periods of two years on application in writing to the Fellowship and Appointments Committee at the expiry of each period with a research proposal and a list of recent publications.

VISITING SCHOLARS

13.

(a) The Governing Body may appoint Visiting Scholars, on the recommendation of the Fellowship and Appointments Committee, to work in Oxford with a member

of the Governing Body for a specified period of up to 6 months on a specified research project. Such persons shall not be resident Members of the University.

(b) In any academic year, accommodation shall be provided for Visiting Scholars for up to four consecutive or non-consecutive weeks at no charge, and may be available at a market rent for periods in excess of four weeks.

(c) Visiting Scholars shall be made Full Members of Common Room for the duration of their appointment.

FITZJAMES EARLY CAREER RESEARCHERS

14.

(a)

(i) The Governing Body may appoint scholars at an early stage in an academic career to teach and to undertake research as the College's employees during a fixed period of appointment which shall not be renewable. Such scholars shall be paid a stipend in respect thereof determined by the Governing Body from time to time.

(ii) Such scholars shall be known as "Fitzjames Early Career Researchers" and references in the Bylaws to "Fitzjames Early Career Researchers" are references to persons appointed specifically under this Bylaw.

(b) Fitzjames Early Career Researchers shall be appointed by a selection panel constituted as follows:

(i) Whenever it is desired to appoint a Fitzjames Early Career Researcher, the Governing Body shall appoint on the nomination of the Warden and Tutors' Committee a Tutor in the relevant subject, another Fellow, and a member of the relevant Department or Faculty, who with the Warden and the Senior Tutor shall be a selection panel for the appointment of that Fitzjames Early Career Researcher.

(ii) The Warden shall chair the selection panel and the Senior Tutor shall be its convenor and shall convene it as often as may be necessary to ensure the efficient management of the process.

(iii) The selection panel shall have delegated authority to appoint the candidate whom they consider most fit to be appointed as a Fitzjames Early Career Researcher.

(c) Fitzjames Early Career Researchers shall be elected to Fellowships which they shall hold during their appointment in accordance with Bylaws III.6(b), III.8 and III.15.

(d) A Fitzjames Early Career Researcher shall be required to pursue either the research proposed when applying for appointment or such other proposal for research as may be approved by the Governing Body.

(e) A Fitzjames Early Career Researcher shall:

(i) provide tutorial teaching up to an average of six hours per week in each week of Full Term within the range of subjects specified in the Further Particulars of the appointment;

(ii) share in the organisation and administration of the undergraduate schools or schools specified in the Further Particulars of the appointment, including admission procedures.

(f) A Fitzjames Early Career Researcher:

(i) may, with the permission of the College, undertake a limited amount of University lecturing;

(ii) shall not, except with the written permission of the College, participate in University examining, nor teach for another college (except on an exchange basis within the Merton stint), nor hold any other employment.

(g) A Fitzjames Early Career Researcher shall submit annually to the Fellowship and Appointments Committee for consideration a report on their research activity.

(h) Bylaws VI.11A, VI.17, and VI.25 provide for the allocation of rooms in College to Fitzjames Early Career Researchers and for certain allowances.

(i) A Fitzjames Early Career Researcher shall be required to reside during Full Term within 25 miles of Oxford, unless the Governing Body determines otherwise.

(j) A Fitzjames Early Career Researcher who wishes to resign the appointment shall be required to provide at least three months' notice, to include one complete Full Term.

EARLY CAREER RESEARCHERS

15.

(a)

(i) The Governing Body may appoint researchers at an early stage of their career to undertake research as the College's employees during a fixed period of appointment which shall not be renewable ("Early Career Researchers") and such Early Career Researchers shall be paid a stipend in respect thereof determined by the Governing Body from time to time.

(ii) References in the Bylaws to "Early Career Researchers" are references to persons specifically appointed under this Bylaw.

(b) Early Career Researchers shall be appointed by selection panels constituted as follows. The selection panels shall have delegated authority to appoint the candidates whom they consider most fit to be appointed as Early Career Researchers.

(i)

(a) The Governing Body shall appoint annually on the nomination of the Fellowship and Appointments Committee:

(α) three Fellows from the Humanities and Social Sciences who with the Warden and the Harmsworth Convenor of the Humanities and Social Sciences Panel shall be a selection panel for the appointment of Early Career Researchers in the Humanities and Social Sciences;

(β) three Fellows from the Sciences who with the Warden and the Harmsworth Convenor of the Sciences Panel shall be a

selection panel for the appointment of Early Career Researchers in the Sciences.

(b) If no suitable Fellow is available, the Governing Body may on the nomination of the Fellowships and Appointments Committee appoint a scholar of appropriate standing from outside the College.

(c)

(α) The Warden shall chair the selection panels and the Harmsworth Convenors shall be their Convenors and shall convene them as often as may be necessary.

(β) The selection panels shall determine their own procedures and shall take such steps in organising the competition as they may think appropriate to ensure the efficient management of the selection process including (if expedient) the review of applications by external assessors and the appointment of external interviewers.

(γ) Each selection panel has delegated authority to co-opt Fellows of the College or scholars of appropriate standing from outside the College as additional members of the selection panel at the request of the Convenor and such appointments shall be reported to the Governing Body at its next meeting.

(δ) Each selection panel has delegated authority to authorise within limits previously agreed by the Finance Bursar the payment of honoraria to persons who have contributed to its process of assessment other than Fellows of the College.

(d) The Governing Body shall determine the number of Early Career Researchers to be appointed in each competition.

(ii)

(a)

(α) The Governing Body shall appoint as often as required on the nomination of the Fellowship and Appointments Committee three Fellows in appropriate disciplines who with the Warden and the Harmsworth Convenor of the Braam Global Wellbeing Panel shall be a selection panel for the appointment of an Early Career Researcher to an Early Career Researchership known as the Peter J. Braam Junior Research Fellowship in Global Wellbeing.

(β) The Warden shall chair the selection panel and the Harmsworth Convenor of the Braam Global Wellbeing Panel shall be its Convenor and shall convene it as often as may be necessary.

(γ) The selection panel shall determine its own procedures and shall take such steps in organising the competition as it may think appropriate to ensure the efficient management of the selection process including (if expedient) the review of applications by external assessors and the appointment of external interviewers.

(δ) The selection panel has delegated authority to co-opt Fellows of the College or scholars of appropriate standing from outside the College as additional members of the selection panel at the request of the Convenor and such appointments shall be reported to the Governing Body at its next meeting.

(ε) The selection panel has delegated authority to authorise within limits previously agreed by the Finance Bursar the payment of honoraria to persons who have contributed to its process of assessment other than Fellows of the College.

(b) For the avoidance of doubt the Early Career Researchership known as the Peter J. Braam Junior Research Fellowship in Global Wellbeing is not by virtue of its name or for any other reason a Research Fellowship of the College under Statutes 4.2(a)(iii) and 4.6 and Bylaws III.6 and III.9. The entitlement of Early Career Researchers (including the Peter J. Braam Junior Research Fellow) to Fellowships of the College is set out in Bylaw VI.11(d) below.

(c) The Warden on behalf of the Fellowship and Appointments Committee shall consult the Director of the James Martin 21st Century School and Heads of the Institutes within that school and with other institutions within the University of Oxford or elsewhere whose work is concerned with the major global challenges addressed by governments, charities and other institutions.

(c) An Early Career Researcher shall be required to pursue either the research proposed when applying for appointment or such other proposal for research as may be approved by the Governing Body.

(d) Early Career Researchers shall be elected to Fellowships which they shall hold during their appointment in accordance with Bylaws III.6(c), III.9 and III.15.

(e) An Early Career Researcher:

(i) may undertake not more than six hours' teaching a week, and, in doing so, shall give priority to the teaching needs of the College;

(ii) may with the permission of the Governing Body, undertake a limited amount of University lecturing;

(iii) shall not, except with the written permission of the Governing Body, participate in University examining, nor hold a stipendiary lecturership at another college, nor hold any other employment.

(f) No person shall be appointed as an Early Career Researcher under this Bylaw who would at the commencement of their appointment have accumulated more than two years of full-time study or research, excluding periods of professional training, since the award of a doctorate.

(g) No person shall normally be appointed as an Early Career Researcher who has already held a comparable appointment at a college in the Universities of Oxford or Cambridge.

(h) An Early Career Researcher shall submit annually to the Fellowship and Appointments Committee a report on their research activity.

(i) Bylaw VI.17 provides for the allocation of rooms in College to Early Career Researchers and for certain allowances.

(j) An Early Career Researcher shall be required to reside during full term within 25 miles of Oxford unless the Governing Body determines otherwise.

PART IV: RELATING TO ACCOMMODATION

COLLEGE OFFICERS

16.

(a)

(i) Pursuant to Statute 5.3(c) an Official Fellow who is a Tutor, the Senior Tutor, a College Lecturer, a Librarian, the Chaplain, or a Bursar shall be entitled to live in College free of charge in such rooms as may be assigned for the purpose.

(ii) An Official Fellow entitled under Statute 5.3(c) who lives in College shall receive a Residence Allowance determined by the Governing Body from time to time except that an Official Fellow holding a fixed-term Tutorship of five years' duration or less shall receive no Residence Allowance.

(b)

(i) A Bursar shall be entitled to live in College and shall occupy such rooms as may be assigned for the purpose free of rent. A Bursar who lives in College shall receive a Residence Allowance determined from time to time by the Governing Body.

(ii) A Domestic Bursar shall occupy a Tutor's House (as defined by Bylaw VI.18) if instructed by the College to do so. A Domestic Bursar's occupancy in such a case shall be governed by Bylaw VI.18.

(iii) A Bursar who lives out of College but not in a College house shall receive an External Household Allowance determined from time to time by the Governing Body.

(c)

(i) Pursuant to Bylaw IV.5(f) the Chaplain shall live in accommodation assigned for the purpose by the College.

(ii) A Chaplain who is assigned accommodation in College shall occupy that accommodation free of rent and shall receive a Residence Allowance determined from time to time by the Governing Body.

(iii) A Chaplain who is assigned a College house shall occupy it free of rent and shall receive an Internal Household Allowance determined from time to time by the Governing Body but shall be personally responsible for the cost of internal decorations.

(d)

(i) The Librarian shall be entitled to live in College and shall occupy such rooms as may be assigned for the purpose free of rent. A Librarian who lives in College shall receive a Residence Allowance determined from time to time by the Governing Body.

(ii) A Librarian who lives in a College house shall do so free of rent and shall receive an Internal Household Allowance determined from time to time by the Governing Body but shall be personally responsible for the cost of internal decorations.

(iii) A Librarian who lives out of College but not in a College house shall receive an External Household Allowance determined from time to time by the Governing Body.

(e)

(i) The Senior Tutor shall be entitled to live in College and shall occupy such rooms as may be assigned for the purpose free of rent. A Senior Tutor who lives in College shall receive a Residence Allowance determined from time to time by the Governing Body.

(ii) A Senior Tutor who lives in a College house shall do so free of rent and shall receive an Internal Household Allowance determined from time to time by the Governing Body but shall be personally responsible for the cost of internal decorations.

(iii) A Senior Tutor who lives out of College but not in a College house shall receive an External Household Allowance determined from time to time by the Governing Body.

(f)

(i) A Tutor entitled under Bylaw VI.18 who lives in a College house shall do so free of rent and shall receive an Internal Household Allowance determined by the Governing Body from time to time but shall be responsible for the cost of internal decorations.

(ii) A Tutor who lives out of College but not in a College house shall receive an External Household Allowance determined by the Governing Body from time to time.

FITZJAMES EARLY CAREER RESEARCHERS AND EARLY CAREER RESEARCHERS

17. A Fitzjames Early Career Researcher or Early Career Researcher who wishes to live in College accommodation shall occupy such accommodation as may be assigned for the purpose and shall be charged for it such amount as the Governing Body may determine from time to time.

TUTORS' HOUSES

[Statute 5.3(a), (b), 5.4]

18.

(a) Certain houses in Oxford shall be deemed Tutors' Houses.

(b) A list of Tutors' Houses shall be maintained by the Domestic Bursar and kept under review by the Finance Committee, which shall propose to the Governing Body any changes to the composition of the list.[1]

(c) The occupancy of a Tutor's House which becomes vacant shall normally be offered by the Domestic Committee to Fellows of the College who are Tutors (including the Senior Tutor but excluding Tutors who hold a fixed-term Tutorship of five years' duration or less) or (subject to paragraph below) Domestic Bursars in order of their seniority as Fellows; provided that the Governing Body may assign the occupancy of a Tutor's House otherwise if the interests of the College so require.

(d) A Domestic Bursar should not normally be allocated one of the Tutors' Houses although it may be in the College's interest to allocate a Tutor's House to a Domestic Bursar and to direct the Domestic Bursar to live in it.

[1] Pursuant to the decision of the Governing Body on 4 December 2024, the list shall continue to be maintained by the Estates Bursar until 31 March 2025.

(e) If on the first allocation of a house to a Tutor or Domestic Bursar it is clear that it is not really suitable for that person's needs, but is all that is available, it shall be stated at the time that when the Tutor or Domestic Bursar is allocated a more suitable house, be it smaller or larger, the College shall bear some of the cost of moving, including a grant towards decorating, carpets and curtains.

(f) A Tutor or Domestic Bursar who has been allocated a Tutor's House and has been directed to live in it shall not:

(i) sublet it in whole or in part;

(ii) take in lodgers or paying guests; or

(iii) engage in holiday swaps and the like without the complete knowledge and permission of the College.

(g) Any Tutor or Domestic Bursar occupying a Tutor's House shall be required to relinquish occupancy thereof upon ceasing to be a Tutor or Domestic Bursar; and any permitted cohabitants of a Tutor or Domestic Bursar who dies in occupation of a Tutor's House shall be required to relinquish their occupancy upon that Tutor's or Domestic Bursar's death.

(h) If a Tutor's House becomes vacant and no Tutor or Domestic Bursar wishes to occupy it that Tutor's House shall where practical be used for College purposes; if such use is not practical that Tutor's House shall be offered to let to Fellows of the College on a tenancy of not more than five years at a fair market rent, the tenant to pay the cost of normal tenant's repairs, with a 50% abatement of rent in the first two years to compensate for the cost of moving and for the agreement limiting the tenancy to five years.

(i) Tutors or Domestic Bursars who are occupants of any of the Tutors' Houses shall be responsible at their own expense for:

(i) council tax;

(ii) metered supplies of gas, electricity and water;

(iii) television, telephone and data communication systems;

(iv) burglar alarms, entry phones, doorbells, door furniture and ironmongery, door and window locks and security systems;

(v) cleaning and repair of window panes and glazing;

(vi) clearing gutters, downpipes and drains and chimney sweeping;

(vii) maintenance of gardens (other than tree felling and surgery);

(viii) painting and decorating interior walls and woodwork;

(ix) maintenance of and minor repairs to central heating boilers, pumps, valves and other components;

(x) loose furniture, furnishings and floor coverings, and fixtures including kitchen and sanitary fixtures and components (including stop cocks, ball valves and tap washers), fires, fireplaces, curtain rails, bookshelves, light

fittings, window boxes, window sash cords and tile, wood, linoleum or other fixed floor coverings; and

(xi) any repairs arising from the occupant's negligence, or not otherwise specified as the College's responsibility.

(j) The College, at its own discretion and expense, shall maintain and repair the structure and fabric of Tutors' Houses, including: roof timbers, felting and tiles; chimney pots, linings and stacks; gutters, downpipes, and drains; door frames and window frames; brick and stonework (including boundary walls) and major repairs to plasterwork and partitions; structural timberwork, including floors, ceilings and staircases; foundations and solid floors; installation of and major repairs to gas, electricity and water supplies and boilers and central heating systems; painting and decorating external walls, window and door frames, and ironmongery.

(k) Unless agreed otherwise with the Finance Bursar, no compensation shall be paid by the College to a Tutor or Domestic Bursar for fixtures, fittings and improvements carried out to the property at the Tutor's or Domestic Bursar's expense. When vacating the property, the Tutor or Domestic Bursar must either leave all such fixtures, fittings and improvements in good working order or remove them and make good, so as to leave the property in a good clean and tenantable condition. The Finance Bursar shall refer any matter of dispute to the Finance Committee.[2]

STRUCTURAL ALTERATIONS TO COLLEGE PROPERTY

19. No structural alteration may be made to any College property without the College's prior consent.

SHORT-TERM AND OTHER INITIAL ACCOMMODATION

20.

(a) Certain accommodation in Oxford shall be deemed Short-Term Accommodation.

(b) A list of Short-Term Accommodation shall be maintained by the Domestic Bursar and kept under review by the Finance Committee, which shall propose to the Governing Body any changes to the composition of the list.[3]

(c) The occupancy for up to five years of any vacant Short-term Accommodation shall normally be offered by the Domestic Committee to the following coming from outside Oxford to take up a post at the College in virtue of which they are elected to Fellowship:

(i) Tutors (including the Senior Tutor, but excluding fixed-term Tutors whose Tutorship is of five years' duration or less);

(ii) Bursars;

(iii) Librarian(s).

[2] Pursuant to the decision of the Governing Body on 4 December 2024, the Estates Bursar shall continue to perform until 31 March 2025 the duties assigned by this paragraph to the Finance Bursar.

[3] Pursuant to the decision of the Governing Body on 4 December 2024, the list shall continue to be maintained by the Estates Bursar until 31 March 2025.

(d) The Finance Committee may offer accommodation that is not on the list of Tutors' Houses nor Short-Term Accommodation (and that might otherwise be offered as couples' accommodation to a Fitzjames Early Career Researcher, an Early Career Researcher, Visiting Scholar or Junior Member) to a Tutor or Domestic Bursar within twelve months of admission as a Fellow of the College, on condition that the accommodation must be vacated within five years of the date it is first occupied by the Tutor or Domestic Bursar. Not more than five houses or flats shall be occupied at any one time for this purpose.

(e) Occupancy of accommodation provided under this Bylaw shall be governed by terms applicable to occupancy of Tutors' Houses as set out in paragraphs (f), (g), (i), (j) and (k) of Bylaw VI.18 above.

VACATING COLLEGE ACCOMMODATION

21.

(a)

(i) Subject to (ii) below, a Warden or Fellow who resides in accommodation provided by the College shall be required to vacate that accommodation within three months of the end of the appointment in virtue of which they reside in College accommodation ("the relevant appointment").

(ii) Without prejudice to any right given by the Statutes, by the Bylaws, or by contract, where the accommodation occupied is a residential set in the College and the relevant appointment will end between 31 May and 15 October, the date by which that set must be vacated shall be 1 August of the same year.

(iii) Where a Warden or Fellow has the benefit of a College room for teaching or as an office or for any other purpose, they shall be required to vacate it within three months of the end of the appointment in virtue of which its use was granted, except that where the relevant appointment will end between 31 May and 15 October, the date by which the room must be vacated shall be 1 August of the same year.

(b) A Lecturer or other College Officer not being a Fellow who has the use of a College room, or set, either for teaching purposes or for residence, shall normally be required to vacate the room or set by the end of the last Term of the relevant appointment. In this paragraph "term" refers to University Terms and not Full Terms.

RETIREMENT ACCOMMODATION

22.

(a) If a Warden, Tutor or Bursar appointed before 1st January 1990 (hereinafter called "the Qualifying Tutor") (1) retires from the College at an age of not less than 65 years (or earlier by agreement with the College) with in any event over 20 years of service, (2) has lived in College or in a College house for at least 20 of those years, and (3) has not borrowed money from the College under the terms of the former Bylaw 14 (which applied to 10 February 1988), then the College shall provide him with a tenancy of a house or flat for his retirement upon the College's then standard terms (hereinafter called "the Tenancy Agreement"). As a concession the College will not charge the full open market rent for a freehold tenancy but a reasonable rent taking into account length of service and any other factors the College considers relevant. The Qualifying Tutor shall pay all outgoings and be responsible for repairs under the Tenancy Agreement. The rent shall be reviewable at the discretion of the Finance

Committee who shall have regard to all the relevant circumstances. The term "Qualifying Tutor" shall also include a Qualifying Tutor's widow (where married before retirement) until her remarriage, and his children who have not reached majority. If a Qualifying Tutor shall marry after retirement then his widow may take over the tenancy for her lifetime or until earlier remarriage but at the full open market rent for a freehold tenancy to be determined by the College. The College reserves the right to review all these arrangements should there be a material change in the status or circumstances of any widow or dependant of a Qualifying Tutor.

(b) A Qualifying Tutor wishing to take advantage of this Bylaw is required to apply to the Finance Committee not earlier than 10 years nor later than 5 years before the legal date of his retirement, so that the Finance Committee can allocate a suitable property. Any such allocation by the Finance Committee is subject to final confirmation by the Governing Body. No College house or flat in central Oxford (in Holywell Street, Kybald Street, Manor Place, Manor Road, Mansfield Road, Merton Street, Rose Lane or St Cross Road, including any Tutor's House under Bylaw VI.18) may be allocated as retirement home except in exceptional circumstances in the sole discretion of the College. If a Qualifying Tutor moves into a retirement home before retirement, he shall occupy it under the terms of Bylaw VI.22(a), but the house or flat shall not be designated a Tutor's house under Bylaw VI.18.

(c) Unless the Governing Body shall have agreed otherwise prior to a Qualifying Tutor's retirement, a Qualifying Tutor must on retirement take occupation of accommodation provided under this Bylaw.

PART V: FINANCIAL PROVISIONS (INCLUDING ACCOUNTS, EXPENDITURE, EXPENSES, ALLOWANCES, &c.)

ACCOUNTS AND RECORDS TO BE KEPT

[Statute 8.5]

23.

(a) Pursuant to Statute 8.5, the Governing Body shall cause appropriate accounting records to be kept, in which shall be shown:

(i) all receipts and payments;

(ii) all debts and liabilities; and

(iii) a detailed statement of all property of every kind held by or in trust for the College.

(b) The records shall include:

(i) A Register of all the property of the College, showing the description, situation, amount, rental or other annual value of every property; the fixed charges on it (if any); and the case of stocks or other securities the names in which and the accounts to which the same are standing;

(ii) a Roll of rents, rent-charges, dividends, and other annual income, showing the amounts receivable and those actually received during the year, and the arrears (if any) at the beginning and the close of the accounts; and

(iii) such other books as may be necessary or convenient for regularly recording all such receipts and payments and other things as aforesaid, and for enabling the several accounts to be checked and balanced, and the correctness of the published accounts to be ascertained and verified.

(c) Separate accounts shall be kept of all property held in trust for any purpose other than the general purposes of the College, and of receipts and payments in respect of such property.

(d) It shall be the duty of the Bursars to present annually to the College, and of the Auditors to certify, a clear statement of the income and expenditure of the College, of the disposable surplus (if any), and of the proposed appropriation of it, together with a statement of the outstanding liabilities, specifying the terms within which loans raised under the borrowing powers of the College are to be paid off. This statement shall include trust accounts, as well as the general accounts of the College.

BUDGETED AND UNBUDGETED EXPENDITURE

24.

(a) Subject to Bylaw VI.24(b) below where the Budget approved by the Governing Body for the current financial year contains (i) specific provision for an individual item or (ii) specific provision for a class of expenditure the responsible College Officer or Board has authority to incur expenditure up to the limit of the budgeted provision.

(b) Where any item of proposed expenditure is within a class of expenditure specifically provided for in the Budget:

(i) if the cost of that item is £25,000 or more but less than £100,000 it shall require the approval of the Finance Bursar;

(ii) if the cost of that item is £100,000 or more but less than £500,000 it shall require the approval of the Finance Committee;

(iii) if the cost of that item is £500,000 or more it shall require the approval of the Governing Body.

(c) Where proposed expenditure is not provided for in the approved Budget the provisions of Bylaw VII.23(f) apply.

THE BOWMAN FUND

[Statute 2.7(e)]

24. A

(a) The College acknowledges with gratitude the gift of Julia de Lacy Mann in 1945 to endow a fund ("The Bowman Fund") in memory of her uncle, Thomas Bowman, formerly Warden of the College. The Bowman Fund is administered under a Scheme made by the Charity Commission on 8 November 2022, of which the objects are the following :

(i) The Warden and Fellows. To assist dependants of a Warden or Fellow who dies leaving their family in straitened financial circumstances. Also to help Fellows in difficulties caused, for example, by illness or misfortune.

(ii) Undergraduates. To help the children of members of the clergy, of members of the armed forces and of professionals to become or continue to be members of the College.

(b) As regards undergraduates, the application of the income of the Bowman Fund is delegated to the Student Support Sub-Committee under Bylaw VII.35(d).

(c) As regards assistance to the dependants of a Warden or Fellow who dies leaving their family in straitened financial circumstances, the application of the income of the Bowman Fund is delegated to an ad hoc committee consisting of the Warden and the Finance Bursar.

(d) As regards assistance to Fellows in difficulties caused, for example, by illness or misfortune, the application of the income of the Bowman Fund is delegated to an ad hoc committee consisting of the Warden and the Chair of the Committee on Stipends and Allowances.

ENTERTAINMENT ALLOWANCES

25. (a) The following shall receive entertainment allowances to be determined by the Governing Body from time to time:

(i) the Chaplain;

(ii) the Dean of Graduates;

(iii) Fitzjames Early Career Researchers;

(iv) the Librarian;

(v) the Tutors.

(b) An entertainment allowance to which a person may be entitled in one capacity shall be paid in addition to any entertainment allowance to which that person may be entitled in any other capacity.

(c) The cost of entertainment organised by the Chaplain in connection with his or her duties shall, subject to consultation with the Finance Bursar, be charged to Domus.

MEDICAL INSURANCE

26.

(a) The Finance Bursar shall arrange for the College to take out appropriate medical insurance on behalf of all members of the Governing Body, Fitzjames Early Career Researchers, and Early Career Researchers, together with their spouses, civil partners, cohabiting partners, and such of their dependants as may be under the age of 21 years.

(b)

(i) In the case of members of the Governing Body who retire and who were elected with effect from a date not later than 31st October 2007, the subscription shall be continued for their lives and the lives of their spouses, civil partners, or cohabiting partners.

(ii) In the case of members of the Governing Body who retire and who were elected with effect from a date after October 31st 2007 the subscription shall be continued for their own lives only.

(c) In the case of the death in service of a member of the Governing Body whose appointment would normally have continued to retirement, and who was elected as Warden or to a Fellowship with effect from October 31st 2007 or earlier, the subscription shall be continued for the life of that member's spouse, civil partner, or cohabiting partner.

JOINT EQUITY SCHEME AND MORTGAGE LOANS

27.

(a)

(i) The College may establish a joint equity scheme ("the Scheme") through which it may at its absolute discretion assist any eligible College Officer to buy a property in Oxford or within 25 miles of Oxford in which to reside.

(ii) The eligible College Officers are Tutors, Bursars, Librarians, and other permanent, full-time College Officers who are members of the Governing Body.

(iii) The College may decline any application to join the Scheme from a College Officer who has already received a loan on mortgage under any College Bylaw which has been suspended or repealed.

(iv) Subject to the provisions of this Bylaw, the terms of the Scheme shall be as approved from time to time by the Governing Body on the recommendation of the Committee on Stipends and Allowances (after

consultation with the Finance Committee and the Statutes and Bylaws Committee).

(v) It shall be permissible for the College Officer's spouse or partner to be a co-owner of the Property and for a proportion of the College Officer's beneficial interest to be assigned to a spouse or partner on marriage, remarriage, co-habitation, or entry into a civil partnership.

(b) A College Officer must take all reasonable steps to obtain a loan from a commercial lender before applying to the College to join the Scheme.

(c)

(i) The College's initial contribution under the Scheme shall be limited to 50% of the value of the property or £500,000, whichever is the smaller.

(ii) The initial valuation and any subsequent valuation shall be made by an agent appointed by the College but acting independently of the College and of the College Officer.

(iii) Legal and professional costs incurred on acquisition or sale or as a result of any modification to the property shall be met by the College and the College Officer in shares proportionate to their respective shares in the equity of the property.

(iv) Stamp Duty Land Tax due in respect of the purchase of the property or in respect of the College Officer's acquisition (whether by purchase or otherwise) of a greater interest in the property shall be paid by the College Officer.

(d) Eligibility to participate in the Scheme shall terminate:

(i) if a person ceases to be an eligible College Officer for any reason whatsoever, whether voluntarily or involuntarily (including death, retirement, resignation, dismissal or redundancy);

(ii) in such other circumstances as may be provided by the terms of the Scheme.

(e) The College Officer:

(i) shall be responsible for all costs of taxation, insurance, repairs, and maintenance of the property;

(ii) shall insure the property for its full value and ensure that the College's interest is noted on the policy;

(iii) shall not make any improvement to the property without the prior written consent of the College;

(iv) shall not without the prior written consent of the College, which the College shall have absolute discretion to refuse or to give on such terms as it considers appropriate in the circumstances, grant any tenancy of the property or permit any adult who is not a co-owner to reside in the property.

(f) Any College Officer who is participating in the Scheme shall thereby be disqualified from occupying a Tutor's House under the terms of Bylaw VI.18.

(g) The terms of loans on mortgage made under any former Bylaw shall continue to apply to those loans.

POSTAL AND TELEPHONE EXPENSES

28.

(a) The cost of postage of letters sent upon the business of the College or the University by the Warden or any Fellow or College Officer shall be charged to the College.

(b) The Warden, Fellows, and College Officers shall not normally be charged for telephone-calls made using telephones connected to the University network.

RELOCATION ALLOWANCES

29.

(a) Subject to the provisions of Bylaw VI.29(c) below, the College shall pay to those newly appointed to joint University and College posts that proportion of the Relocation Allowance payable under the terms of the University relocation allowance scheme which the College share of the stipend bears to the total joint stipend.

(b) Subject to the provisions of Bylaw VI.29(c) below, the College may pay, at its discretion, to newly appointed Fellows employed only by the College a Relocation Allowance, such allowance to be determined in each case by the Finance Committee in accord with the principles and practice of the University relocation allowance scheme.

(c)

(i) The College shall pay no Relocation Allowance to those whose appointments are not expected to exceed three years in duration.

(ii) The College shall not reimburse professional fees to those purchasing their own property who have occupied a College house or have been otherwise accommodated by the College for a period exceeding 12 months from the date of appointment.

RESEARCH EXPENSES

30.

(a) The College shall meet the cost of qualifying research expenses incurred by any individual member of the Governing Body, and (whether or not they are members of the Governing Body) any Tutor, Fitzjames Early Career Researcher, and Early Career Researcher up to a limit of £3,800 in any academic year. To the extent that expenses met by the College in any academic year fall short of £3,800 in any individual case the balance may be rolled over to the immediately ensuing academic year only.

(b) Qualifying research expenses are costs incurred by any individual member of the Governing Body or (whether or not they are members of the Governing Body) any Tutor, Fitzjames Early Career Researcher or Early Career Researcher wholly, exclusively and necessarily in the furtherment of the College's objects by research in respect of:

(i) Travel, accommodation and subsistence, and accompanying childcare provision;

(ii) research collaboration;

(iii) computers;

(iv) research assistance;

(v) publication costs;

(vi) books and other publications; and

(vii) subscriptions to learned societies.

(c) *Travel, Accommodation and Subsistence.*

(i) Applications for reimbursement of travel, accommodation and subsistence expenses should be submitted in writing to the Finance Bursar using the standard application form, including the following information:

(a) a brief outline of the academic reasons for the request;

(b) the title of the conference and conference paper, where applicable;

(c) a budget for the conference attendance or project concerned; and

(d) a note of any other sources to which application for funds has been made.

(ii) Applications for sums over £1,000, or where eligibility may be in doubt, should be submitted in advance.

(iii) Expenses will be met for the following purposes:

(a) Attendance at conferences;

(b) visits to libraries, archives, university faculties, laboratories or other sites for purposes directly connected with research;

(c) meetings with research collaborators, including costs of bringing academic visitors to Oxford.

(iv) Expenses will be reimbursed only on provision of receipts. Air travel and hotel receipts for travel by Fellows must be in the name of the Fellow.

(v) Expenses must be reasonable and proportionate. In particular, costs of premium rate air and rail travel will not be met except in the following cases: (a) a journey by air taking more than five hours (for which the cost of a premium economy ticket will be regarded as legitimate) and (b) a journey by train either timetabled to take more than 90 minutes or between Oxford and London in either direction (for all of which the cost of a first-class ticket will be regarded as legitimate). Car mileage will be reimbursed at prevailing HM Revenue & Customs tax-free limits.

(d) *Computer Equipment*.

(i) Written application should be made to the Finance Bursar for provision of computer equipment.

(ii) Personal computers with a life of three years, with associated printers and other peripherals (including tablets) and software will be bought for a Fellow by the College provided that any computer so purchased is for the Fellow's personal use.

(iii) Any computer may be replaced after three years have elapsed since the date of its purchase, or earlier if it has failed and cannot be repaired. The College shall be responsible at its own expense for repairing and maintaining computers supplied to Fellows until they are replaced.

(iv) Any computer purchased under this Bylaw must be returned to the College if it was provided to a Fellow two years or fewer before demitting from Fellowship, or the Fellow may agree to purchase it at two-thirds of the cost if acquired in the Fellow's final year and one-third of the cost if acquired in the penultimate year of Fellowship.

(e) *Research assistance.*

(i) Applications for reimbursement of the costs of research assistance, including proofreading and indexing, should be submitted in writing to the Finance Bursar.

(ii) Applications for sums over £500, or where eligibility may be in doubt, or where the College would act as the employer of a research assistant, should be submitted in advance.

(f) *Publication Costs.*

(i) Applications for reimbursement of publication costs should be submitted in writing to the Finance Bursar.

(ii) Applications for sums over £500, or where eligibility may be in doubt, should be submitted in advance.

(iii) Expenses will be met for the following purposes:

(a) preparation of drawings or other graphic and photographic work required for research and publication, including permission fees for reproductions;

(b) charges for the creation and maintenance of research websites;

(c) page charges and other payments to publishers.

(g) *Books and other publications, Subscriptions.*

(i) Written application should be made to the Finance Bursar on an annual basis for reimbursement of expenses incurred on the purchase of books and other publications and on subscriptions to learned societies during the academic year.

(ii) All expenses claimed must be itemised and receipts provided.

(iii) Expenses will be met for the following purposes:

(a) Subscriptions to academic journals;

(b) Subscriptions to learned societies;

(c) Purchase of other publications, in any media, directly related to research or teaching or to the professional activities of Fellows related to their role in the College (rather than items of general academic interest).

(d) Applications may not be made for reimbursement of expenses relating to newspapers and magazines.

(e) Applications for rare or valuable books will not be entertained, but may be referred to the Library and Archives Committee to consider whether the College should acquire them.

(h) The College shall not meet the cost of social events arranged by individual Fellows except by way of the allowances or charges for entertainment provided under Bylaw VI.25 but shall provide tea and coffee and (with the prior written authorisation of the Finance Committee) other entertainment expenses at academic events.

(i) Inter-disciplinary research groups of the College for Fellows and Junior Members, as recognised by the Governing Body, shall be entitled to claim expenses within the limit of the budget agreed for this purpose by the Governing Body from time to time.

(j) The Finance Bursar shall be authorised to approve payment of all qualifying expenses under Bylaw VI.30(c) to (g) above. If, unusually and exceptionally, any Fellow applies for any other support for research activities, such application may be referred to the Finance Committee to consider and to make recommendations to the Governing Body accordingly.

(k) Any question concerning the application of this Bylaw shall be referred to the Finance Committee in the first instance.

31.

(a) At the discretion of the Finance Bursar an additional fund of not more than £25,000 in total may be made available in Trinity Term of each year to supplement the funds available under Bylaw VI.30 above. If the additional fund is to be made available, the Finance Bursar shall notify the Governing Body, any Tutors, Fitzjames Early Career Researchers and Early Career Researchers who are not members of the Governing Body, and the Finance Committee and invite applications.

(b) Applications for payment under this Bylaw shall be made to the Finance Committee and shall be considered as a gathered field. All applications must fall within the terms of Bylaw VI.30 above.

(c) On considering the applications, the Finance Committee may authorise such payments as it thinks fit provided that the maximum payment to any member of the Governing Body, and to any Tutor, Fitzjames Early Career Researcher or Early Career Researcher who is not a member of the Governing Body, shall not exceed £3,000.

32.

(a)

(i) At the discretion of the Finance Bursar a fund may be made available in Michaelmas Term of each year to support the research of Emeritus Fellows, Supernumerary Emeritus Fellows, and former Wardens who hold any class of Fellowship in the College. If the fund is to be made available, the Finance Bursar shall notify the Emeritus Fellows, Supernumerary Emeritus Fellows, such former Wardens and the Finance Committee and invite applications.

(ii) Applications for payment under this Bylaw shall be made to the Finance Committee and must fall within the terms of Bylaw VI.30 above.

(iii) On considering the applications, the Finance Committee may authorise such payments as it thinks fit provided that the maximum payment to any Emeritus Fellow, Supernumerary Emeritus Fellow or former Warden under this Bylaw shall not exceed £1,000.

(b)

(i) The College shall meet the cost of qualifying research expenses incurred by each Julia de Lacy Mann Fellow in Categories A and B (except any Tutor) and each Sir Henry Savile Fellow up to a limit of £2,000 in any academic year.

(ii) Applications for payment under this Bylaw shall be made to the Finance Committee and must fall within the terms of Bylaw VI.30 above.

(iii) On considering the applications, the Finance Committee may authorise such payments as it thinks within the limit provided in paragraph (b)(i) above.

(c)

(i) The College shall meet the cost of qualifying research expenses incurred by an eligible Stipendiary Lecturer up to a limit of £500 in a given academic year, provided that the total amount available for distribution to eligible Stipendiary Lecturers shall not exceed £10,000 per year.

(ii)

(a) Qualifying research expenses are costs incurred by an eligible Stipendiary Lecturer wholly, exclusively, and necessarily in the furtherment of the College's objects by research in respect of the heads of expense set out in Bylaw VI.30(b).

(b) Bylaws VI.30(c) to (g) shall apply as if the words 'Stipendiary Lecturer', 'Stipendiary Lecturers' and 'Stipendiary Lecturership' occurred in place of the words 'Fellow', 'Fellows' and 'Fellowship'; and as if Bylaws VI.30 (c)(ii), VI.30 (e)(ii), and VI.30(f)(ii) each read "Applications where eligibility may be in doubt should be submitted in advance".

(iii) Stipendiary Lecturers shall be eligible if they:

(a) have been appointed to hold their lecturerships for two or more consecutive terms; and

(b) do not hold an additional substantive post in another College or in a Faculty or Department or do not otherwise have access to sufficient

research funding to support the undertaking in respect of which application is made under this Bylaw; and

(c) are not eligible for research-support as postgraduate students of the College.

RESEARCH GRANTS

33. Fellows employed solely by the College shall make any applications for research grants from external bodies through the Research Services Department of the University whenever the total sum granted, whether to the College or other parts of the University, exceeds the level at which employees of the University must apply through the Research Services Department. This shall apply whether the Fellow is principal investigator and Oxford is the lead institution, or the Fellow is a co-investigator and the lead institution is another University.

TRAVELLING EXPENSES

34. The Finance Bursar shall be authorized to reimburse reasonable travelling expenses to any College Officer travelling on College business, including any Tutor or College Lecturer travelling to a school in furtherance of the College's interests.

WARDEN'S EXPENSES

35. The Warden shall receive as an annual allowance such sum as the College shall from time to time determine to meet the expenses of entertainment and all other expenses of whatsoever nature incurred by him or her by reason of tenure of the Wardenship.

PART VI: MISCELLANEOUS ADMINISTRATIVE PROVISIONS

BRAAM BEQUEST

36.

(a) Appendix C to these Bylaws contains draft Bylaws relating to the Braam Bequest and a draft Appendix to the Bylaws (together "the Braam Bequest Bylaws").

(b) Upon receipt by the College of any money forming part of the Braam Bequest the Warden shall notify the Governing Body accordingly and the Braam Bequest Bylaws shall thereupon come into effect.

(c)

(i) Indications given in the draft Braam Bequest Bylaws for their intended insertion in the Bylaws and Appendices shall not be determinative.

(ii) As soon as practicable after the coming into effect of the Braam Bequest Bylaws the Statutes and Bylaws Committee shall make recommendations to the Governing Body both for their appropriate insertion into the Bylaws and Appendices and for any amendments both to the Braam Bequest Bylaws or to other Bylaws consequential upon such insertion.

BRIBERY

[Statute 2.10]

37. A financial or other personal benefit provided by, or offered to, a third party in connection with the business of the College may be construed under the Bribery Act as an inducement or bribe and the provision, offering or receiving of an inducement or bribe is forbidden. The giving or receiving of such an inducement or bribe would be a criminal act which might result in dismissal from College employment and deprivation of Fellowship.

DEGREES

38.

(a) Any member of the College desiring to take any degree shall give notice in such form as may from time to time be required by the University and the College and shall follow such directions in relation to the ceremony as may be given by the Dean.

(b) No Grace shall be granted by the College unless all accounts due to the College on account of tuition have been settled.

POLICIES

39.

(a) The Governing Body shall at the recommendation of the appropriate Boards adopt from time to time such written policies as it may be necessary or expedient for the College to have which shall include (but not be limited to) a Code of Practice on Free Speech, a Health and Safety Policy, an Information Technology Security Policy, an Investment Policy, a Junior Members' Complaints and Appeals Procedure, and a Single Equality Scheme.

(b) Policies adopted by the Governing Body which are not intended to be Bylaws shall be made appendices to the Bylaws and published with them.

SUSTAINABILITY DUTY

39A.

(a) The Governing Body, College Boards, and College Officers are bound by the Sustainability Duty as defined in the next paragraph.

(b) The Sustainability Duty is the duty in taking decisions and in making recommendations to have due regard to achieving the College's Sustainability and Biodiversity Commitments as defined in the next paragraph.

(c) The College's Sustainability and Biodiversity Commitments are those agreed by the Governing Body from time to time and set out when agreed in a policy appended to the Bylaws.

(d) Decisions and recommendations must include a statement that due regard has been had to achieving the College's Sustainability and Biodoversity Commitments and a reasonable assessment of the positive or negative effect of the decision or recommendation on their achievement.

PART VII: FIXED-TERM EMPLOYEES (FELLOWS OF THE COLLEGE)

PROVISIONS FOR EXTENSION OF FIXED-TERM EMPLOYMENT

40.

(a) This Bylaw applies to those ("Qualifying Persons"):

(i) who are employed by the College to undertake teaching and/or research under a fixed-term contract; and

(ii) who have also been elected on the basis of that employment as Fellows of the College (whether or not that Fellowship carries membership of the Governing Body).

(b) A Qualifying Person shall be permitted to request that the duration of his or her fixed-term employment be extended on the following grounds:

(i) the birth or adoption of a child for whom the person or his or her partner has parental responsibility; or

(ii) an event causing serious disruption to the person's life such as (but not only) bereavement or the need to care for a partner or close family member; or

(iii) sickness.

(c) A Qualifying Person to whom this Bylaw applies who is employed to do research and whose contract does not also include any requirement to teach shall additionally be permitted to request that the duration of his or her fixed-term employment be extended on academic grounds, such as (but not only) to hold a short-term appointment elsewhere.

(d) Requests for an extension under this Bylaw of the duration of a fixed term of employment shall be made:

(i) by Early Career Researchers to the Fellowship and Appointments Committee after the Early Career Researcher has consulted the Secretary to the Harmsworth Trust;

(ii) by other Qualifying Persons to the Fellowship and Appointments Committee after the Qualifying Person has consulted the Senior Tutor.

(e) Where a request for an extension is made under Bylaw VI.40(b)(iii) above on the ground of sickness:

(i) it must be supported by the opinion of a qualified medical practitioner; and

(ii) the Secretary to the Harmsworth Trust or the Senior Tutor may require the person making the request to consent to a medical examination (at the College's expense) by a doctor nominated by the College and to agree that any report produced in connection with any such examination may be disclosed to the relevant Committee, and that a College Officer may discuss the contents of the report with the nominated doctor to enable the request to be properly considered.

(f)

(i) After considering a request the Fellowship and Appointments Committee shall transmit it to the Governing Body together with the Committee's recommendation for acceptance or refusal.

(ii) Subject to Bylaw VI.40(g) below, the Committees shall normally recommend acceptance of a request for an extension on the ground of parental leave under Bylaw VI.40(b)(i) above.

(iii) The Committees shall not normally recommend acceptance of a request for an extension on any grounds under this Bylaw of less than three months' duration.

(iv) The Committees shall not normally recommend acceptance of a request for an extension on any grounds under this Bylaw which would begin during the final four months of the fixed term of employment.

(g) The cumulative total of all extensions granted to a Qualifying Person under this Bylaw shall not be permitted to exceed twelve months.

(h)

(i) A Qualifying Person whose fixed-term employment has been extended under Bylaw VI.40(b) above shall continue (if entitled) to receive their stipend for the duration of that extension on the same basis as provided by the University for its academic employees, subject to entitlement to statutory or enhanced pay.

(ii) An Early Career Researcher whose fixed-term employment has been extended under Bylaw VI.40(c) above shall normally cease to receive their stipend and any allowances for the duration of that leave but may continue to apply for the reimbursement of research expenses under Bylaw VI.30.

(iii) A Qualifying Person whose fixed-term employment has been extended under this Bylaw for a period of three months or longer and who lives in College accommodation shall normally be required to vacate that accommodation on or before a date decided in each case by the Domestic Committee.

(iv) After the end of any extension granted under this Bylaw a Qualifying Person who has vacated College accommodation under Bylaw VI.40 (h)(iii) above and who is not entitled under Statute 5.3 shall be assigned rooms under Bylaw VI.17 only if there are rooms which can, in the opinion of the Domestic Committee, conveniently be made available for that purpose.

(i)

(i) In exceptional circumstances a Qualifying Person may apply retrospectively on the ground of sickness for a period during which that person was sick to be counted as a period during which his or her fixed-term employment was extended.

(ii) A retrospective application under Bylaw VI.40(i)(i) must be accompanied by a full explanation for any failure to apply before or during the period in respect of which the application is made and shall otherwise be made and dealt with in accordance with Bylaws VI.40(d) to (g) above.

PART VIII: THE MERTON NURSERY

PROVISION FOR A NURSERY TO BE OPERATED BY THE COLLEGE

41.

(a) The Governing Body may establish in suitable premises and operate a Nursery for not more than 20 children who have not yet reached compulsory school age.

(b) In establishing such a Nursery, the Governing Body shall:

(i) make provision for oversight of the Nursery by a Board appointed under Chapter VII;

(ii) at all times employ a qualified and experienced Nursery Manager to operate the Nursery, to advise on all regulatory and practical aspects of the Nursery's operation, and to supervise the other Nursery staff;

(iii) hire such other staff for the Nursery as shall be needed to operate it safely;

(iv) ensure that places in the Nursery are allocated:

(a) first: in accordance with such criteria for the allocation of places as the Sub-Committee may (subject to the approval of the Domestic Committee and the Governing Body) adopt and publish from time to time, to children of or in the lawful care of members of the Governing Body, Julia de Lacy Mann Fellows, Sir Henry Savile Fellows, Visiting Research Fellows, Lecturers, Junior Members, and current employees of the College; and

(b) as to any remaining places: in accordance with such criteria for the allocation of places as the Sub-Committee may (subject to the approval of the Domestic Committee and the Governing Body) adopt and publish from time to time, to children of or in the lawful care of Congregation Members, Student Members, and Additional Members of the University (as defined in University Statute II), and of other employees of the University, or its Colleges, Societies and Halls;

(v) charge fees for places in the Nursery that will cover the ordinary operating-costs of the Nursery and make prudent provision for unforeseen expenditure; and

(vi) gratuitously provide, adapt (if necessary), and maintain the premises in which the Nursery operates.

VII. COMMITTEES, SUB-COMMITTEES, FORUMS, AND PANELS
[Statute 2.7(e), 2.7(f), 2.8]

PART I: ESTABLISHMENT OF BOARDS AND PANELS

1.

(a) The Governing Body may establish Committees, Sub-Committees and Forums (collectively "Boards") and Panels. The Governing Body shall assign members and responsibilities to the Boards and Panels it establishes.

(b)

(i) The Fellowship and Appointments Committee shall make recommendations to the Governing Body for the appointment of the members of all other Boards and Panels except where expressly provided otherwise and the Governing Body shall make appointments to those Boards and Panels having regard to the recommendations of the Fellowship and Appointments Committee.

(ii) The Fellowship and Appointments Committee shall not make a recommendation for appointment to fill places reserved for members of the Governing Body on any Board or Panel without the vacancies having first been advertised to the Governing Body and a suitable opportunity given for members of the Governing Body to nominate themselves or others to fill the vacancies.

(iii) Notwithstanding paragraphs (i) and (ii) above, the Fellowship and Appointments Committee shall have delegated power to appoint members to Panels to deal ad hoc with any specific matter where it appears to the Committee that a Panel could not otherwise be constituted to deal with the matter fairly, expeditiously, and in accordance with the Bylaws.

2.

(a) There shall be the following permanent Committees of the Governing Body:

(i) The Audit Committee

(ii) The Chapel and Patronage Committee;

(iii) The Development and Alumni Relations Committee;

(iv) The Domestic Committee;

(v) The Fellowship and Appointments Committee;

(vi) The Finance Committee;

(vii) The Library and Archives Committee;

(viii) The Statutes and Bylaws Committee;

(ix) The Committee on Stipends and Allowances;

(x) The Warden and Tutors' Committee.

3.

(a) There shall be the following permanent Sub-Committees:

(i) Of the Domestic Committee:

(a) The Arts and Music Sub-Committee;

(b) The Gardens and Grounds Sub-Committee;

(c) The Health and Safety Sub-Committee;

(d) The Human Resources Sub-Committee;

(e) The Nursery Management Sub-Committee

(f) The Sub-Committee on Pictures, Historic Chattels and Works of Art;

(g) The Sports Sub-Committee;

(ii) Of the Finance Committee:

(a) The Investment Sub-Committee;

(iii) Of the Warden and Tutors' Committee:

(a) The Academic Needs and Leave Sub-Committee;

(b) The Student Support Sub-Committee.

4. There shall be the following permanent College Forums:

(a) The Equality Forum;

(b) The Sustainability Forum;

(c) The Welfare Forum.

5.

(a) There shall be the following permanent Panels ("permanent Panels"):

(i) The Disciplinary Panel;

(ii) The Academic Review Panel;

(iii) The Suspension of Status and Fitness to Study Panel;

(iv) The Appeals Panel;

(v) The Initial Period Review Panel;

(vi) The EJRA Panel.

PART II: GENERAL PROVISIONS

6. The following shall apply to permanent Boards or permanent Panels as the case may be (and shall apply to members of the Governing Body who are elected to attend the Committee on Stipends and Allowances under Bylaw VII.31(a)(2) as if they had been appointed to serve as members of that Committee):

(a) A person who serves on a Board or Panel by virtue of holding any office shall cease to serve on it only on ceasing to hold that office.

(b)

(i) Any person who (not being a member ex officio) is appointed by the Governing Body to serve on any Board shall be appointed in the first instance for a term of 3 years which may (except in the case of appointments to the Fellowship and Appointments Committee) be extended by the Governing Body for a further 2 years.

(ii) The term of service of any member of a Board who goes on leave for a period of a year or less shall be suspended during that leave and shall start to run again at the end of it.

(iii) A member of a Board whose term of service would otherwise be suspended under Bylaw VII.6(b)(ii) may continue to serve on that Board while on leave if they apply to the Fellowship and Appointments Committee and that Committee gives its approval.

(c) No person who has completed a term of service on any Board may be re-appointed to it earlier than 12 months after the completion of the most recent term of service.

(d)

(i) Where an appointment is made to any Board by the President of the Junior Common Room or the President of the Middle Common Room the person appointed shall serve for one year only and shall not be reappointed.

(ii) For the avoidance of doubt where the President of the Junior Common Room or the President of the Middle Common Room have the right of appointment to a Board they may appoint themselves.

(e) Where provision is made for Life Members to be appointed to any Board or Panel Life Members who are also members of the Governing Body shall not be eligible for appointment; and a Life Member who has been appointed to any Board or Panel in virtue of being a Life Member shall cease to be a member of that Board or Panel upon election to the Governing Body.

(f) Where provision is made for External Members to be appointed to any Board or Panel only those persons shall be qualified who are neither members of the Governing Body nor employees of the College, and any person appointed as an External Member to any Board or Panel who ceases to be so qualified shall thereupon cease to be a member of that Board or Panel and the Governing Body shall appoint a replacement. External Members shall be nominated by the Fellowship and Appointments Committee and approved by the Governing Body.

7.

(a) In establishing the composition of permanent Committees and permanent Sub-

Committees the Governing Body shall observe the following:

(i) Permanent College Officers who are members of the Governing Body and who have membership ex officio of any Committee shall (save in the case of the Warden and Tutors' Committee) be a minority of the members of the Governing Body appointed to serve on it. For the purposes of this Bylaw "permanent College Officers" shall be construed as including the Warden.

(ii) No member of the Governing Body shall be appointed to serve simultaneously on more than three Committees or Sub-Committees, but in reckoning that number there shall be excluded:

(a) the Warden and Tutors' Committee; and

(b) any Committee or Sub-Committee to which a Fellow is appointed ex officio.

(iii) Every reasonable effort shall be made:

(a) that there shall be diversity among the members; and

(b) that in appointing members of the Governing Body regard shall be had to achieving a mix of those holding fellowships of different classes.

(b)

(i) A Fellow who is not a member of the Governing Body may for good reasons be nominated for a place reserved under these Bylaws for a member of the Governing Body on any Board and may be appointed by the Governing Body *provided that*

(a) a separate vote is held on the proposal to make the appointment; and

(b) two-thirds or more of those present and voting vote in favour.

(ii) A Fellow not a member of the Governing Body who is appointed under Bylaw VII.7(b)(i) above shall be counted as if a member of the Governing Body for the purpose of reckoning numbers under Bylaw VII.7(a)(i) above and for quorum.

8.

(a) The following rules shall apply to every Board unless otherwise expressly provided:

(i)

(a) The quorum for open business shall be one-half of its members provided that at least one-half of the members of the Board who are also members of the Governing Body are present.

(b) The quorum for reserved business under Bylaw VII.8(a)(iv)(b) below shall be one-half of those entitled to be present for reserved business.

(ii) Subject to the provisions of this Bylaw a Board may make rules to govern its own procedures.

(iii) There shall be a Convenor and a Chair (who may be the same person).

(iv)

(a) The Convenor of a Board shall be responsible in consultation with the Chair for convening its meetings and establishing its agenda.

(b) The Convenor of a Board shall decide whether any business is to be reserved. Reserved business shall be considered only by those members of the Board who are members of the Governing Body (or who have been appointed to take the place of members of the Governing Body under Bylaw VII.7(b)).

(c) As a general rule reserved business will include (i) matters pertaining to individual Fellows, Junior Members, or members of staff; (ii) sensitive matters of a financial nature; and (iii) issues concerning the entitlement of Fellows to sabbatical leave, accommodation, teaching-rooms etc.

(d) The Convenor of a Board shall (unless otherwise provided in these Bylaws) be responsible for keeping an accurate record of the business transacted at its meetings and may to that end request administrative assistance in taking minutes.

(v) The agenda shall be published to the Governing Body not less than 48 hours in advance of any Board meeting.

(vi)

(a) Members of the Governing Body may attend a meeting of any Board to which they have not been appointed (except the Stipends and Allowances Committee) on giving the Convenor not less than 24 hours' advance notice in writing. Members of the Governing Body who exercise this right to attend may neither speak nor vote at that meeting.

(b) Members of the Governing Body who wish to speak at a meeting of any Board to which they have not been appointed shall apply to the Chair of that Board in writing not less than 24 hours before the meeting in question and the Chair having first consulted the Convenor may invite that member to speak. For the avoidance of doubt a person who is invited under this provision to speak at a meeting of a Board is not thereby given any right to vote at that meeting.

(vii) The Convenor of a Board shall consider whether it would be advantageous to invite the presence of any person during the consideration of any item of the agenda. Any such person who is invited to attend a meeting of any Board may be invited to speak but may not vote.

(viii)

(a) Where a decision is urgently required on a specific matter and it is not possible within the time available to convene a meeting of a Board the Convenor may by email request the members to vote for or against a specific proposition and the result of the vote shall be

considered binding if a number at least equivalent to the quorum shall have voted with the majority. Where any such vote is taken it and the reasons for taking it must be recorded in the minutes of the meeting immediately next convened.

(b) Bylaw VII.8(a)(viii)(*c*) applies (i) where the members of a Board are prevented from meeting in person by an event beyond the reasonable control of the College, such as war, terrorism, natural disaster, acts of government, plague or epidemic, (ii) to a meeting which is identified by the Convenor as additional to a Board's usual schedule of meetings, and (iii) if a Board meets outside Full Term.

(c) A meeting of a Board may be held by televisual, electronic or virtual means of communication provided that that all persons participating in the meeting can be identified by the Chair and can understand and communicate with each other simultaneously. Participation by such means shall be deemed to constitute presence in person and decisions taken at a meeting so held shall be as effective for all purposes as those taken at a meeting of the Board held with the members of the Board physically present.

(d) At any meeting of a Board to which Bylaw VII.8(a)(*c*) does not apply, members who are, in the opinion of the Board's Chair, reasonably prevented from attending in person may attend by televisual, electronic or virtual means of communication subject to the conditions and with the effect set out in Bylaw VII.8(a)(*c*), except that those attending by such means shall not count towards the quorum for the meeting.

(ix) Any recommendation by a Board which would, if adopted, involve expenditure of money other than normal or recurrent expenditures that are delegated to any College Officer or Board and sanctioned by a mandate or standing order approved by the Governing Body shall, when submitted to the Governing Body, be accompanied by an opinion (which need not be positive) from the Finance Committee or by an explanation why such an opinion could not be sought. Wherever possible, spending items shall be directly incorporated within recommendations of the Finance Committee.

(x) When a Board has submitted a recommendation to another Board or to the Governing Body the Convenor (or some other member of the submitting Board nominated by that Board for the purpose) shall attend to represent and defend the recommendation by expressing the Board's collective view and by answering questions as to the justification for or necessity of implementing the recommendation. If a Board is divided on the making of a recommendation and the minority is not willing to accept the view of the majority that the recommendation ought to be made the Convenor shall ensure that the minority view and the reasons for it are recorded in the minutes or other papers which accompany the recommendation.

(xi) Except where expressly provided to the contrary in these Bylaws every recommendation made by a sub-committee shall be made to the Board of which it is a sub-committee and no recommendation of a sub-committee shall be made to the Governing Body without first having been

adopted by that Board. This rule shall apply even in cases where a Board has exercised a power of delegation in a sub-committee's favour.

(xii) The business of every Board shall except where disclosure is required to any person by law be confidential to the members of that Board and of the Governing Body and subject to that rule members of Boards shall use their discretion in discussing their business with other persons. The contents of any papers marked "Strictly Confidential" shall not be divulged to any person not a member of the Governing Body.

(xiii) Opinions expressed and votes cast shall not, in the absence of an express direction by the Governing Body or the relevant Board, be ascribed to any individual member and the tally of votes cast for and against any motion shall not be disclosed.

(xiv) The Chair of every Board shall be responsible for ensuring that the impact and requirements of the Equality Act 2010 have been considered in relation to any decision taken or recommendation made.

(xv) Every Board shall review the Bylaws applicable to it year and shall consider whether it is expedient to recommend to the Governing Body that they be amended in any respect.

(b) The following rules shall apply to every permanent Panel unless otherwise expressly provided:

(i) The purpose of a permanent Panel is to provide a permanent body to deal confidentially with the discipline (including the academic discipline) of individual Junior Members or with matters relating to the employment of individual members of the College as the case may be.

(ii) A permanent Panel shall not be required to publish minutes of its proceedings but every permanent Panel shall keep such record of its proceedings as may be necessary for the proper carrying out of its business and shall report its decisions or recommendations as shall be provided.

(iii) No person who is not a member of a permanent Panel shall be entitled to attend its meetings.

(iv) Any member of a permanent Panel selected to deal with a particular case must attend all the meetings at which that case is considered.

(v) Bylaws VII.8(a)(ii), (iii) and (x) to (xv) above shall apply to permanent Panels as they do to Boards.

(vi) Where a physical meeting cannot reasonably be held and to ensure that a matter is dealt with expeditiously and fairly, a meeting of a permanent Panel may be held by telephonic, televisual, electronic or virtual means of communication provided that that all persons participating in or attending the meeting (whether members of the Panel or not) can be identified by the Chair and can understand and communicate with each other simultaneously. Participation by such means shall be deemed to constitute presence in person and decisions taken at a meeting so held shall be as effective for all purposes as those taken at a meeting of the Panel held with such persons physically present.

9.

(a) The draft minutes of every Sub-Committee shall be sent as soon as practicable to the members of that Sub-Committee. The confirmed minutes shall be sent as soon as practicable to the Convenor of the Committee of which it is a sub-committee for consideration at that Committee's next meeting, and shall also be available to any member of the Governing Body on request.

(b) The draft minutes of every Committee and Forum shall be sent as soon as practicable to the members of that Committee or Forum. The confirmed minutes shall be sent as soon as practicable to the Sub-Warden for inclusion among the papers for the next meeting of the Governing Body.

(c) If no meeting of a Board is scheduled before the next meeting of the Committee to which it reports or of the Governing Body (as the case may be) its Convenor shall circulate the draft minutes for confirmation by email. If no objection to their accuracy shall have been received within 72 hours of such circulation they shall be taken as having been confirmed.

PART III: COMMITTEES AND SUB-COMMITTEES

THE AUDIT COMMITTEE

10.

(a)

(i) Subject to paragraph (ii) the members of the Audit Committee shall be two members of the Governing Body and three External Members.

(ii) Members of the Governing Body who are Bursars or who otherwise have responsibility for an internal budget or who are members of the Finance Committee are not eligible to sit on the Audit Committee.

(iii) If an External Member is elected to a Fellowship carrying membership of the Governing Body or becomes an employee of the College that person shall cease to be a member of the Audit Committee and the Governing Body shall forthwith appoint a replacement.

(b) The Governing Body shall on the recommendation of the Fellowship and Appointments Committee appoint one of the External Members on the Audit Committee to be its Chair and one of the members of the Governing Body on the Audit Committee to be its Convenor.

(c)

(i) The Audit Committee shall meet as often as necessary to perform the duties set out below but shall also be convened at the request of the Governing Body or any Board.

(ii) The Finance Bursar shall be given notice of the Audit Committee's meetings and shall so far as possible be available to attend them as the Audit Committee may request.

(iii) The quorum for meetings of the Audit Committee is three of whom at least one must be a member of the Governing Body and at least one must be an External Member.

(d) It shall be the duty of the Audit Committee :

(i) to advise the Governing Body on the appointment of the College's auditors;

(ii) to meet the auditors to understand and test the scope and nature of the audit process;

(iii) to review control of and accounting for the receipt, investment and disbursement of benefactions (both restricted and unrestricted);

(iv) to scrutinise the contents of the draft audit report;

(v) to approve the terms of any written representations needed by the auditors in connection with the College's financial statements;

(vi) to discuss with the auditors any problems or reservations arising from the audit;

(vii) to review the performance of the auditors and advise the Governing Body on any changes that ought to be made to their terms of engagement;

(viii) to scrutinise the draft of the Annual Report and Financial Statements;

(ix) to test and to advise the Governing Body on the coherence and resilience of the College's Risk Register ;

(x) to report and make recommendations in writing to the Governing Body at least annually on or arising from the matters set out above.

THE CHAPEL AND PATRONAGE COMMITTEE

11.

(a) The members of the Chapel and Patronage Committee shall be the Warden, the Chaplain, three members of the Governing Body, the Associate Chaplain(s), the Director of Music, two Junior Members who shall be nominated from among the serving Chapel Officers by the President of the Middle Common Room and the President of the Junior Common Room respectively, the Verger, and the Chapel Administrator.

(b) The Warden shall chair the Chapel and Patronage Committee and the Chaplain shall be its Convenor.

(c) The Chaplain shall convene the Chapel and Patronage Committee not less often than once in every term. Without prejudice to the overall responsibility of the Chaplain as Convenor minutes of the Committee's meetings shall be taken by the Chapel Administrator.

(d) It shall be the duty of the Chapel and Patronage Committee:

(i) to have responsibility with the Chaplain for and to advise the Chaplain on all matters relating to the running of the College Chapel, the maintenance of worship therein in accordance with the Bylaws and the applicable law, activities centred upon the Chapel and its worship, the furtherance of the musical tradition of the Chapel, the appointment of relevant employees, and the use of the Chapel for concerts, recordings, broadcasts and filming;

(ii) to recommend annually a budget for the Chapel and to have oversight of all expenditure;

(iii) to have responsibility for all matters connected with the Choral Foundation;

(iv) to recommend annually a budget for the Choral Foundation and to have oversight of all expenditure;

(v) to have responsibility for all matters connected with benefices to which the College has any right of presentation including appointments and pastoral reorganisations.

(e) In cases where the Chapel and Patronage Committee is to consider the exercise of a right of presentation to a living of which the College is sole patron it shall be permissible, if the Warden thinks fit, for the matter to be delegated to a sub-committee appointed for the purpose consisting of the Chaplain or a member

of the Governing Body who is an actual communicant member of the Church of England or of a Church in communion with that Church and two other members of the Governing Body. For any other matter relating to a College living and for appointments to benefices of which the College is not sole patron, the Warden may delegate the matter to the Chaplain or another Fellow of the College who is an actual communicant member of the Church of England or of a Church in communion with that Church.

THE DEVELOPMENT AND ALUMNI RELATIONS COMMITTEE

12.

(a) The members of the Development and Alumni Relations Committee shall be the Warden, the Development Director, the Finance Bursar, the Chaplain, three Life Members, five members of the Governing Body, and two Junior Members of whom one shall be nominated by the President of the Middle Common Room and the other by the President of the Junior Common Room.

(b) Life Members (as defined in Bylaw V.12) shall be appointed to the Development and Alumni Relations Committee by the Governing Body on the recommendation of the Development Director after consultation with the Warden.

(c) The Warden shall chair the Development and Alumni Relations Committee and the Development Director shall be its Convenor.

(d) Subject to Bylaw VII.8 the Development and Alumni Relations Committee shall have the power to appoint such *ad hoc* sub-committees as it may see fit, and to delegate to any such sub-committee any of its functions, provided that the appointment of such sub-committees and any such delegation shall be reported to the Governing Body at its next meeting.

(e) The Development Director shall convene the Development and Alumni Relations Committee not less often than once in every term. Without prejudice to the overall responsibility of the Development Director as Convenor, minutes of the Committee's meetings shall be taken by a member of the Development Office's staff who shall attend for that purpose.

(f) It shall be the duty of the Development and Alumni Relations Committee:

(i) to oversee fund-raising activities undertaken by the College and to recommend policy on fund-raising to the Governing Body;

(ii) to oversee alumni relations activities undertaken by the College and to recommend policy on alumni relations to the Governing Body;

(iii) to consider specific innovations relating to fundraising and alumni relations innovations and to recommend policy on the same to the Governing Body;

(iv) to advise other Boards on the suitability for fundraising of their projects;

(v) to consider University-wide fundraising protocols, procedures and innovations in the light of the College's interests and to recommend responses to such protocols to the Governing Body;

(vi) to receive and to consider the reports and recommendations of all of its sub-committees and to transmit them as appropriate to the Governing Body;

(vii) to consider any matters concerning the external relations of the College and advise the Governing Body on such matters;

(viii) to report annually in writing to the Governing Body on its activities.

THE DOMESTIC COMMITTEE

13.

(a)

(i) The members of the Domestic Committee shall be the Warden, the Domestic Bursar, the Steward of Common Room, five members of the Governing Body (including at least one resident Fellow, at least one Junior Research Fellow, and at least one Official Fellow who is a Tutor), the Head of Accommodation, and two Junior Members of whom one shall be nominated by the President of the Middle Common Room and the other by the President of the Junior Common Room.[1]

(ii) Matters affecting only the Senior Common Room and the accommodation of Fellows and College Officers shall ordinarily be on the reserved agenda.

(b) The Warden shall chair the Domestic Committee and the Domestic Bursar shall be its Convenor.

(c) The Domestic Bursar shall convene a meeting of the Domestic Committee not less often than once a Term and shall consider before each meeting whether it is desirable to invite the attendance for the whole or any part of the meeting of any relevant College Officer, Fellow, Junior Member, or employee.

(d) It shall be the duty of the Domestic Committee:

(i) to oversee the domestic management of the College and (subject to Bylaw VII.24(g)(iii) and (vi)), the use, maintenance, repair and refurbishment of the College buildings and any properties in Oxford normally reserved for the College's own use;

(ii) to oversee all matters pertaining to the College's support for music (other than in respect of the Choral Foundation and the Chapel), sports, drama, and other events;

(iii) subject to Bylaw VII.30(d)(iii), to consider, formulate and keep under review policies relating to the matters set out in clauses (i) and (ii) above;

(iv) to receive and consider the minutes, reports and recommendations of its Sub-Committees and to transmit to the Governing Body as appropriate;

(v) to consider suggestions, requests and, subject to Bylaw VII.32(d)(iii) and any complaints procedure for Junior Members adopted by the Governing Body, complaints by Junior Members concerning accommodation or any domestic or housekeeping matter;

1. The Dean and Keeper of the Statutes is also *ex officio* a member of this Committee under Bylaw IV.39.

(vi) to consider suggestions and requests by members of the College staff;

(vii) as regards the College's non-academic employees, and subject to Bylaw VII.30(d)(iii), to make regulations, approve handbooks, and formulate policies and procedures, including those for the hearing and determination of grievances and grievance-appeals;

(viii) to consider any suggestions, requests, and complaints by Fellows concerning any domestic matters except in relation to individual members of staff;

(ix) to review annually the list of Members of the Senior Common Room;

(x) to assign rooms to Fellows, Lecturers and other Officers of the College and, when appropriate, to categories of Junior Members of the College, such assignments to be subject to confirmation by the Governing Body;

(xi) to review any proposal to assign a study or office in College to a person carrying out research not otherwise entitled to a study or office and to consider the use of College facilities for research purposes and to make recommendations to the Governing Body;

(xii) to submit to the Governing Body recommendations and reports concerning the matters within Bylaw VII.13(d)(i)-(ix) above.

(e) The allocation of teaching-rooms and residential accommodation to Fellows and College Lecturers shall follow the procedure set out below:

(i) During the Trinity Term of each year the Domestic Bursar shall draw up a list of teaching rooms which will become vacant before the start of the following academic year. The list shall be circulated to all Tutors (including fixed-term Tutors), who shall notify the Domestic Committee before its Trinity Term meeting of any bid they may wish to make for a room on the list. Where two or more Tutors bid for the same room, the Domestic Committee shall allocate it to the Tutor who has most seniority as a Fellow; provided that the Governing Body may (having first consulted the Domestic Committee) withdraw a teaching room from the process of bidding and decide its allocation otherwise if the interests of the College so require. Teaching rooms which become vacant at other times shall be allocated by the Domestic Committee on the same basis.

(ii) The Domestic Committee shall allocate space in shared teaching rooms to Fitzjames Early Career Researchers and Stipendiary Lecturers (including Early Career Researchers who are Stipendiary Lecturers) on the basis of teaching need and without a process of bidding.

(iii) When a residential set in College is about to become vacant, the Domestic Bursar shall circulate details of it to all Tutors (including the Senior Tutor and fixed-term Tutors), Bursars, Librarian, Early Career Researchers, and Fitzjames Early Career Researchers, who shall notify the Domestic Committee before its next meeting if they wish to make a bid for it.[2] Where two or more such Fellows bid for a set, the Committee shall allocate it to the most senior Fellow; provided that the Governing Body may (having first consulted the Domestic Committee) withdraw a residential

2 Under Bylaw IV.39, the Dean and Keeper of the Statutes is also entitled to reside in the College.

set from the process of bidding and decide its allocation otherwise if the interests of the College so require. For the purposes of this Bylaw the seniority of a Fitzjames Early Career Researcher or Early Career Researcher shall be calculated as if they had been members of the Governing Body from the date of their appointment.

(iv) At its Trinity Term meeting (and at other times where necessary) the Domestic Committee shall allocate Short-term Accommodation to new Fellows coming from outside Oxford to take up a post at the College, as specified under Bylaw VI.20(a)-(c).

(f) The Domestic Committee shall consult the Finance Committee on any matter involving substantial expenditure and the Warden and Tutors' Committee on any matter concerning domestic facilities of Junior Members including (but without limitation to) accommodation and use of common facilities and rooms for entertainment or recreation.

(g)

(i) If the Domestic Committee considers that it may make a recommendation which would significantly affect the established rights, conventions, customs, or physical environment of the Common Room or of the Junior or Middle Common Rooms it shall establish a process for consulting any affected Common Room.

(ii) If on being consulted an affected Common Room responds negatively to the proposed recommendation, the Domestic Committee shall reconsider the proposed recommendation and shall decide whether to reaffirm it, withdraw it or redraft it (and if it chooses to modify it substantially, the consultation process shall be repeated).

(iii) When submitted to the Governing Body, a recommendation falling within this Bylaw must be accompanied by the opinion of every affected Common Room.

(h) Subject to Bylaw VII.8, the Domestic Committee shall have power to appoint *ad hoc* sub-committees and, subject to Bylaw VII.13 (f) and (g) above, to delegate to any sub-committee such of its functions as it may think fit.

THE ARTS AND MUSIC SUB-COMMITTEE

14.

(a)

(i) The members of the Arts and Music Sub-Committee shall be the Director of College Music, the Tutor in Music or (at the election of the Tutor in Music) a Fitzjames Early Career Researcher in Music, two other members of the Governing Body, and four Junior Members of whom two shall be nominated by the President of the Middle Common Room and two by the President of the Junior Common Room.

(ii) At any time when the College has a Visiting Research Fellow in the Creative Arts, that person shall be invited to attend meetings of the Arts and Music Sub-Committee.

(b) A chair shall be appointed annually for the Arts and Music Sub-Committee by the Governing Body on the nomination of the Fellowship and Appointments

Committee from among the members of the Governing Body who are members of the Sub-Committee.

(c) The Director of College Music shall convene the Arts and Music Sub-Committee not less often than once in each Term.

(d) It shall be the duty of the Arts and Music Sub-Committee:

(i) to foster and encourage the musical and other arts in the College;

(ii) to facilitate the participation of members of the College, especially Junior Members, in the musical and other arts;

(iii) to make recommendations in relation to sub-paragraphs (i) and (ii) above;

(iv) to manage and account for any funds budgeted by the College for the purposes of the Sub-Committee.

(e) For the avoidance of doubt, the Arts and Music Sub-Committee shall have no responsibility for or oversight of (i) the Choral Foundation, (ii) the College Chapel, or (iii) the care or display of College pictures or chattels.

THE GARDENS AND GROUNDS SUB-COMMITTEE

15.

(a) The members of the Gardens and Grounds Sub-Committee shall be the Garden Master, the Domestic Bursar, three members of the Governing Body (one of whom shall be a Junior Research Fellow), the Head Gardener, the Groundsman, and two Junior Members of whom one shall be nominated by the President of the Middle Common Room and the other by the President of the Junior Common Room.

(b) The Garden Master shall chair the Gardens and Grounds Sub-Committee and be its Convenor.

(c) The Garden Master shall convene the Gardens and Grounds Sub-Committee not less often than once in each Term.

(d) It shall be duty of the Gardens and Grounds Sub-Committee:

(i) to assist the Garden Master in discharging the Garden Master's responsibility for the maintenance and amenity of the College gardens and quadrangles and, as required, the appointment and supervision of the gardens and grounds staff;

(ii) to make rules for the use of the Fellows' Garden by members of the College; and

(iii) to make recommendations (in consultation with the Sports Sub-Committee where appropriate) on the management of the sports grounds and the adjoining lands, taking into account their environmental value and their use for recreational, sporting and educational activities.

THE HEALTH AND SAFETY SUB-COMMITTEE

16.

(a) The members of the Health and Safety Sub-Committee shall be the Domestic Bursar, the Librarian, the Estates Bursar and Land Agent, a member of the Governing Body, the Head Porter, the Head Gardener, the Accommodation Manager, the Chef, the College Surveyor, the College Accountant, the Housekeeper, the Bar Manager, the Groundsman, the Human Resources Manager, and two Junior Members of whom one shall be nominated by the President of the Middle Common Room and the other by the President of the Junior Common Room.

(b) The Domestic Bursar shall chair the Health and Safety Sub-Committee and be its Convenor.

(c) The Domestic Bursar shall convene the Health and Safety Sub-Committee not less often than once in each Term.

(d) It shall be the duty of the Health and Safety Sub-Committee:

(i) to oversee the fulfilment by the College of its legal obligations (both statutory and non-statutory) in relation to matters affecting the health or safety of members and employees of the College and visitors;

(ii) to consider, formulate and recommend policies to protect the health and maintain the safety of members and employees of the College and visitors;

(iii) to consider and make recommendations in relation to any specific matter or incident brought to its attention which has affected or might affect the health or safety of members and employees of the College and visitors.

(e) In addition to providing its minutes to the Domestic Committee the Health and Safety Sub-Committee shall compile a written report for the Governing Body once in every year setting out the state of the College's compliance with those of its legal obligations which are within the Sub-Committee's remit and the steps taken by the Sub-Committee to fulfil its duties.

THE HUMAN RESOURCES SUB-COMMITTEE

17.

(a) The members of the Human Resources Sub-Committee shall be the Warden, the Finance Bursar, the Domestic Bursar, the Senior Tutor, two members of the Governing Body, the Human Resources Manager, the Steward, the Accommodation Manager, and the Payroll/Personnel Administrator.

(b) The Warden shall chair the Human Resources Sub-Committee and the Domestic Bursar shall be its Convenor.

(c) The Domestic Bursar shall convene the Human Resources Sub-Committee not less often than once in every term. Without prejudice to the overall responsibility of the Domestic Bursar as Convenor minutes of the Sub-Committee's meetings shall be taken by the Human Resources Manager.

(d) It shall be the duty of the Human Resources Sub-Committee:

(i) to review and approve programmes for inductions of new non-academic employees;

(ii) to oversee the fulfilment by the College of its legal obligations (both statutory and non-statutory) in matters of employment including work-permits and visas;

(iii) to keep under review changes in regulatory frameworks and to consider any actual or potential impact on the College's own procedures;

(iv) to oversee contracts, continuing professional development and training, and appraisals for employees of the College who are neither holders of academic posts nor officers of the College.

THE INFORMATION TECHNOLOGY SUB-COMMITTEE

18. The Information Technology Sub-Committee is abolished.

THE NURSERY MANAGEMENT SUB-COMMITTEE

19.

(a) The members of the Nursery Management Sub-Committee shall be the Domestic Bursar, three other members of the Governing Body (one of whom shall chair the Sub-Committee), the Nursery Manager, and the Human Resources Manager.

(b) The chair of the Nursery Management Sub-Committee shall be appointed annually by the Governing Body on the advice of the Fellowship and Appointments Committee and the Domestic Bursar shall be its convenor.

(c) The Domestic Bursar shall convene the Nursery Management Sub-Committee not less often than once in each Term and shall set the agenda in consultation with the Nursery Manager.

(d) It shall be the duty of the Nursery Management Sub-Committee:

(i) to oversee the operation of the Nursery established by Part VIII of Chapter VI of these Bylaws;

(ii) to ensure that the Nursery complies with all relevant legislation and regulations and that proper provision is made for safeguarding;

(iii) subject to Bylaw VII.30(d)(iii) to make Regulations for the operation of the Nursery;

(iv) to adopt and publish in accordance with Bylaw VI.41(b)(iv) criteria for the allocation of places in the Nursery and to allocate places to eligible children in accordance with those criteria;

(v) to recommend annually to the Finance Committee the fees to be set per place and a budget for the Nursery's expenditure;

(vi) to provide annually a written review of the Nursery's operation for consideration by the Domestic Committee at its meeting in Trinity Term.

THE SUB-COMMITTEE ON PICTURES, HISTORIC CHATTELS AND WORKS OF ART

20.

(a)

(i) The members of the Sub-Committee on Pictures, Historic Chattels and Works of Art ("the P&C Sub-Committee") shall be the Librarian, the Domestic Bursar, the Steward of the Common Room, the Archivist, three members of the Governing Body, and two Junior Members of whom one shall be nominated by the President of the Middle Common Room and the other by the President of the Junior Common Room.

(ii) The Warden shall be sent the agenda and papers for the P&C Sub-Committee's meetings and after giving the Librarian notice of intention to attend may attend for any items of business and speak.

(b) The Librarian shall chair the P&C Sub-Committee and be its Convenor.

(c) The Librarian shall convene the P&C Sub-Committee once in Michaelmas Term and once in Trinity Term of every year.

(d) It shall be the duty of the P&C Sub-Committee:

(i) to take general responsibility for all the College's historic and heritage chattels including its silver, pictures, works of art, and other artefacts (together "the collections");

(ii) to compile, maintain, and review regularly an inventory of the collections;

(iii) to make proper and effective arrangements for the administration (including valuation) and care of the collections;

(iv) to make recommendations on the development, management, and display of the collections;

(v) to make recommendations on the display of pictures and objects in the public and common areas of the College;

(vi) to approve and review annually expenditure relating to the collections;

(vii) to formulate and recommend to the Governing Body any policies relating to matters falling within the remit of the P&C Sub-Committee that it may be expedient for the College to adopt, including a policy on College portraits, to oversee the implementation of such policies, and to review them periodically;

(viii) to liaise with the Junior Common Room and the Middle Common Room in relation to collections of chattels which may be acquired or maintained by them or for their benefit;

(ix) to provide for the Warden or any Fellow to make use of the College silver for parties given in the College or in the Warden's Lodgings subject to arrangements agreed from time to time by the Domestic Bursar in consultation with the P&C Sub-Committee.

(e) If it believes there are good reasons for doing so, the P&C Sub-Committee may in any particular case make a recommendation directly to the Governing Body without first submitting it to the Domestic Committee (stating in any such case the reasons on which it relies for making a direct recommendation).

THE SPORTS SUB-COMMITTEE

21.

(a) The members of the Sports Sub-Committee shall be the Senior Treasurer of the Amalgamated Clubs (in relation to this Sub-Committee: "the Senior Treasurer"), the Domestic Bursar, one member of the Governing Body, a Fellow of Mansfield College appointed by the Governing Body on the nomination of the Principal of Mansfield College, the Junior Treasurers of the Amalgamated Clubs, one of whom shall be elected by the Junior Common Room, the other of whom shall be elected by the Middle Common Room (in relation to this Sub-Committee: "the Junior Treasurers"), a representative nominated by the Junior Committee of the Boat Club, the Boatman, and the Groundsman.

(b) The Senior Treasurer shall chair the Sports Sub-Committee and be its Convenor.

(c) The Senior Treasurer shall convene the Sports Sub-Committee not less often than once in each Term.

(d) It shall be the duty of the Sports Sub-Committee:

(i) to make rules for the use of the sports facilities of the College in accordance with current health and safety regulations in consultation with the Health and Safety Sub-Committee and the Gardens and Grounds Sub-Committee and to oversee their implementation;

(ii) to make recommendations (in consultation with the Gardens and Grounds Sub-Committee where appropriate) on the management of the sports grounds and sports facilities, and their use for recreational and sporting activities;

(iii) to set the criteria for the exercise of the Senior Treasurer's discretion in reimbursing (within the limits of the funds made available for the purpose by the Governing Body) legitimate and reasonable expenses incurred by Junior Members in representing the college in sporting activities;

(iv) to set the criteria for the exercise by the Senior and Junior Treasurers of their joint discretion in making awards, which shall not exceed the sum of £1000 per annum in aggregate, which may be awarded to Junior Members who are awarded an Oxford Blue;

(v) to receive from the Senior Treasurer under (iii) above and the Senior and Junior Treasurers under (iv) above reports of the sums awarded or reimbursed and the names of the persons to whom the award or reimbursement was made.

THE WINE SUB-COMMITTEE

22. The Wine Sub-Committee is abolished.

FELLOWSHIP AND APPOINTMENTS COMMITTEE

23.

(a)

(i) The members of the Fellowship and Appointments Committee shall be the Warden, the Sub-Warden, the Senior Tutor and five members of the Governing Body.[3]

(ii) The members of the Fellowship and Appointments Committee shall be elected by the Governing Body from among its own members. Every candidate for such election shall be nominated by a member of the Governing Body and self-nomination shall be permitted.

(b) The Warden shall chair the Fellowship and Appointments Committee and the Sub-Warden shall be its Convenor.

(c) The Sub-Warden shall convene the Fellowship and Appointments Committee not less often than once in every term.

(d) It shall be the duty of the Fellowship and Appointments Committee:

(i) to recommend to the Governing Body:

(a) persons to be appointed as members of Boards and permanent Panels;

(b) persons to be appointed as College Officers (other than as Tutors or Lecturers or those within the scope of Bylaw IX.1);

(c) members of appointment panels where it is intended to recruit a College Officer (other than those within the scope of Bylaw IX.1) by advertised open competition;

(d) persons to be proposed in accordance with the relevant Bylaws for election as Official, Professorial, Fitzjames Research, Junior Research, Extraordinary, Honorary, Emeritus, Supernumerary Emeritus, Bodley, Julia de Lacy Mann, Sir Henry Savile, Wyliot and Visiting Research Fellows;

(e) persons to be proposed for election to non-renewable Research Fellowships of up to five years under Bylaw III.6(a), for which purpose it shall place advertisements, review the resulting applications, consult external referees, and conduct interviews if it sees fit;

(f) persons to be appointed as Visiting Scholars in accordance with Bylaw VI.13;

(g) persons to be appointed by the College pursuant to paragraphs 8(i) and 8(iii) of the Trust Deed of 11 April 1949 made between (1) Brigadier Lorne Campbell and Warden Geoffrey Mure and (2) the College as the College's appointees to the committee for the management of the Merton College Compassionate Fund.[4]

3 The Dean and Keeper of the Statutes also attends this Committee ex officio under Bylaw IV.39.
4 Pursuant to paragraph 8(iii) of the Trust Deed, the College must appoint two members of the committee, each such member to hold office for such period not exceeding a year as shall be specified in the resolution appointing

(ii) to make recommendations to the Governing Body on:

(a) the re-election of Fellows;

(b) the future composition and size of the Governing Body;

(c) bids for association with University posts;

(iii) to agree a programme for the induction of new Fellows;

(iv) to receive annually and consider a report from each Research Fellow, Julia de Lacy Mann Fellow in Category B, Fitzjames Early Career Researcher and Early Career Researcher;

(v) to receive and consider at the end of the tenure of each Visiting Research Fellow in the Creative Arts a report of the work carried out by them during their Fellowship.

(e) In considering whether to recommend to the Governing Body the election of any person to a Professorial Fellowship, a Julia de Lacy Mann Fellowship in Category B or a Sir Henry Savile Fellowship or that the College be associated with any University post, the Fellowship and Appointments Committee shall consult in accordance with a policy approved from time to time by the Governing Body.

THE FINANCE COMMITTEE

24.

(a) The members of the Finance Committee shall be the Warden, the Sub-Warden, the Finance Bursar, the Domestic Bursar, six members of the Governing Body, the College Accountant, and the Land Agent.[5]

(b) The Warden shall chair the Finance Committee and the Finance Bursar shall be its Convenor.

(c) The Finance Bursar shall convene the Finance Committee not less often than twice in every Term.

(d) The Finance Committee shall have power to make rules for its own procedure, and in particular to appoint sub-committees and to delegate to any sub-committee such of its functions as it may think fit provided that the appointment of such sub-committees and any such delegation shall be reported to the Governing Body at its next meeting.

(e) It shall be the duty of the Finance Committee:

(i) to deal with all matters affecting the finances of the College;

(ii) to oversee the management of the College's investments and investment properties (in consultation with the Investment Sub-Committee);

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them (subject to death, resignation or removal by the College). Pursuant to paragraph 8(1) of the Trust Deed, every member of the committee is re-eligible at the termination of the period for which they were appointed.

5 The Dean and Keeper of the Statutes is also ex officio a member of this Committee under Bylaw IV.39.

(iii) to submit to the Governing Body in each year the Annual Report of the Governing Body and Accounts of the College for the previous financial year, the Bursars' Annual Report for the previous financial year, and the Budget for the current financial year;

(iv) to draw up and circulate to the Governing Body every year a report on the investment policy and the investments made in that period, showing the proportions maintained between each class of investment, and the investment returns obtained on each investment class and by each investment manager or fund;

(v) to submit to the Governing Body in each year a statement of the major risks to which the College is exposed and the systems that have been established to mitigate those risks;

(vi) to consider and make recommendations to the Governing Body in relation to long-term spending plans and strategy;

(vii) to consider and state an opinion on proposals for expenditure pursuant to Bylaws VII.8(a)(ix) and VII.24(f);

(viii) to consider and if thought fit to transmit to the Governing Body recommendations made by the Investment Sub-Committee;

(ix) whenever any Tutor's house becomes vacant to arrange for it to be offered to Fellows of the College who are Tutors (including the Senior Tutor) or Bursars as specified under Bylaw VI.18;

(x) to review and if appropriate approve requests from members of the Governing Body for reimbursement of research expenses under Bylaw VI.30(j) (that is, expenses not falling within Bylaw VI.30(c) to (g)).

(f)

(i) All motions on the Agenda of a Meeting of the Governing Body involving expenditure of money (other than normal or recurrent expenditures that are delegated to any College Officer or College Committee and sanctioned by a mandate or standing order approved by the Governing Body) shall be considered by the Finance Committee before that Meeting, and the Finance Committee shall report to that Meeting on the financial aspects of each such proposal.

(ii) In exceptional circumstances where time is of the essence the Finance Committee may approve any necessary expenditure of money prior to a Meeting of the Governing Body, provided that the members of the Governing Body are informed immediately of the Finance Committee's decision.

(g)

(i) The Finance Bursar shall present the College Accounts to the Finance Committee, and subsequently at a Stated General Meeting held in each financial year, in accordance with the provisions of Bylaw VI.23(d).

(ii) The Domestic Bursar shall submit to the Finance Committee all proposed expenditure beyond the normal expenditure of his office.

(iii) The Land Agent or the Domestic Bursar (as the case may be) shall submit to the Finance Committee all such matters as it has hitherto been customary to submit, and in particular:

(a) All proposals for abnormal expenditure on repairs to College property;

(b) all proposals for alteration or extensive repairs to the structure of the College, or to ancient houses or buildings belonging to the College;

(c) all important questions affecting College property, such as town-planning schemes, etc.

(iv) The Land Agent shall keep a separate account of their expenses incurred when travelling on College business and the account shall be audited by the Finance Bursar.

(v) All alterations in rents agreed by the Land Agent shall be reported to the Finance Committee;

(vi)

(a) In cases where it is proposed that the College undertake a major capital project the Finance Committee shall normally recommend to the Governing Body that the supervision of that project be placed in the hands of a Project Board.

(b) In recommending that a Project Board be constituted the Finance Committee shall also recommend its terms of reference and (notwithstanding Bylaw VII.23(d)(i)(*a*)) its members.

(c) Project Boards shall be ad hoc committees of the Governing Body to which they shall report and make recommendations.

(h) The Finance Committee shall have the power, having regard to advice from the Investment Sub-Committee, to buy and sell investments within the framework set out in the investment policy approved by the Governing Body, and may delegate this power as appropriate to an investment manager pursuant to Statute 8.3.

THE BENEFACTIONS SUB-COMMITTEE

25. The Benefactions Sub-Committee is abolished.

THE INVESTMENT SUB-COMMITTEE

26.

(a)

(i) The members of the Investment Sub-Committee shall be the Warden, the Finance Bursar, two members of the Governing Body holding academic appointments, the Land Agent, and no fewer than four External Members.

(ii) External Members of the Investment Sub-Committee shall be appointed for a non-renewable term of five years.

(b) The Warden shall chair the Investment Sub-Committee and the Finance Bursar shall be the Convenor.

(c)

(i) The Finance Bursar shall convene the Investment Sub-Committee not less often than once in every year.

(ii) The quorum of the Investment Sub-Committee shall be four composed as follows: two of the ex officio members; one of the members appointed from the Governing Body; and one of the External Members.

(d) It shall be the duty of the Investment Sub-Committee:

(i) to advise on the framing of the College's investment policy with the aim of securing the effective management of the College's endowment funds in pursuit of the College's objectives;

(ii) to review the implementation of the College's investment policy;

(iii) to advise on any areas of the College's strategy which may affect the overall performance of the College's endowment funds;

(iv) to advise on the spending rate from the College's endowment funds which allows the College to achieve both its short and long-term objectives;

(v) to advise on the appointment of the Investment Fund Managers (including private equity, hedge fund and/or other alternative asset fund managers, if any), and then monitor and challenge the performance of such managers;

(vi) to receive at each meeting and consider a report from the Finance Bursar and, as appropriate, from the College's Investment Fund Manager and/or Consultant;

(vii) to advise the Finance Committee on whether the costs of managing the College's endowment are fair and reasonable;

(viii) to report in writing to the Finance Committee on such matters as it deems appropriate at least once in every year.

THE GRADUATE COMMITTEE

27. The Graduate Committee is abolished.

THE LIBRARY AND ARCHIVES COMMITTEE

28.

(a)

(i) The members of the Library and Archives Committee shall be the Warden, the Librarian, four members of the Governing Body (at least one of whom shall also be a member of the Warden & Tutors Committee), the Archivist, the Deputy Librarian, and two Junior Members of whom one shall be nominated by the President of the Middle Common Room and the other by the President of the Junior Common Room.

(ii) The four members of the Governing Body appointed to the Library and Archives Committee shall be selected so as to ensure the representation of different subject-areas in the College's teaching and research.

(iii) The Library and Archives Committee shall have the power to invite the attendance of any other College Officer for any meeting at which the business is thought to require it.

(b) The Librarian shall chair the Library and Archives Committee and shall also be its Convenor.

(c) The Librarian shall convene the Library and Archives Committee not less often than once in every Term.

(d) It shall be the duty of the Library and Archives Committee:

(i) generally to oversee the management of the Library and Archives, to review and oversee the services, activities, collections and physical spaces used by the Library and the Archives, to make recommendations to the Governing Body in relation to all these matters, and to provide a forum for discussion and liaison with members of the College regarding services and collections;

(ii) to advise the Librarian and the Library and Archives staff;

(iii) to approve policies for the development and management of the collections and any other policies for the Library and the Archives that may be expedient;

(iv) subject to Bylaw VII.30(d)(iii), to review and approve Regulations for the Library and the Archives proposed by the Librarian (provided that the Librarian may when necessary make a new regulation or authorise derogation from an existing one and such regulation or derogation shall have force until the next meeting of the Library and Archives Committee);

(v) subject to Bylaw VII.30(d)(iii), to review and approve policies relating to publication rights, licensing and filming in relation to library & archive items and spaces (in consultation with the Domestic Bursar and the Media and Publications Officers);

(vi) to review and recommend to the Governing Body policies relating to loans for exhibitions and other applications for the temporary removal of any item in the collections from the College;

(vii) each year to approve a budget for the Library and the Archives and each term to review expenditure in relation to the budget;

(viii) to review the Dyson Library Fund allocation, which shall not normally exceed £5,000, and to recommend any appropriate revision to the Governing Body, and to review the collection-development policy relating to the Dyson Library Fund;

(ix) to receive a report once a term from the Librarian on Library and Archive developments and activities which shall include expenditure incurred on the development of the collection;

(x) to receive, review, and transmit to the Governing Body (normally for consideration at the Stated General Meeting in 4th week of Michaelmas Term) the Librarian's annual report on the Library and Archives, which shall include a list of items purchased in the previous year from the Dyson Fund.

THE RESEARCH COMMITTEE

29. The Research Committee is abolished.

THE STATUTES AND BYLAWS COMMITTEE

30.

(a)

(i) The members of the Statutes and Bylaws Committee shall be the Sub-Warden, the Keeper of the Statutes and Bylaws, the member of the Governing Body who has most recently held the office of Sub-Warden before the incumbent, and two other members of the Governing Body who have previously held the office of Sub-Warden.

(ii) If there shall not be among the Governing Body the number of former Sub-Wardens required to fill any place provided under paragraph (i) above the Governing Body shall on the nomination of the Fellowship and Appointments Committee appoint another member of the Governing Body to fill the vacancy for so long as that remains the case.

(b) The Sub-Warden shall chair the Statutes and Bylaws Committee and the Keeper of the Statutes and Bylaws shall be its Convenor. The Keeper of the Statutes and Bylaws may invite the attendance at the Committee's meetings of other College Officers, of other Fellows and employees of the College, and of Junior Members nominated by the Presidents of the Middle or Junior Common Rooms where such attendance would be desirable.

(c) The Keeper of the Statutes and Bylaws shall convene the Statutes and Bylaws Committee not less often than once in every Term. It shall not be necessary for the Statutes and Bylaws Committee to keep formal minutes of its meetings provided that it shall approve a reasoned explanation to support any recommendation that it makes to the Governing Body.

(d) It shall be the duty of the Statutes and Bylaws Committee:

(i) to review the Statutes and Bylaws of the College both independently and in the light of the periodical reviews of the Bylaws conducted by the Boards and permanent Panels under Bylaw VII.8(a)(xv) and VII.8(b)(v);

(ii) to review in the light of paragraph (iv) below any amendment to the Statutes and Bylaws proposed by a Board or permanent Panel or any College Officer or Fellow and to report thereon to the Governing Body;

(iii) to review regulations, handbooks, policies and similar materials published before the adoption of this Bylaw or thereafter intended to be published by the Governing Body or Boards or College Officers to ensure that they are consistent with the Statutes and Bylaws of the College and to make recommendations arising out of such review;

(iv) to consider as often as necessary but not less often than once each Term whether any decision made by the Governing Body in the course of that Term is of such general and permanent character that it ought to be enacted as a Bylaw;

(v) to recommend to the Governing Body such amendments as may be necessary or expedient to ensure that the Statutes and Bylaws and the documents referred to in paragraph (iii) above are internally consistent, clearly expressed, up to date, and lawful;

(vi) to make such changes as may be expedient in the exercise of the power conferred by Bylaw I.7.

(e) Subject to prior agreement with the Finance Bursar where costs are likely to be incurred the Statutes and Bylaws Committee may seek such external advice as it considers necessary for the proper discharge of its duties.

THE COMMITTEE ON STIPENDS AND ALLOWANCES

31.

(a)

(i) The members of the Committee on Stipends and Allowances shall be three Professorial Fellows and four External Members. Three other Professorial Fellows shall also be appointed as alternates. If a Professorial Fellow who is a member of the Committee is unable to attend a meeting the Convenor shall arrange, if possible, for one of the alternates to attend instead.

(ii) The Warden, the Finance Bursar, the Senior Tutor, and two persons elected by the Governing Body from among its members who are Tutors, shall be entitled to attend the meetings of the Committee and may speak but shall have no vote, *provided that* the Chair (a) may reserve any item of business for private discussion among its members and (b) may require any vote to be taken in the absence of non-members.

(iii) If the Committee proposes to discuss any stipend, allowance or benefit of a member of the Governing Body present at that meeting, the affected person shall leave the meeting during that discussion. If the affected persons include members of the Committee and their withdrawal would cause the meeting to become inquorate, the Convenor may co-opt alternate members from among those Fellows who are not employees of the College.

(iv) If an External Member is elected to a Fellowship carrying membership of the Governing Body or becomes an employee of the College or a Professorial Fellow who is a member is appointed to a College Office or otherwise becomes an employee of the College that person shall cease to be a member of the Committee on Stipends and Allowances and the Governing Body shall forthwith appoint a replacement.

(b) The Committee on Stipends and Allowances shall be convened by the Finance Bursar and chaired by one of the External Members elected by its members whenever there is a vacancy in the Chair.

(c)

(i) The Committee on Stipends and Allowances shall determine the frequency of its meetings but shall also be convened at the request of the Governing Body or any Board.

(ii) The quorum for meetings of the Committee on Stipends and Allowances is four of whom at least two must be External Members and at least one must be a Professorial Fellow.

(d) It shall be the duty of the Committee on Stipends and Allowances:

(i) to review from time to time, at its own instigation or at the request of the Governing Body or another Board, the stipends, allowances, benefits, and accommodation, if any, awarded or provided to any person who is a member of the Governing Body and to recommend to the Governing Body any adjustments (except to the extent of any specific entitlement under the College Statutes) that may be deemed appropriate;

(ii) to consider any recommendation from another Board relating to the stipends, allowances and benefits awarded to any person falling within the remit of the Committee.

(e)

(i) The Governing Body shall consider every recommendation made by the Committee on Stipends and Allowances.

(ii) Where under Bylaw VII.31(d) above the Committee on Stipends and Allowances recommends any adjustment the Governing Body shall either (a) accept the recommendation or (b) (where the Committee recommends any increase) decide to make no increase or to make an increase smaller in value than that recommended by the Committee or (c) reject the recommendation.

(iii) If the Governing Body rejects any recommendation made by the Committee on Stipends and Allowances it shall be referred back to the Committee for reconsideration.

(iv) After reconsidering any recommendation in accordance with Bylaw VII.31(e)(iii) above the Committee on Stipends and Allowances shall make a further recommendation on the matter to the Governing Body. On consideration by the Governing Body of the further recommendation, Bylaw VII.31(e)(ii) above shall apply *except that* the Governing Body shall not be entitled to reject the further recommendation.

(f) No papers of the Committee on Stipends and Allowances, other than its reports and recommendations, shall be made available to members of the Governing Body without the consent of all members of the Committee.

THE WARDEN AND TUTORS' COMMITTEE

32.

(a)

(i) The members of the Warden and Tutors' Committee shall be the Warden, the Sub-Warden, the Senior Tutor, the Dean of Graduates, the Tutors,

the Finance Bursar, the Domestic Bursar, the Librarian, the Chaplain, and the Principal of the Postmasters.[6]

(ii) The Committee may co-opt other College Officers as members as it sees fit.

(iii) The President and the Academic Affairs Representative of the Junior Common Room shall be entitled to attend and speak on matters affecting undergraduates on the Committee's unreserved agenda.

(iv) The President of the Middle Common Room and one other postgraduate member of the Middle Common Room shall be entitled to attend and speak on matters affecting postgraduates on the Committee's unreserved agenda.

(b) The Warden shall chair the Warden and Tutors' Committee and the Senior Tutor shall be the Convenor. Without prejudice to the overall responsibility of the Senior Tutor as Convenor the minutes of the Committee's meetings shall be taken by the Academic Registrar who shall attend for that purpose.

(c) The Senior Tutor shall convene the Warden and Tutors' Committee not less often than four times in every Term.

(d) It shall be the duty of the Warden and Tutors' Committee:

(i) generally to regulate and oversee all matters relating to the discipline and welfare of Junior Members and the instruction of undergraduates;

(ii) to be responsible for the recruitment of Junior Members and the processes for their admission and induction;

(iii) to oversee the College's provision for liaison with schools, access, and outreach;

(iv) to have responsibility for academic provision for undergraduates and for monitoring their progress and recognising their achievements by the award of Postmasterships, Exhibitions, and Prizes;

(v) to oversee the progress of postgraduates and to recognise their achievements by the award of Prizes;

(vi) to advise the Governing Body on and oversee all matters relating to Graduate Scholarships;

(vii) to support the research of Junior Members and to promote co-ordination of research activities among senior and Junior Members;

(viii) to keep under review and to make recommendations to the Governing Body about the number and composition of the College's Junior Members;

(ix) to appoint College Lecturers, to confer and revoke the honorary title of College Lecturer, and to report to the Governing Body on such appointments, conferrals and revocations;

6 The Dean and Keeper of the Statutes is also ex officio a member of this Committee under Bylaw IV.39.

(x) to receive annually and review the Senior Tutor's Report, the Admissions Report, the Academic Discipline Report (from the Senior Tutor), the Discipline Report (from the Principal of the Postmasters), the Welfare Report (from the Head of Welfare), the Student Feedback Report (from the Senior Tutor), the Schools Liaison and Access Report (from the Schools Liaison and Access Officer) and such other reports as it may require;

(xi) to receive and consider and to transmit to the Governing Body as appropriate the minutes and reports of its Sub-Committees;

(xii) to ensure the College's compliance with section 22 of the Education Act 1994 as regards the Junior Common Room ("JCR") and Middle Common Room ("MCR") on behalf of the Governing Body by:

(a) approving the budgets of the JCR and MCR and monitoring their expenditure;

(b) reviewing and approving the constitutions of the JCR and MCR at intervals of not more than five years;

(c) satisfying itself that elections in the JCR and MCR are fairly and properly conducted;

(d) issuing and when necessary revising the code of practice required under section 22(3) of the Education Act 1994;

(e) annually drawing to the attention of the JCR and MCR the limitations on their activities imposed by the law of charities.

(e) Subject to Bylaw VII.30(d)(iii), the Warden and Tutors' Committee shall have authority to make regulations on all matters concerning Junior Members including their academic work, their use of College facilities, and disciplinary matters, and to enforce these regulations as it sees fit.

THE ACADEMIC NEEDS AND LEAVE SUB-COMMITTEE

33.

(a) The members of the Academic Needs and Leave Sub-Committee shall be the Warden, the Sub-Warden, the Senior Tutor, the Finance Bursar, and five members of the Governing Body (of whom at least one shall not be a Tutor).[7]

(b) The Warden shall chair the Academic Needs and Leave Sub-Committee and the Senior Tutor shall be its Convenor.

(c) The Senior Tutor shall convene the Academic Needs and Leave Sub-Committee not less often than once in every Term.

(d) It shall be the duty of the Academic Needs and Leave Sub-Committee:

(i) to consider requests for sabbatical leave from those entitled;

(ii) to advise on requests from Tutors for non-sabbatical leave and buy-outs from teaching stint;

7 The Dean and Keeper of the Statutes also attends this Committee ex officio under Bylaw IV.39.

(iii) to advise on questions concerning the filling of tutorial posts, the size and composition of the undergraduate body including the mix of subjects, tutorial contracts and teaching practices, both in detail and in a broad academic and financial context.

SCHOOLS LIAISON AND ACCESS SUB-COMMITTEE

34. The Schools Liaison and Access Sub-Committee is abolished.

THE STUDENT SUPPORT SUB-COMMITTEE

35.

(a) The members of the Student Support Sub-Committee shall be the Chaplain, the Senior Tutor, the Dean of Graduates, two members of the Governing Body, the Academic Registrar and the Head of Welfare.

(b) The Chaplain shall chair the Student Support Sub-Committee.

(c) The Head of Welfare shall be the Convenor of the Student Support Sub-Committee and convene it not less often than four times in each year.

(d) It shall be the duty of the Student Support Sub-Committee to distribute the income available to it to suitable Junior Members, in accordance with rules determined by, and from time to time adjusted by, the Sub-Committee itself, to include the following purposes and in the following circumstances:

(i) financial hardship (including grants to alleviate hardship made to undergraduates from and in accordance with the restrictions of the Bowman Fund);

(ii) study skills including English language tuition for overseas students;

(iii) grants to enable completion of theses to be submitted for the degree of Doctor of Philosophy;

(iv) travel grants;

(v) grants for other academic, cultural and sports activities.

(e) Except for grants made from the Bowman Fund the income available for distribution shall be drawn both from the Student Support Fund and from the general revenues of the College and shall be reviewed by the Student Support Sub-Committee and the Finance Bursar at the beginning of each academic year, and revised by the Warden and Tutors' Committee on its recommendation.

PART IV: FORUMS

THE EQUALITY FORUM

36.

(a) The members of the Equality Forum shall be the Warden, the Domestic Bursar, the Senior Tutor, the Chaplain, the Equality Adviser, a member of the Governing Body, one College Lecturer or Julia de Lacy Mann Fellow in Categories B or C, four Junior Members of whom two shall be nominated by the President of the Middle Common Room and two by the President of the Junior Common Room; the Head of Welfare, the Human Resources Manager, the Academic Registrar, the Schools Liaison and Access Officer, the Student Support Administrator, two non-academic employees of the College from different departments who are not also members of the Governing Body, and one External Member.

(b) The Warden shall chair the Equality Forum and the Academic Registrar shall be the Convenor.

(c) The Academic Registrar shall convene the Equality Forum not less often than once in every Term.

(d) It shall be the duty of the Equality Forum:

(i) to make recommendations to the Governing Body or to any Board for the purpose of ensuring that the College fulfils its responsibilities under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity, and foster good relations between different people;

(ii) to provide to the Governing Body and publish annually relevant and proportionate information showing the College's compliance with the Public Sector Equality Duty.

SUSTAINABILITY FORUM

36A.

(a) The members of the Sustainability Forum shall be the Warden, the Finance Bursar, the Domestic Bursar, the Dean and Keeper of the Statutes, the Senior Tutor, the Tasso Leventis Professor of Biodiversity, three other Fellows of the College (including at least one of the Tutors in Zoology), the Land Agent, the Colleges' Sustainability Officer, the Head Chef, the Head Gardener, the Head of Maintenance, a representative of the Development Office, two Life Members of the College, and two Junior Members one of whom shall be nominated by the President of the Junior Common Room and the other by the President of the Middle Common Room.

(b) The Warden shall chair the Sustainability Forum and the Dean and Keeper of the Statutes shall be its Convenor.

(c) The Dean and Keeper of the Statutes shall convene the Sustainability Forum not less often than once in every Term.

(d) It shall be the duty of the Sustainability Forum to monitor and challenge the College's Sustainability Strategy and to make recommendations concerning it to the appropriate College Boards, and, in relation to general principles or revision of the Sustainability Strategy, to the Governing Body.

THE WELFARE FORUM

37.

(a) The members of the Welfare Forum shall be the Warden, the Senior Tutor, the Chaplain, the Principal of the Postmasters, the Equality Adviser, the Harassment Advisers to Junior Members, the Head of Welfare, the Junior Deans for Welfare, the Deputy Principal of the Postmasters, the Academic Registrar, the College Nurse, the College Doctors, the Student Support Administrator, a representative of the Counselling Service, a representative of the Disability Advisory Service, seven representatives of the Junior Common Room as follows: the President, two Welfare Representatives, the LGBTQ Representative, the Equal Opportunities Representative, the Academic Affairs Representative, and the International Representative; and three representatives of the Middle Common Room as follows: the President and two Welfare Representatives.

(b) The Warden shall chair the Welfare Forum and the Head of Welfare shall be its Convenor.

(c) The Head of Welfare shall convene the Welfare Forum not less often than once in every Term. Without prejudice to the overall responsibility of the Head of Welfare as Convenor the minutes of the Forum's meetings shall be taken by one of the Junior Deans for Welfare.

(d) It shall be the duty of the Welfare Forum:

(i) generally to consider all issues pertaining to the welfare of Junior Members of the College and to make such recommendations in relation to those issues to any Board as it thinks appropriate;

(ii) to receive and consider reports on the matters within its remit from the Junior Common Room, the Middle Common Room, the University Counselling Service, and the Disability Advisory Service;

(iii) to monitor the training of College Peer Supporters;

(iv) to review and plan the College's response to public health issues;

(v) to consider the report on the welfare of the Junior Members submitted annually by the Head of Welfare to the Warden and Tutors' Committee.

PART V: PANELS

THE DISCIPLINARY PANEL

38.

(a)

(i) The members of the Disciplinary Panel shall be the Sub-Warden (or if the Sub-Warden is unavailable another member of the Governing Body nominated by the Sub-Warden) and four other members of the Governing Body at least two of whom shall hold the office of Tutor. The Principal of the Postmasters shall not be a member. The Panel may (but shall not be obliged to) ask an assessor, to be known as the Disciplinary Assessor, to be present at its deliberations and to advise it but such person shall have no vote.

(ii) Any tutor of the Junior Member charged and any other person with an interest in the subject-matter of the charge shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this sub-paragraph only a "tutor" shall be defined (i) in the case of an undergraduate as any person who has acted as that undergraduate's director of studies and (ii) in the case of a graduate student as any person who has acted as that graduate student's college adviser and (iii) in either case as including any person who has filed or will file an academic report on that Junior Member's work during the course of the current academic year.

(iii) The Sub-Warden or the Sub-Warden's nominee shall ordinarily chair the Panel. If the Sub-Warden or the Sub-Warden's nominee is replaced pursuant to Bylaw VII.38(a)(ii) above the most senior of the Tutors present shall chair the Panel.

(b) The Disciplinary Panel shall be convened in accordance with Bylaw XI B as often as required and all its members must be present at its meetings.

(c) It shall be the duty of the Disciplinary Panel to hear and determine cases brought before it concerning serious misconduct relating to Junior Members within the College's jurisdiction in accordance with Bylaw XI B on Discipline.

THE ACADEMIC REVIEW PANEL

39.

(a)

(i) The members of the Academic Review Panel shall be the Sub-Warden (0r another Governing Body Fellow appointed by the Sub-Warden if the Sub-Warden is unavailable), who shall chair the Panel, and two other Governing Body Fellows, at least one of whom must be a Tutor or former Tutor. Those who have held the office of Tutor at another College qualify as former Tutors under this Bylaw. The Senior Tutor shall not be a member.

(ii) The two Governing Body Fellows to sit with the Sub-Warden shall be drawn by the Sub-Warden from a pool of six Governing Body Fellows who have agreed to sit on the Panel.

(iii)

(a) Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel.

(b) For the purposes of sub-paragraph (*a*) "tutor" shall be defined as any person who has acted as that undergraduate's director of studies or has filed or will file an academic report on that undergraduate's work during the course of the current academic year.

(b) The Academic Review Panel shall be convened in accordance with Bylaw XI A as often as required and all its members must be present at its meetings.

(c) It shall be the duty of the Academic Review Panel to hear and determine cases referred to it concerning the imposition or extension of probation and cases concerning breaches of probation in accordance with Bylaw XI A on Academic Discipline.

(d) Any appeal against a decision of the Academic Review Panel shall be made to the Appeals Panel.

THE SUSPENSION OF STATUS AND FITNESS TO STUDY PANEL

40.

(a)

(i) The members of the Suspension of Status and Fitness to Study Panel shall be the Sub-Warden (or another Governing Body Fellow nominated by the Sub-Warden if the Sub-Warden is unavailable), who shall chair the Panel, and two other Governing Body Fellows of the College, at least one of whom must be a Tutor or former Tutor. Those who have held the office of Tutor (or its equivalent) at another College qualify as former Tutors under this Bylaw.

(ii) These members shall be drawn by the Chair from a pool of eight Governing Body Fellows who have agreed to sit on the Panel. The Panel shall include both male and female members.

(iii) Should any member of the Panel be the tutor of the Junior Member or have an interest in the case under consideration, they shall be replaced by another member of the pool (or a member of the Governing Body co-opted by the other members of the Panel in the event that there is no member of the pool available).

(iv) For the purposes of Bylaw VII.40(a)(iii) a "tutor" shall be defined

(a) in the case of an undergraduate as any person who has acted as that undergraduate's director of studies and

(b) in the case of a graduate student as any person who has acted as that graduate student's college adviser and

(c) in either case as including any person who has filed or will file an academic report on that Junior Member's work.

(b) The Suspension of Status and Fitness to Study Panel shall sit as the Suspension of Status Panel under Bylaw XI D.

(i) The Suspension of Status Panel shall be convened in accordance with Bylaw XI D as often as required.

(ii) It shall be the duty of the Suspension of Status Panel to hear and determine cases referred to it in accordance with Bylaw XI D.

(iii) Any application for a review of a decision of the Suspension of Status panel shall be made to the Appeals Panel in accordance with Bylaw XI D.

(c) The Suspension of Status and Fitness to Study Panel shall sit as the Fitness to Study Panel under Bylaw XI E.

(i) The Fitness to Study Panel shall be convened in accordance with Bylaw XI E as often as required.

(ii) It shall be the Duty of the Fitness to Study Panel to hear and determine cases referred to it in accordance with Bylaw XI E.

(iii) Any application for review of a decision of the Fitness to Study Panel shall be made to the Appeals Panel in accordance with Bylaw XI E.

THE APPEALS PANEL

41.

(a)

(i) The members of the Appeals Panel shall in cases of academic discipline under Bylaw XI A be the Warden (or another member of the Governing Body appointed by the Warden) and two other members of the Governing Body of whom at least one of whom must be a Tutor or former Tutor. Those who have held the office of Tutor (or its equivalent) at another College qualify as former Tutors under this Bylaw. Neither the Senior Tutor nor the members of the Academic Review Panel which dealt with the case at first instance shall be members.

(ii) Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this sub-paragraph a “tutor” shall be defined as any person who has acted as that undergraduate’s director of studies or has filed or will file an academic report on that undergraduate’s work during the course of the current academic year.

(b)

(i) The members of the Appeals Panel shall in cases of discipline for serious misconduct under Bylaw XI B be the Warden (or another member of the Governing Body nominated by the Warden) and four other members of the Governing Body of whom at least two shall hold the office of Tutor. Neither the Principal of the Postmasters nor any member of the Disciplinary Panel shall be a member.

(ii) Any tutor of the Junior Member whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this sub-paragraph a “tutor” shall be defined

(a) in the case of an undergraduate as any person who has acted as that undergraduate's director of studies and

(b) in the case of a graduate student as any person who has acted as that graduate student's college adviser and

(c) in either case as including any person who has filed or will file an academic report on that Junior Member's work during the course of the current academic year.

(iii) The Warden or the Warden's nominee shall ordinarily chair the Panel as constituted under Bylaw XI B. If the Warden or the Warden's nominee is replaced pursuant to Bylaw VII.41(b)(ii) above the most senior of the Tutors present shall chair the Panel.

(c)

(i) The members of the Appeals Panel shall in cases of failure in the First Public Examination under Bylaw XI C be no fewer than three members of the Governing Body of whom at least two shall hold the office of Tutor. The Senior Tutor shall not be a member.

(ii) Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this sub-paragraph a "tutor" shall be defined as any person who has acted as that undergraduate's director of studies or has filed or will file an academic report on that undergraduate's work during the course of the current academic year.

(iii) The members of the Appeals Panel as constituted under Bylaw XI C after any replacements have been co-opted shall elect one from among their number to take the chair.

(d)

(i) The members of the Appeals Panel in cases relating to suspension of status under Bylaw XI D or fitness to study under Bylaw XI E shall be the Warden (or another member of the Governing Body nominated by the Warden) with two other members of the Governing Body, of whom at least one is a Tutor.

(ii) The Appeals Panel shall include both male and female members. The members of the Fitness to Study Panel or Suspension of Status Panel in the case under review shall not be members of the Appeals Panel (although members of the pool from which the Panel was drawn may be included on the Appeals Panel).

(iii) Any tutor of the Junior Member whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel.

(iv) For the purposes of Bylaw VII.41(d)(iii) above a "tutor" shall be defined

(a) in the case of an undergraduate as any person who has acted as that undergraduate's director of studies and

(b) in the case of a graduate student as any person who has acted as that graduate student's college adviser and

(c) in either case as including any person who has filed or will file an academic report on that Junior Member's work.

(v) The Warden or the Warden's nominee shall ordinarily chair the Panel as constituted under Bylaws XI D and XI E. If the Warden or the Warden's nominee is replaced pursuant to Bylaw VII.41(d)(ii) above the most senior of the Tutors present shall chair the Panel.

(e) The Appeals Panel shall be convened in accordance with Bylaw XI A or Bylaw XI B or Bylaw XI C or Bylaw XI D or Bylaw XI E as often as required and all members must be present at its meetings. The Warden or (in the Warden's absence) the Sub-Warden shall convene the Appeals Panel under Bylaw XI C.

(f) It shall be the duty of the Appeals Panel to hear and determine appeals made to it in accordance with Bylaw XI A or XI B or XI C or applications for review made to it under Bylaws XI D and XI E as the case may be.

THE INITIAL PERIOD REVIEW PANEL

42.

(a)

(i) Subject to paragraph (iv) below, the members of the Initial Period Review Panel when it is to consider any re-appointment of a Tutor other than the Senior Tutor in accordance with Bylaw IV.32(c) shall be the Senior Tutor and four other members of the Governing Body of whom at least one shall have served as a Tutor (other than as Senior Tutor).

(ii)

(a) The members of the Initial Period Review Panel when it is to consider the re-appointment of any permanent College Officer other than a Tutor or Lecturer (but including the Senior Tutor) shall be the Sub-Warden and the members of the Governing Body who were members of the panel which made the original appointment.

(b) Subject to paragraph (iv) below, in the event that any member of the original appointment panel is no longer a member of the Governing Body or is otherwise unavailable at the time when re-appointment falls to be considered the Governing Body shall appoint members of the Governing Body to replace them.

(iii) The Initial Period Review Panel shall have power:

(a) Subject to paragraph (iv) below, to co-opt additional members from among the members of the Governing Body;

(b) to consult such persons as it thinks fit.

(iv) No one who is still in their probationary period of appointment is eligible to serve on the Initial Period Review Panel.

(b) The Senior Tutor shall chair the Initial Period Review Panel when it meets to consider the re-appointment of a Tutor and shall also be its Convenor. In all other cases the person who chaired the original appointment panel shall chair

the Initial Period Review Panel and shall also be its Convenor but if that person has ceased to be a member of the Governing Body or is otherwise unable to act the Governing Body on the recommendation of the Fellowship and Appointments Committee shall appoint in substitution one of the members of the Panel.

(c)

(i) Subject to Bylaw VII.42(c)(ii), it shall be the duty of the Initial Period Review Panel to consider re-appointments in accordance with the procedure provided in Bylaw IV.32(c) and to make recommendations to the Warden or to the Governing Body as the case may be.

(ii) When the Initial Period Review Panel is to consider the re-appointment of any permanent College Officer other than a Tutor or Lecturer (but including the Senior Tutor)

(a) references in Bylaw IV.32(c) to "Tutor" shall be understood as references to the College Officer whose re-appointment is being considered; and

(b) the report submitted by the College Officer under Bylaw IV.32(c)(ii) shall address the activities undertaken by the College Officer during the probationary period in fulfilling their contractual duties.

THE EJRA PANEL

43.

(a)

(i) The members of the EJRA Panel shall be the Warden (except where paragraph (b) below applies), a Professorial Fellow, and one of the Tutors elected by the Governing Body to attend the Committee on Stipends and Allowances.

(ii) Where the EJRA Panel is to consider a request by the Warden to continue in office beyond the retiring age the Governing Body shall elect an Honorary or Emeritus Fellow to take the Warden's place on the Panel.

(b) The Warden (or where Bylaw VII.43(a)(ii) above applies, the Honorary or Emeritus Fellow elected to take the Warden's place) shall chair the EJRA Panel and be its Convenor.

(c) It shall be the duty of the EJRA Panel to consider in accordance with the College's Employer Justified Retirement Age Policy any request made by the Warden or College Officers or academic employees to work or to continue in office beyond the retiring age and to recommend to the Governing Body how that request should be dealt with.

(d) In relation to the EJRA Panel "the retiring age" shall mean the employer-justified retiring age adopted by the College for the office or employment in question.

VIII. ACADEMIC EMPLOYEES

1. This bylaw relates to Statute 9.

Part I: - Application

This Bylaw shall apply to all members of the Governing Body of Merton College employed by the College to carry out teaching or research, to all Fitzjames Early Career Researchers and Early Career Researchers (whether or not members of the Governing Body), to all Stipendiary Lecturers who are teaching four or more hours per week for the College, and to the Warden as indicated in clause 3(1(c).

Part II: Redundancy Procedure

Stage 1 - Governing Body Meeting (Clause 10(2))

1.1. In the event that a reduction in academic staff or activity is contemplated for any reason whatsoever, the Warden shall call a special meeting of the Governing Body to consider and determine upon the matters set out in Clause 10(2) of the Statute.

1.2. If any member is unavoidably unable to attend and reasonably considers that he or she may be personally affected by a decision under Clause 10(2), for example because the Governing Body may be considering deleting a subject altogether, he or she shall be entitled to seek a postponement of the meeting by written notice to the Warden to be delivered to him or her at least three days prior to the date set for the meeting.

1.3. Prior to the special meeting, the Warden shall cause a detailed memorandum of information to be prepared on a confidential basis for the Governing Body. The memorandum shall contain all relevant available information including financial and academic matters, setting out in detail the position of the College and the matters to be considered both in favour of and against making any reductions in general terms and in so far as possible without reference at this stage to the position of any individual members of academic staff who may be affected.

1.4. The memorandum shall put all considerations forward fairly and in an even-handed manner and shall not make recommendations for any specific course of action. The memorandum shall evaluate as far as possible the impact of any reduction on the principles established by Clause 1 of the Statute.

1.5. To provide members with an opportunity to consider, and respond to, the memorandum of information, it shall be circulated at least seven days before the relevant meeting of the Governing Body and representations shall be invited. Any representations which are received in the Warden's Office by 12 noon on the second day before the day of the meeting shall be circulated to all members of the Governing Body.

1.6. Prior to making any decision under Clause 10(2) the Governing Body shall consider the impact of such a decision on relevant Faculty and subject boards and shall consult with the relevant University bodies. Such consultation may be commenced at any stage by the Warden (or the Warden's delegate).

Stage 2 - Redundancy Procedure - Initial Stage

2.1. Once a decision has been reached in principle under Clause 10(2) of the Statute, the Governing Body shall appoint a Redundancy Committee ('the Committee')

unless it determines that it will carry out the task of handling any redundancies itself.

2.2. Members of the Committee shall be selected in accordance with the provisions of Clause 11 of the Statute. However no members who appear to be personally affected or likely to be so affected shall be chosen. No-one on a fixed-term appointment shall be eligible for selection and no-one to whom the Statute applies shall be eligible for selection unless he or she has been employed by the College for at least two years. The Chair of the Committee shall be expressly so appointed by the Governing Body.

2.3. In the case of potential collective redundancies the Governing Body shall, and in all other cases may, consider and establish appropriate procedures for consultation with representatives of the members of staff potentially affected. Such consultation shall generally be carried out by the Redundancy Committee or, if none is appointed, the Governing Body itself. Such consultation shall be either with a recognised trade union or specially elected "workplace" representatives as defined by any relevant legislation currently in force, and shall commence in good time with a view to reaching agreement in relation to the matters set out in any legislation in force for the time being.

2.4. The Redundancy Committee (or if none is appointed, the Governing Body) shall meet as soon as is reasonably practicable to establish a timetable for consideration of the issues. The Committee shall consider the identification of those who are potentially at risk of redundancy and shall seek to identify any alternatives to redundancy to avoid redundancy and/or to mitigate the effects. It shall also consider, where applicable, selection criteria for the determination of who is to be chosen from among those who are at risk of redundancy.

2.5. No decision shall be taken upon any of the relevant matters without the Committee's ensuring that there has been full and proper consultation with the affected persons and their representatives. For this purpose, and prior to any decision being made, the Committee shall ensure that each person is afforded an opportunity to meet with members of the Committee (accompanied by a representative if they wish), to be provided with relevant information and to make representations on any aspect of the case.

2.6. After having considered all relevant matters the Redundancy Committee shall meet to formulate its recommendations together with the reasons for them. A written report of the recommendations and reasons for them shall be provided to the Governing Body and to the affected person or persons as well as their representative(s).

Stage 3 - Decision on Redundancy

3.1. Upon receipt of the report and recommendations of the Redundancy Committee a special meeting of the Governing Body shall be convened to consider the matter further.

3.2. Any member whose dismissal on grounds of redundancy is recommended by the Redundancy Committee, shall be permitted at least two weeks between the date of the Committee's report and the special meeting of the Governing Body to prepare and submit any representations he or she considers appropriate to the Governing Body. Any representations which are received in the Warden's Office by 12 noon on the second day before the day of the meeting shall be circulated to all members of the Governing Body.

3.3. In addition to submission of written representations, the person concerned shall have the opportunity to make oral representations to the Governing Body at the special meeting prior to any decision being made and shall be entitled to be accompanied and/or represented by a person (who may be a professional and/or trade union representative) of his or her choice.

3.4. The Governing Body may request a member of the Redundancy Committee (where appointed), being the Chair or his delegate, to attend the Governing Body formally in that capacity to present the Committee's recommendations and to answer questions from the Governing Body and/or the person or persons concerned. If the Governing Body so determines, the Redundancy Committee may be asked to carry out further consultation with affected members or any other appropriate person.

3.5. No meeting of the Governing Body at which a decision to dismiss under Part II is taken shall be quorate unless at least 50% of those members of the College entitled to attend are present and no vote shall be effective unless at least two thirds of those attending vote in favour.

3.6. Prior to making any decision to dismiss in accordance with recommendations of the Redundancy Committee, the Governing Body shall specifically canvass any alternative employment opportunities or any other means of avoiding a dismissal for redundancy. In addition the Governing Body shall ensure that it has been fully appraised of any USS options which the person affected may be able to exercise in the event of redundancy.

3.7. In the event that the Governing Body accepts the recommendations of the Redundancy Committee and votes to dismiss any member on grounds of redundancy, a written note of the decision of the Governing Body together with a copy of the procedures establishing a right of appeal shall be provided to the person affected and his or her representative. In the event of an appeal, no decision shall be implemented until after this has been determined under Part V.

3.8. If the Governing Body decides upon the dismissal of any member on grounds of redundancy, it shall ensure that provision is made to assist the person concerned with financial and career planning, with reasonable expenses to be met by the College.

Part III: Disciplinary Procedure

1 Informal Stage

1.1. Where it appears to the Warden that the conduct or performance of a member of academic staff is falling below an acceptable standard, the Warden may arrange to meet with that person on an informal basis to explore the situation and to consider what action can be taken to improve his conduct or performance. The Warden may appoint a colleague (being a Fellow or Emeritus or Honorary Fellow of the College) to conduct the informal discussions with the person concerned either with the Warden or alone. The informal discussion shall not be viewed as a disciplinary act but as an opportunity to explore together any problems that appear to have arisen and consider solutions that may be available. A record of this initial meeting may be kept, provided the member of staff agrees and a copy of any record is made available to him or her. If the person concerned prefers, the discussion may be kept confidential at this stage.

2 Disciplinary Warnings

2.1. In any case where it seems to the Warden that the performance and/or conduct of a member of academic staff appears not to meet acceptable standards but where the circumstances do not appear to raise prima facie grounds for dismissal (for example, after investigation of a complaint submitted to the Warden under Clause 14(1) which is not to be referred to an Academic Disciplinary Panel), the Warden may convene a meeting with the individual for the purpose of considering the matter and any appropriate sanction. No disciplinary sanction shall be imposed unless the person concerned has had reasonable notification of the allegations made against him or her and an opportunity to respond and until the matter has been properly investigated by or at the behest of the Warden.

2.2. Prior to the disciplinary meeting, the person concerned shall be provided with written notification of the date and nature of the meeting and the matters to be considered, together with copies of any relevant statements. The person concerned shall have the opportunity to be accompanied or represented by a colleague or representative from any professional body or trade union of which he or she is a member such as the UCU. The individual shall not normally be permitted legal representation at this stage.

2.3. In the event that it appears to the Warden that the individual's conduct and/or performance has fallen below acceptable standards, and depending on the gravity of the situation and all the circumstances of the case, the Warden may issue an oral or written warning.

2.3 (a)

Oral Warning

The oral warning is the first stage of the disciplinary procedure. It shall normally be issued in front of a witness and shall state clearly that it comprises the first stage of the disciplinary process. The reasons for the warning shall be specified, together with any agreed plan of action for improvement, where applicable. The oral warning shall be recorded in a dated written note, a copy of which shall be provided to the individual. The note shall be kept in the file of the person concerned and shall be regarded and marked as spent after one year.

2.3 (b)

Written Warning

In the event that the person's conduct and/or performance does not improve or gives further cause for concern whether of a similar nature or not, within the twelve-

month period during which the oral warning remains live, and in any case where the seriousness of the matter so merits, the disciplinary action which the Warden may take short of dismissal is a written warning. The written warning shall specify the reason and set out the improvement required and the time for achieving it. It shall be dated and a copy shall be provided to the individual as well as being kept in the file of the person concerned. A written warning remains "live" for a period of two years after which it shall be regarded and marked as spent.

2.4. In the event that either an oral or a written warning is issued, the person concerned shall be notified of his or her right of appeal under Clause 13(3) of the Statute.

3 Dismissal

In any case before the Warden, whether on a complaint under **C**lause 14(1) or otherwise, the Warden shall consider all the circumstances of the case including the outcome of any enquiries instituted under Clause 14(2) and any comments from the person concerned invited under Clause 14(3). If, after such consideration, it appears to the Warden that there are prima facie grounds for dismissal for good cause as defined in Clause 5 of the Statute, the Warden may call on the Governing Body to appoint a Tribunal to consider and report on the case in accordance with Clauses 16-19 of the Statute. The Warden may suspend the person concerned at this stage in accordance with Clause 14(3).

3.1. Upon receipt of a request under Clause 15 of the Statute from the Warden, the Governing Body shall appoint the Tribunal as soon as reasonably practicable and shall inform the person to be charged by written notice that the Tribunal has been appointed to consider any charge or charges to be brought. The written notice shall include the names of the three members of the Tribunal and shall enclose a copy of this Bylaw. At the same time the Governing Body shall appoint a solicitor or other suitable person to formulate charge(s) and to conduct or arrange for the conduct of the hearing. The Governing Body shall appoint one of the three members to chair the Tribunal.

3.2. Subject to the provisions of the Statute and any provision to the contrary in this Bylaw, the Tribunal shall have power to regulate its own proceedings. In the event that any member of the Tribunal is unable to attend for any period of time, the Tribunal shall be discharged and a new Tribunal shall be appointed in accordance with the provisions of the Statute. The Tribunal shall be entitled to appoint a secretary to support it in discharging its function at any time and to take notes of evidence at any hearing.

3.3. The person appointed to formulate the charge or charges ("the prosecutor" - which expression may include a firm of solicitors or any person instructed to act on that person's behalf) shall notify the person charged of the date and time set for the hearing of the charge or charges.

3.4. The person charged shall notify the prosecutor of any representative he or she has appointed to act for him or her and any further communications shall be addressed to the person charged and to any representative appointed by the person charged. Any fees or expenses payable to the representative (other than reasonable travel costs and out of pocket disbursements) shall be at the charge of the person charged.

3.5. The Chair of the Tribunal may make any interlocutory directions he or she considers necessary for the fair conduct of the hearing, including but not limited to any directions as to the hearing date(s), whether at the request of either party or otherwise of his or her own motion. The Chair may also remit any matters to the Warden for further consideration and has power to join further parties to the case

if he or she considers it appropriate to do so upon notice to the parties of such joinder. The Chair of the Tribunal shall set the date, time and place for the hearing and may also set appropriate time limits for each stage (including the hearing), to the intent that any matters be heard and determined expeditiously. If the Chair considers it appropriate in all the circumstances of the case he or she may request the Warden to consider the suspension of the person charged under Clause 14(3).

3.6. At least 21 days before the date set for the hearing, the prosecutor shall forward the following to the Tribunal and person charged and any other parties to the hearing:

(a) the charge or charges;
(b) copies of any documents specified or referred to in the charge or charges;
(c) a list of witnesses to be called by the prosecutor;
(d) copies of statements containing the witnesses' evidence.

3.7. At least seven days before the date set for the hearing, the person charged shall forward to the prosecutor copies of any documents on which he or she wishes to rely, a list of witnesses and copies of their statements of evidence. The prosecutor shall ensure that copies of all these are prepared and forwarded to the Tribunal as soon as practicable.

3.8. The jurisdiction and power of the Tribunal shall not be restricted by the fact that the person charged has been, or is liable to be, prosecuted in a court of law in respect of any act or conduct which is the subject of proceedings before the Tribunal. The Tribunal may postpone or adjourn a hearing, if it considers it appropriate, to enable a prosecution to be undertaken.

3.9. Subject to the consent of the Tribunal, both the prosecutor and the person charged may introduce new evidence at the hearing save that in the case of the prosecutor such new evidence shall not be admitted except for good reason. In the event that new evidence is admitted, the other party shall have the right to an adjournment to allow time to consider the evidence and its effect on the case and may then submit further evidence in response, provided that the Tribunal consents, such consent not to be unreasonably withheld.

3.10. The Tribunal may proceed with the hearing in the absence of any party but shall not do so in the absence of the person charged or that person's representative unless it is satisfied that it is reasonable to do so in all the circumstances of the case or unless the person charged agrees or so requests.

3.11. Subject to the right of the person charged, his or her representative and the prosecutor to be present throughout the hearing, the Tribunal may decide whether to admit any persons to, or exclude them from, the hearing or any part of it.

3.12. Each party to the proceedings shall be entitled to give evidence at the hearing, to make an opening statement, to call witnesses, and to question any witness. Closing statements may be made by the prosecutor first and then any other parties, with the person accused being given the opportunity to speak last.

3.13. Without prejudice to the Tribunal's general power to regulate its own conduct, it shall specifically have the power to set time and other limits on the evidence to be called for each side consistent with providing a fair opportunity for each party to present its relevant evidence whilst ensuring that the charge is heard and determined as expeditiously as is reasonably practicable. The Tribunal shall have power to adjourn the proceedings from time to time as it sees fit.

3.14. The Tribunal shall ensure that its secretary or some other appropriate person is present throughout the hearing so that a full and accurate record of the evidence may be taken.

3.15. It is for the prosecutor to prove the charge or charges. In determining whether the charges or any of them are proved the Tribunal shall consider the evidence and decide whether on balance it considers that good cause for dismissal within the meaning of Clause 5 of the Statute has been proved in respect of each charge before it.

3.16. If the Tribunal decides that a charge has been proved, it shall give each party an opportunity either orally or in writing at the option of the Committee to address it on the question of penalty and/or mitigation prior to determining any recommendations that it may make to the Warden.

3.17. The decision of the Tribunal shall be recorded in a document in which the Tribunal's findings of fact, its reasons for the decision and any recommendations as to penalty are contained. The document shall be signed by the Chair of the Tribunal and at least one other member. The document shall be sent directly by the secretary of the Tribunal to the person charged and to that person's representative in addition to the other parties specified in Clause 19 of the Statute.

3.18. Where any charge has been upheld and the Tribunal has recommended dismissal, the Warden or the Warden's delegate shall inform and consult the Governing Body prior to making any decision as to penalty. The Warden shall arrange for a special meeting of the Governing Body for this purpose and shall keep the person charged informed as to the process. The person charged shall have the right to make further representations to the Warden at this stage.

3.19. If the Warden decides to dismiss the person charged he or she may do so forthwith or upon such terms as he considers fit. If the Warden decides not to dismiss, the actions the Warden may take are as set out in Clause 20(2) of the Statute. Any warning given under Clause 20(2)(c) shall be recorded in writing and shall remain live for two years. In all cases the Warden's decision shall be communicated to the person charged in writing as well as to the Governing Body.

Part IV: Procedure for Removal on Medical Grounds

1 Preliminary Stage

1.1. Where from the conduct or performance of a member of academic staff it appears to the Warden that there may be cause for concern about that person on medical grounds, and any case where the member of staff has been absent on medical grounds for an aggregate period of six months in any twelve-month period, the Warden shall meet with the individual concerned and consider the circumstances of the case. The consultation shall be on a confidential basis if the member of staff so wishes, but the Warden may appoint an informal panel of two or three individuals, including one who is medically qualified, to advise and assist the Warden, provided that the member of staff concerned is informed of this.

1.2. At this stage the purpose of the meeting and any subsequent investigations is to elucidate the nature of the problem and to consider ways of assisting the member of staff to resume his or her full contractual duties. If the Warden considers it advisable, the Warden shall seek the member of staff's consent to disclosure of the latter's medical record in accordance with the Access to Medical Reports Act 1988. The Warden may also, with the consent of the member of staff, arrange for him or her to be examined by an occupational health physician or other medical practitioner to assess inter alia the prognosis for a return to work and any available treatment. Any fees payable in relation to such examination shall be borne by the College.

1.3. The Warden shall consider with the member of staff, and other concerned people as required, ways of ensuring that students and others for whom the individual has contractual responsibilities have their teaching, pastoral and other needs, as may be, met by a rearrangement of resources or other arrangements. In all cases, and especially where third parties are consulted, the Warden shall do all that is reasonably practicable to respect the confidentiality of the member of staff if the member so wishes. The Warden shall also consider whether counselling or other assistance shall be offered to the member of staff at the expense of the College.

2 Medical Incapacity

2.1. If it appears to the Warden that the situation is unlikely substantially to improve within a reasonable period of time, or in any case where the condition of the member of staff or any mental or physical quality affecting the member of staff is such as substantially to interfere with the performance of his or her duties, the Warden shall consider the removal of the member of staff in accordance with the provisions of Clauses 23 and 24 of the Statute. Prior to taking any action under this section, the Warden shall consult with the individual and/or any representative(s) nominated by the individual as to the steps to be taken and their likely outcome. The consultation shall specifically include consideration of the person's condition and likely future state of mental or physical capacity, and whether the person wishes to seek early retirement or a reduction of duties and hours (with a commensurate reduction in stipend). The wishes and needs of the person concerned shall be balanced against the tutorial or other relevant requirements of the College. If the Warden suspends the member of staff under the provisions of Clause 23(1)(b) the Warden shall ensure that the member of staff has adequate access to materials and/or colleagues to enable him or her to participate effectively in the consultation process.

2.2. The consultation process shall also include consideration of any adjustments which could reasonably be made to the duties of the employment and/or the physical features of the premises and/or any arrangements made by or on behalf of the

College so as to facilitate the continued employment of the person concerned. The Warden shall not consider the removal of the person concerned from his or her office or employment without first obtaining advice and assistance as to any facilities that may be available to assist the person. In general the Warden shall have regard to the provisions of the Equality Act 2010 and associated Codes of Practice, as appropriate.

2.3. The Warden shall seek to obtain a medical report concerning the member of staff from the medical practitioner who has had clinical care of him or her and shall notify the person concerned to that effect in writing, seeking the member's consent in writing in accordance with the provisions of the Access to Medical Reports Act 1988.

2.4. At all stages the person concerned shall be able to nominate a friend, professional colleague or other representative to assist and advise him or her. Provided that clear notification is given to the Warden, such a representative may be given authority to act instead of the person concerned if the latter so wishes and may give such consents, agreements etc as the person concerned would be able to give. Such authority shall include, but not be limited to, a power of attorney, including an enduring or lasting power which has been duly registered with the Court of Protection or the Office of the Public Guardian.

2.5. In the event that the member of staff does not apply for medical retirement, or does and is rejected, the Warden shall consider all the circumstances of the case, including any available medical information, and shall determine in particular whether the case should be forwarded to a Medical Board or a Tribunal.

2.6. Any powers of the Warden may be exercised instead by a duly appointed alternate or other appropriate officer and references to the Warden shall, throughout Part IV of this Bylaw, be construed as including references to the alternate.

3 Medical Board

3.1. If after considering all the circumstances of the case the Warden concludes that the removal on medical grounds of the member of staff (hereafter "the person concerned") should be considered, the Warden shall so inform the person concerned. The notification shall be provided in writing and shall be presumed to have reached the person concerned two days after being sent. The Warden shall notify the person concerned that a Medical Board (the Board) is to be appointed to consider whether he or she shall be removed from office on medical grounds, and shall request the person concerned to nominate someone to sit on the Board. If, within a reasonable period of time (one month), the person concerned fails to nominate a person who is willing and able to sit on the Board reasonably expeditiously, the Warden shall presume a default and shall nominate someone.

3.2. At the same time as notifying the individual, the Warden shall also convene a special meeting of the Governing Body to consider the matter confidentially and shall request the Governing Body to nominate a member to sit on the Board. The Governing Body shall canvass and propose the names of two medically qualified people to the person concerned to chair the Board. For this purpose the Governing Body may seek the advice of the College Doctor or any other suitable person on a confidential basis. In the event that agreement cannot be reached between the Governing Body and the person concerned as to the appropriate person to chair the Board, the Governing Body shall request the President for the time being of the Royal College of Physicians to nominate a Chair. The Governing Body shall nominate an appropriate person who is unconnected with the case to act as secretary to the Board.

4 Procedures for a Medical Board Hearing

4.1. Where a Medical Board has been appointed to determine a case referred to it under Clause 23(3) of the Statute, the Chair shall appoint the time, date and place for the hearing and the secretary shall notify all parties in writing. The Board shall have power to adjourn the hearing from time to time as it sees fit.

4.2. At least 21 days before the hearing, the Warden shall refer whatever relevant evidence he or she has in confidence to the Board and shall make the evidence available to the person concerned and/or any representative the person concerned has nominated to act for him or her, except for information for which a medical practitioner has claimed exemption from disclosure under the provisions of section 7 of the Access to Medical Reports Act 1988.

4.3. The Warden shall consider the case and, if the Warden thinks it necessary, may appoint someone to present the case for removal as well as the relevant oral and documentary evidence to the Board. Witnesses may be called by the person presenting the case, in which case copies of their statements shall be made available to the Board and the person concerned at least 14 days prior to the date set for hearing.

4.4. The person concerned shall be entitled to an oral hearing before the matter is determined by the Board. The parties to the hearing shall be the person concerned (including any person appointed to act for or instead of him or her), any one appointed to present the case for removal and any other party which the Board may join at its own discretion. The secretary to the Board, the person concerned and/or his or her representative and the person presenting the case shall be entitled to remain throughout the hearing; otherwise it shall be for the Board to determine who may be present at any time.

4.5. The person concerned shall be entitled to present whatever evidence he or she considers relevant, subject to the overall right of the Board to regulate its own conduct of the hearing. At least 7 days before the hearing, the person concerned shall provide the secretary to the Board with copies of any evidence, including medical evidence, on which he or she wishes to rely. The secretary to the Board shall be responsible for ensuring that copies are made available to Board members and other parties as soon as possible. The person concerned and the person presenting the case for removal may each call one expert witness whose statement(s) shall first be presented in writing to the other parties.

4.6. Any party may produce additional evidence during the hearing subject to the Board's consent and subject to any adjournment that may be required to give the parties time to consider and respond.

4.7. Each party to a hearing shall be entitled to give evidence at the hearing, to make opening and closing statements (either personally or through a representative) and to call witnesses and to question any witness concerning any relevant evidence. Subject to the provisions of this Bylaw and of the Statute, the Board may regulate its own procedure and shall ensure that the case is heard and determined as expeditiously as is reasonably practicable.

4.8. The Board may proceed with the hearing in the absence of any party but shall not do so in the case of the person concerned and/or his or her representative unless it is satisfied that it is reasonable to do so in all the circumstances of the case or the person concerned agrees or so requests. If at any time a member of the Board

is unable to continue, the Board shall be discharged and a new one appointed in accordance with the procedure set out under Clause 3 above.

4.9. The person presenting the case for removal shall specifically draw the attention of the Board to the provisions of the Equality Act 2010 and provide the Board with information as to what adjustments have been considered to avoid the removal of the person concerned from employment, together with information as to cost and effectiveness of the adjustment(s).

4.10. At any stage before making its decision the Board may call for additional information including requiring the person concerned to undergo medical examination by a medical practitioner chosen or agreed by the Board, at the College's expense. In the event that the person concerned fails to undergo any medical examination required by the Board, or if the medical evidence is inconclusive, the Board shall exercise its judgement on the basis of the evidence available to it.

4.11. The Board's decision shall be recorded in writing and shall contain its findings on the main facts and on the medical evidence available to it, as well as its conclusion as to whether the person concerned should be required to resign on medical grounds. The Board shall specifically record the matters it has taken into consideration in determining whether any reasonable adjustments can be made to enable the person concerned to remain in employment. If the Board concludes that the person concerned should be required to retire on medical grounds it shall clearly so state and, in the case where the person concerned is a member of the USS, confirm that in its opinion he is suffering from permanent ill-health or infirmity.

4.12. It is the responsibility of the Board secretary to ensure that the Warden and all the parties to the hearing receive a copy of the decision. The decision document shall be sent to the person concerned as well as his representative, except in the case where it is clear that the representative has authority to act in place of the person concerned, or in any other case with the consent of the person concerned.

4.13. The person concerned shall have the right to make further representations to the Warden provided that this is done within 14 days of receipt of the decision document by the person concerned. Upon receipt of the Board's decision and any further representations from the person concerned, the Warden shall decide whether to terminate the employment of the person concerned on medical grounds. But prior to any decision to so terminate, the Warden shall first consult the Governing Body, respecting medical confidentiality in so far as this is possible. The Warden shall arrange for a special meeting of the Governing Body for this purpose and shall keep the person concerned and/or his or her representative informed as to the process. Secondly, depending on the circumstances of the case, including the length of time taken, the Warden shall afford the person concerned an opportunity to retire on medical grounds in accordance with the rules of the USS where applicable.

4.14. In the event that the Board does not determine that the person concerned should be required to retire on medical grounds, for example because it is not satisfied that the person concerned is incapacitated on medical grounds, the Warden shall consider the position and, if he or she so determines, may invoke the Disciplinary Procedure at any stage including requesting the Governing Body to appoint a Tribunal.

Part V: Appeals Procedure

1. A Notice of Appeal against any decision under Parts II, III or IV of the Statute must be served on the Warden within 28 days of the decision. The Warden shall bring the fact that an appeal has been made to the attention of the Governing Body and inform the appellant that this has been done. The Warden shall consider any appropriate action, including suspension that may be required in relation to the appellant and/or the appellant's position in the College pending the outcome of the appeal.

2. The Governing Body shall appoint a person to hear the appeal in accordance with Clause 29 of the Statute who shall be called the Chair, and the two further persons in accordance with Clause 29(4) of the Statute who shall sit with the Chair if the Chair so decides under Clause 4 below.

3. In the event that the notice of appeal is not served in time in accordance with Clause 28 of the Statute, the Chair shall consider the circumstances of the case including the length and the reason for the delay and the grounds of appeal and shall determine whether justice and fairness require that the appeal shall be permitted to proceed.

4. The Chair shall consider whether to sit alone or with two other persons. In the event that the Chair decides to sit with two other persons, they shall be the persons appointed by the Governing Body in accordance with Clause 2 above and the body so constituted shall be referred to as the Appeal Body, which term shall also refer to the Chair in the event that the Chair sits alone.

5. The Chair shall appoint a date, time and place for the hearing and shall make such other directions for the disposal of the case as appear to him or her appropriate including the joinder of other parties, and any directions that may be required to clarify the grounds of appeal. The Appeal Body shall have power to adjourn the hearing from time to time as it sees fit.

6. Notice of the date, time and place and any directions made by the Chair shall be served on all parties to the appeal at least 14 days before the date appointed and the appellant shall be notified that the appellant has the right at his or her own expense to be represented by another person who may, but need not, be legally qualified. The appellant and any other party shall also be notified of their right to call witnesses with the consent of the Appeal Body.

7. Any committee, board or other body shall, if joined as a party to the appeal by the Chair, appoint one or more persons either from among their number or otherwise, who may, but need not, be legally qualified, to prepare and present the response to the appeal, such response to be served on the Appeal Body, the appellant and any other parties at least seven days before the day appointed for the hearing of the appeal.

8. Any hearing of the appeal may be adjourned or postponed at the discretion of the Chair. The Appeal Body may dismiss the appeal for want of prosecution. However no decision to dismiss in such circumstances shall be made without first having provided the appellant with an opportunity to make representations whether orally or in writing.

9. Except as provided in Clause 8 above no appeal may be determined without an oral hearing, due notice of which has been served on the appellant and any persons appointed by the appellant to represent him or her.

10. Each party to the hearing shall be entitled to make a statement and to address the Appeal Body. Witnesses may be called with the consent of the Appeal Body. Leave to adduce fresh evidence and/or the calling of witnesses examined at first instance shall

only be given if the Appeal Body is satisfied that it is necessary or expedient in the interests of justice.

11. Subject to the provisions of the Statute and of Part V of this Bylaw, the Appeal Body shall determine its own procedure. The Chair may at his or her discretion set time limits at each stage of the proceedings to the intent that any appeal shall be heard and determined as expeditiously as is reasonably practicable having regard to the principles of justice and equity.

12. In accordance with the provisions of Clause 30(3) of the Statute the Appeal Body may allow or dismiss an appeal in whole or in part or remit the appeal in such manner and for such purpose as it sees fit within the provisions of Clause 30(3) of the Statute. In the event that the Appeal Body remits the appeal in accordance with Clause 30(3)(a)-(d) the Chair may set such time limits for further consideration as he or she considers appropriate.

13. The reasoned decision of the Appeal Body, including any decision under Clause 30(3)(a)-(d), shall be recorded in writing and shall be sent to the Warden and to the parties to the appeal.

14. The Chair may, by an appropriate certificate in writing, correct any accidental errors and/or any omissions in documents recording the decisions of the Appeal Body.

Part VI: Grievance Procedures

1 Bringing a Complaint

1.1. A member of academic staff to whom this Statute applies may bring a complaint under Clause 34(1) of the Statute about the matters specified in Clause 33 provided that he or she has exhausted any other relevant avenues of complaint.

1.2. Any complaint should be addressed in the first instance to the Warden and should be made in writing. (Any complaints against disciplinary warnings under Clause 13 should be in writing and should specify with sufficient detail the grounds of complaint and any supporting information.) The complainant should specify whether he or she wishes any aspect of the matter to be kept confidential at this stage.

2 Investigating a Complaint

2.1. The Warden (which expression includes anyone appointed to act instead of the Warden) shall consider any complaint made under Part VI paragraph 1 of this Bylaw as quickly as he or she reasonably can and shall take steps to investigate the matter. At this stage the Warden may appoint one or more people to investigate the issues on his or her behalf but shall whenever possible meet with the complainant for the purpose of considering the complaint generally and agreeing or establishing the further steps which may be taken. In any case where the complaint relates directly to the conduct of the Warden, the latter shall appoint one or more alternates to act in his stead, such alternate to be the Sub-Warden and/or a senior Emeritus Fellow.

2.2. The Warden shall consider in the first instance whether other remedies available to the complainant have been exhausted and may, if in all the circumstances of the case it seems right, discuss with the complainant other appropriate channels for resolution of the complaint prior to taking any further action.

2.3. If in any other case other than an appeal against a disciplinary warning the Warden forms the *prima facie* view that the complaint should be dismissed or that no further action should be taken for the reasons set out in Clause 34(2) of the Statute, the Warden shall so inform the complainant and invite the complainant's views before taking further action. Upon receipt of the complainant's response, or in the event that no response is received within 21 days, the Warden shall consider the matter further and shall take such action as seems to him or her right including dismissing the complaint. The Warden shall notify the complainant and the Governing Body of the decision at the earliest opportunity.

2.4. Provided that he or she acts within 7 days of receiving the decision of the Warden under Clause 2.3 above, the complainant may refer the matter to the Governing Body. If a majority of the Governing Body so determines, it may appoint a Grievance Committee to hear the complaint notwithstanding it has been dismissed by the Warden.

2.5. In any case where, upon due consideration, the Warden is satisfied that the subject matter of the complaint may properly be considered with, or forms part of, a complaint under Part III, or a determination under Part IV or an appeal under Part V of the Statute, he shall so inform the complainant and defer any further action on it until such time as the complaint, determination or appeal has been heard or the time for instituting has passed.

3 Informal Resolution

3.1. In any case where the Warden does not dispose of the appeal or defer it under Clause 34(3) of the Statute or under the provisions of this procedure, he or she shall consider whether it may be capable of informal resolution. The Warden shall take into consideration the nature and ambit of the complaint and the wishes of the complainant and have particular regard to the interests of justice and fairness. Before attempting informal resolution the Warden shall consider whether the complainant or any other person may benefit from the assistance of a third party in connection with the complaint.

3.2. If the complainant objects to informal resolution the Warden shall consider whether to refer the matter to a Grievance Committee or take any other action as he or she sees fit.

3.3. In any attempt at informal resolution the Warden shall have regard to confidentiality as far as possible and shall ensure that the interests of the parties to the matter are considered at all stages.

4 Grievance Committee

4.1. In any case where the complaint has not been disposed of by the Warden, or where an appeal is made under Clause 13(3) of the Statute, the Warden shall refer the matter to a Grievance Committee ("the Committee") established in accordance with the provisions of Clause 36 of the Statute. The Governing Body shall appoint one of its members to act as Chair. The Warden shall notify the Committee of the nature of the complaint or appeal and shall provide the Committee with copies of any statements or other relevant documents which he considers will assist in the fair disposal of the matter. Any appeal under Clause 13(3) of the Statute shall be in writing and shall specify with sufficient detail the grounds of appeal and any supporting information.

4.2. The Warden shall notify the individual concerned that the matter has been referred to the Committee and shall provide the individual concerned with copies of the documents which he or she has provided to the Committee.

4.3. The Committee shall meet as soon as is reasonably practical to consider the matter on a preliminary basis. At this stage, the Committee may appoint someone to act as secretary or clerk to assist in all aspects of the grievance hearing or appeal and the preparatory steps. The Committee may call for written statements from the individual concerned or any other person and may cause such investigations to be conducted as appear appropriate, if necessary by an independent person specifically appointed for the purpose. The Committee shall appoint a time for the matter to be heard and may make such arrangements as it considers fit for the fair and just hearing of the matter. The Committee may appoint its Chair to act in its stead in all preliminary matters. The Committee shall have power to adjourn the proceedings from time to time as it sees fit.

4.4. The matter shall not be disposed of without an oral hearing at which the individual concerned, and any person against whom the grievance or appeal lies, shall be entitled to be heard and to be accompanied by a friend or representative. Save that the hearing may proceed in the absence of the individual concerned or any other party who fails to attend without reasonable cause.

4.5. Provided that due regard is had to the interests of justice and fairness, the conduct of the hearing and any associated matters may be determined by the Committee. In particular, the Committee may determine whether and to what extent oral

examination of witnesses shall be permitted, whether any evidence may be taken in the absence of the individual concerned (or the person against whom any complaint is made) and whether and what time limits shall be set for the proceedings.

4.6. The reasoned decision of the Committee as to whether the complaint or appeal is well-founded shall be notified in writing to the individual concerned and any person against whom any complaint is made, as well as to the Governing Body. In the event that any part of the grievance or appeal is upheld, the Committee shall also notify the Governing Body of its recommendations as to the proper redress for the individual concerned and any other recommendations as it sees fit.

4.7. No appeal lies from the decision and/or recommendations of the Committee.

IX. NON-ACADEMIC STAFF
[Statute 2.7(d)]

APPOINTMENT

1.

(a) The appointment of College employees, other than appointments to academic posts or to posts which are determined to be academic-related, shall be supervised by the following College Officers, in collaboration with the Human Resources Manager and (where the Human Resources Manager so advises) an *ad hoc* committee:

(i) **The Warden**: the Warden's Secretary and secretarial staff.

(ii) **The Sub-Warden**: the Governance Officer.

(iii) **The Chaplain**: the Junior or Associate Chaplains; [the Welfare Adviser; the Junior Deans for Welfare;][1] the Reed Rubin Organist and Director of Music and Director of College Music; the Chapel Office and Choir Manager; the Verger; [the College Nurse].[1]

(iv) **The Development Director**: the Development Office Staff.

(v) **The Domestic Bursar**: the Bursars' secretarial staff; the Accommodation Manager; the Conference Manager and conference staff; the Steward; the Human Resources Manager; the Personnel and Payroll Administrator; the Housekeeping staff; the Lodge Porters; the Common Room staff (apart from the Butler); the Hall staff; the Chef and the Kitchen staff; the IT Director, the Web and Media Officer, and the information technology staff; the Nursery Manager and the Nursery staff; the Head of Maintenance and the Maintenance staff.

(vi) **The Domestic Bursar and the Steward of Common Room**: the Butler.

(vii) **The Finance Bursar**: the College Accountant, the Finance staff, the Land Agent, the Estates staff.

(viii) **The Garden Master and the Domestic Bursar**: the gardens staff and the grounds staff.

(ix) **The Librarian**: the Archivist, the Library Staff.

(x) **The Principal of Postmasters**: the Deputy Principal of Postmasters.

(xi) **The Senior Treasurer of the Amalgamated Clubs and the Domestic Bursar**: the Groundsman and Boatman.

(xii) **The Senior Tutor**: the staff of the Academic Office.

[1] On 4 December 2024 the Governing Body resolved that notwithstanding this Bylaw, responsibility for the Welfare Adviser (otherwise known as the Senior Welfare Adviser), the Junior Deans for Welfare, and the College Nurse, as well as responsibility for the Head of Welfare, may be assigned by the Governing Body to a College Officer other than the Chaplain until either the Bylaw is amended to assign permanent responsibility to a College Officer other than the Chaplain or until the resolution is revoked. Pursuant to this resolution, the Governing Body assigned interim responsibility for these employees to the Senior Tutor.

(b) The College Officers responsible for appointments are empowered to fill any staff vacancy on terms and conditions applying to those members of staff who are on leave or whose employment has terminated, and to recruit additional staff for periods not exceeding four weeks to fill some temporary needs.

(c) Any proposal to increase the complement of permanent staff or to recruit additional staff for periods exceeding four weeks must be referred to the Finance Committee or any sub-committee of the Finance Committee appointed for this purpose in the first instance.

SUPERINTENDENCE

2.

(a) The duty of superintending the College staff, other than academic and academic-related staff, shall lie with the College Officers responsible for their appointment, acting for administrative purposes in collaboration with the Domestic Bursar.

(b) Subject to Bylaw VII.30(d)(iii), the Domestic Committee shall make arrangements for the production of a Staff Handbook which shall contain such policies, regulations and information as may be expedient for the non-academic staff.

(c) The College shall maintain for reference an Organisation Chart which shall show the organisation and management of the College staff. The Organisation Chart shall be updated as necessary by the Domestic Bursar subject to the approval of the Finance Committee and shall be published for the internal use of the College.

GRIEVANCES

3.

(a) Members of the non-academic staff of the College who have a grievance in connection with their employment by the College shall inform the Domestic Bursar in writing. Aggrieved members of staff who are unable to obtain satisfaction may ask for their cases to be considered by a panel appointed by the Domestic Committee under Bylaw VII.13(h).

(b) There shall be a grievance procedure for non-academic staff the full text of which shall be published in the Staff Handbook.

DISCIPLINE

4.

(a) The College Officer responsible for superintending a member of staff may initiate disciplinary proceedings against a member of staff in any case of alleged misconduct, incompetence, poor performance or unsuitability, or, in consultation with the Finance Committee or any sub-committee of the Finance Committee instigated for this purpose, may suspend a member of staff on full pay pending investigation of any allegation of gross misconduct.

(b) A member of staff who is subject to an adverse disciplinary decision may appeal to a panel appointed by the Domestic Committee within seven days of notification.

(c) There shall be a disciplinary procedure for non-academic staff the full text of which shall be published in the Staff Handbook.

RELOCATION ALLOWANCES

5.

(a) Subject to (b) below, the College may pay, at its discretion, to newly appointed members of the College's non-academic staff a Relocation Allowance, such allowance to be determined in each case by the Finance Committee in accord with the principles and practice of the University relocation allowance scheme.

(b) The College shall not reimburse professional fees to those purchasing their own property who have been accommodated by the College for a period exceeding 12 months from the date of appointment.

X. THE COMMON ROOM AND THE COMMON TABLE, COLLEGE DINNERS AND ENTERTAINMENT

PART I: THE COMMON ROOM

[Statute 2.7(e)]

MEMBERSHIP OF COMMON ROOM

1.

(a) The members of Common Room shall be:

(i) The Warden and Fellows including (for the avoidance of doubt) Emeritus Fellows, Supernumerary Emeritus Fellows, Honorary Fellows, Bodley Fellows, Julia de Lacy Mann Fellows, Sir Henry Savile Fellows, Visiting Research Fellows, and Wyliot Fellows;

(ii) College Lecturers and those who hold the honorary title of College Lecturer, Associate and Junior Chaplains, College Doctors, the Archivist, the Reed Rubin Organist and Director of Music, the Deputy Principal of the Postmasters, the Academic Registrar, and the Senior Welfare Adviser;

(iii) Ex-Wardens and ex-Fellows, with the exception of those who shall have vacated Visiting Research Fellowships to which they were elected after 1 January 1968;

(iv) The Master and Fellows of Peterhouse, Cambridge;

(v) Elected Full Members of Common Room;

(vi) Elected Associate Members of Common Room, who shall enjoy the privileges of Common Room only on the occasions when they dine at the Common Table;

(vii) Special Members of Common Room, who shall be (a) such research academics at the University, having no affiliation to another College, as may be proposed by the Warden or Fellows, up to a maximum of five at any one time, and (b) former Supernumerary Fellows, former Junior Research Fellows, former Fitzjames Research Fellows, former Early Career Researchers and former Fitzjames Early Career Researchers while they hold full-time research posts in the University without an affiliation to another College.

(viii) The President of the Merton Society for the time being;

(ix) Visiting Scholars appointed under Bylaw VI.13.

(b)

(i) The election of Full Members, Associate Members or Special Members under paragraphs 1 (a)(v), (vi), and (vii) above shall be made only at a Stated General Meeting. Their election shall be notified to them by the Sub-Warden.

(ii) Election to Associate or Special Membership shall be for a period not exceeding 5 years in the first instance.

(iii) The list of Members of Common Room shall be reviewed annually by the Domestic Committee.

(c) The Sub-Warden shall send to every new member of Common Room (except Fellows of Peterhouse) a notice, drawn up by the Domestic Bursar and the Steward of Common Room and revised by them from time to time, explaining the privileges and liabilities of members of Common Room and giving such information as they deem appropriate concerning the usages of the Common Room.

(d) Members of Common Room other than the Warden and Fellows may not make use of the Common Rooms for the private entertainment of friends without the permission of the Steward of Common Room and the Domestic Bursar, which permission shall not normally be granted more than once in each academic year.

COMMON ROOM EXPENSES

2.

(a) The College shall be responsible for the heating, furnishing and decoration of the Common Rooms and for the provision of service and necessary equipment.

(b) The Common Room shall meet out of its own funds the cost of stationery, newspapers and magazines, television and other such amenities.

(c) The Domestic Bursar in consultation with the Steward of Common Room, shall settle a scale of rates at which Members of Common Room shall contribute to the expenses of Common Room. The Warden, Members of the Governing Body, Fellows resident in College who are not members of the Governing Body, and any Stipendiary Lecturers resident in College shall contribute at the highest rate. Other members of the Common Room shall pay at such rate as the Domestic Bursar in consultation with the Steward of Common Room shall determine having regard to the use of Common Room made by each Member and whether or not they are resident.

MEETINGS OF COMMON ROOM

3.

(a) Meetings of Common Room shall be convened by the Steward of Common Room at least once a year.

(b) Meetings of Common Room shall have the power to make decisions on all matters for which the Common Room has financial responsibility; and any such decision shall be reported, but without discussion, by the Steward of Common Room to the next subsequent Stated General Meeting.

(c) In addition the Common Room shall have the power to make recommendations to the Governing Body on matters which concern the Common Room but for which the College has financial responsibility; and any such recommendation shall be placed on the Agenda for the next subsequent Stated General Meeting.

USE OF THE COLLEGE SILVER

4. The College silver may be used by the Warden or any Fellow for parties given in College or in the Warden's Lodgings subject to arrangements agreed from time to time by the Domestic Bursar in consultation with the Pictures and Chattels Sub-Committee.

PART II: THE COMMON TABLE

[Statute 4.9]

5. Pursuant to Statute 4.9 the Warden and Fellows have the right of taking breakfast, lunching and dining at the Common Table free of charge.

6.

(a) Members of Common Room other than the Warden and Fellows shall have the right of lunching or dining at the Common Table paying the usual charge unless otherwise determined, provided that:

(i) The rights of those who are Members under Bylaw X.1(a)(ii) above (College Lecturers and those who hold the honorary title of College Lecturer, Associate and Junior Chaplains, College Doctors, the Archivist, the Reed Rubin Organist and Director of Music, the Deputy Principal of the Postmasters, the Academic Registrar, and the Senior Welfare Adviser) shall be restricted to the occasions when they lunch or dine at the cost of Domus in accordance with the terms of their appointment;

(ii)

(a) A Stipendiary Lecturer shall have the right to free lunches and dinners at the Common Table, according to this scale: up to six hours – four meals each week, either lunch or dinner; six hours and above – full dining rights. In the case of Stipendiary Lecturers appointed for all three terms of an academic year, this right continues throughout the following long vacation. In other cases the right is limited as provided in paragraph (b) below for non-Stipendiary Lecturers.

(b) A non-Stipendiary Lecturer shall have the right to two free meals each week at the Common Table. In the case of non-Stipendiary Lecturers appointed for one term only, the right shall extend for the whole term. In the case of non-Stipendiary Lecturers appointed for two or three terms in the same academic year, the right shall extend from the beginning of the term for which they are first appointed to the end of the term in which the appointment terminates; the limits to be those of University Terms and not Full Terms.

(iii) Those who hold the honorary title of College Lecturer shall have such rights to free lunches and/or dinners as the Warden and Tutors' Committee may have determined.

(iv) Associate Members shall be restricted to two meals a week.

(v) Special Members of Common Room shall be entitled to two lunches and two dinners free of charge each week.

(vi) Members of the Common Room who are not members of the Governing Body shall not be entitled to attend College Dinners, Capon Days, Gaudies or other occasions specially designated except to the extent that Bylaws provide otherwise.

(b) Members of Common Room may bring guests to the Common Table paying such charge for them as may be determined from time to time by the Governing Body.

(c)

(i) This Bylaw does not apply to Life Members of the College who are also Junior Members.

(ii) Life Members of the College shall be at liberty to dine six times a year at the Common Table, paying the dinner charge, but without the power of introducing guests.

(iii) Life Members who exercise the right conferred in paragraph (i) above shall enjoy the privileges of Common Room on those occasions and shall be entitled to Dessert at the cost of Domus.

(d)

(i) Prize Scholars shall be at liberty to dine once a week at the Common Table without charge during the academic year in which their scholarships were awarded.

(ii) Prize Scholars shall not be entitled to bring guests to the Common Table.

7.

(a) The following Grace is to be said by a Postmaster or Exhibitioner or Graduate Scholar or (if there is no Postmaster or Exhibitioner or Graduate Scholar present) one of the Fellows before dinners taken in the Hall during Full Term and by the Chaplain or (if the Chaplain is absent) some other Fellow at College Dinners and Gaudy Dinners taken in the Hall out of Term: *Oculi omnium in te respiciunt, Domine, tu das escam illis tempore opportuno. Aperis manum tuam et imples omne animal benedictione tua. Benedicas nobis, Deus, omnibus donis, quae de tua beneficentia accepturi simus. Per Jesum Christum Dominum nostrum. Amen.*

(b) Notwithstanding paragraph 7(a) above Grace may on suitable occasions be sung by the College Choir at the request of the Warden or with the Warden's permission.

(c) Gowns are to be worn by all members of the College at Dinner in the Hall during Full Term.

PART III: COLLEGE DINNERS AND ENTERTAINMENT

[Statute 2.7(e), 4.9]

COLLEGE DINNERS

8. In each year there shall be:

(a) Two **Governing Body Dinners**, held in June and October on the days of the two Stated General Meetings of the Governing Body. Only Fellows who are members of the Governing Body shall be entitled to attend these Dinners. Emeritus Fellows, Early Career Researchers who are not members of the Governing Body, and Fitzjames Early Career Researchers who are not members of the Governing Body, but no other guests, shall be invited to these Dinners.

(b) A **Christmas Dinner**, held after the end of Michaelmas Full Term, on a date to be determined by the Governing Body. Every Fellow shall be entitled to attend and may invite to this Dinner a spouse or partner or some other guest, at the expense of Domus.

(c) A **Bodley Dinner** held at or after the end of Hilary Full Term on a date determined by the Governing Body. Every Fellow shall be entitled to attend and may invite a guest, paying for such guest the normal charge for a guest at the Common Table on a guest night. Further a small number of Domus guests shall be invited to the Dinner who shall be selected by the Warden after suggestions put by individual Fellows.

(d) A **Postmasters' Dinner**, held on the third Sunday of Michaelmas Full Term. The members of the Governing Body shall be entitled to attend together with Emeritus, Honorary, Julia de Lacy Mann, and Sir Henry Savile Fellows. To this Dinner shall be invited (a) all Postmasters and Exhibitioners in their third year of residence, (b) all Exhibitioners in their fourth year of residence elected since the previous Postmasters' Dinner and (c) all Postmasters in their fourth year of residence elected since the previous Postmasters' Dinner without previously having been Exhibitioners, and no other guests.

CAPON DAYS

9. In each year four **Capon Days** shall be held, namely:

(a) An **Undergraduate College Admission Dinner**, on the Tuesday before the start of Michaelmas Full Term or such other day before the start of Michaelmas Full Term as may be fixed by the Governing Body. The members of the Governing Body shall be entitled to attend together with Emeritus, Julia de Lacy Mann, and Sir Henry Savile Fellows and Stipendiary Lecturers appointed to teach for six hours or more. To this Dinner shall be invited all undergraduate students newly admitted to the College, the Executive Committee of the Junior Common Room, and appropriate College Officers and members of College staff as agreed by the Domestic Committee.

(b) A **Graduate College Admission Dinner**, on the first Monday of Michaelmas Full Term or such other day in Michaelmas Full Term as may be fixed by the Governing Body. The members of the Governing Body shall be entitled to attend together with Emeritus, Julia de Lacy Mann, and Sir Henry Savile Fellows and Stipendiary Lecturers appointed to teach for six hours or more. To this Dinner shall be invited all graduate students newly admitted to the College, the Committee of the Middle Common Room, and appropriate College Officers and members of College staff as agreed by the Domestic Committee.

(c) The **Shrove Tuesday Dinner**, on Shrove Tuesday. The members of the Governing Body shall be entitled to attend together with Emeritus, Honorary, Julia de Lacy Mann, and Sir Henry Savile Fellows and Stipendiary Lecturers appointed for six hours or more. To this Dinner shall be invited all Junior Members of the College who are undergraduates in their third year of residence, and appropriate College Officers and members of College staff as agreed by the Domestic Committee.

(d) The **Supervisors' Dinner**, in Hilary Term. Only the Dean of Graduates shall be entitled to attend this Dinner and shall preside. To this Dinner shall be invited the President of the Middle Common Room and all Junior Members of the College who are graduate research students who may invite their supervisor or in-college adviser free of charge.

COLLEGE GAUDY

10. There shall be two College Gaudy Days in each year, on dates to be fixed from time to time by the Governing Body. The members of the Governing Body shall be entitled to attend together with Emeritus, Honorary, Julia de Lacy Mann, and Sir Henry Savile Fellows. To the dinners on these occasions shall be invited such Life Members of the College as shall be determined in respect of each occasion.

MERTON SOCIETY WEEKEND

11. During one weekend annually in vacation, the date to be fixed by the Warden and the Domestic Bursar, members of the Merton Society shall be allowed to stay in College on payment of a sum to be fixed by the Domestic Bursar.

SCHOOLS DINNERS

12. On the occasion of a Schools Dinner or Luncheon Party held in College for undergraduates taking Final Honour Schools or Classical Honour Moderations Examinations the College shall meet the cost, up to a limit to be determined from time to time by the Governing Body, in respect of Merton students, Fellows and College Lecturers, the Tutors being responsible for the payment of any additional costs.

XI. DISCIPLINE AND FITNESS TO STUDY

XI A: ACADEMIC DISCIPLINE

Scope

1.

(a)

(i) The procedure for Academic Discipline provided in this Bylaw is intended to be used in cases where an Undergraduate is considered to be seriously and/or persistently in breach of their academic obligations.

(ii) If an Undergraduate is considered to be in seriously and/or persistently in breach of their academic obligations the Senior Tutor and the undergraduate's Director of Studies must consider at every Stage of this procedure whether the circumstances of the case make it appropriate to proceed under Bylaw XI E (Fitness to Study Procedure) rather than this Bylaw. In some cases behaviour by an Undergraduate which might amount to their being seriously and/or persistently in breach of their academic obligations may so clearly be caused by or bound up with health and welfare concerns that it would not be appropriate to pursue the matter as a disciplinary one: in these cases Bylaw XI E is likely to be the most appropriate process for making recommendations and decisions about the Undergraduate.

(iii) The use of dishonest means in any examination or in fulfilling any academic obligation is serious misconduct. If an Undergraduate is alleged to have committed such misconduct, Bylaw XI B applies rather than this Bylaw.

(b)

(i) Merton College promotes and pursues academic excellence and seeks to support all its Undergraduates in fulfilling their academic potential. The academic obligations of Undergraduates are set out in the *Junior Members' Handbook*. These include but are not confined to attending punctually all College and University tutorials, classes, seminars and practicals; completing the work set to a standard that is commensurate with their ability and by the deadlines that their tutors prescribe; and sitting such collections as their tutors prescribe, and achieving in them a standard that is commensurate with their ability.

(ii) The primary sources of academic advice and support for Undergraduates are the Directors of Studies assigned to them each year and the Tutors in their subject. Further information is set out in the *Junior Members' Handbook.*

(iii) Undergraduates are also subject to the University's regulations concerning student conduct and are therefore bound by the University's disciplinary regulations as well as the College's and liable to investigation and the imposition of penalties under both.

(c)

(i) The Senior Tutor is assigned various functions under this Bylaw. The Senior Tutor may appoint the Academic Registrar or a member of the Governing Body to act in their place if in the Senior Tutor's opinion

there is a good reason to do so. Reference in this Bylaw to the Senior Tutor includes reference to any person appointed to take their place.

(ii) The Undergraduate's Director of Studies is assigned various functions under this Bylaw. If in any case the Undergraduate's Director of Studies is not available or where there is another good reason for doing so, the Warden must appoint a member of the Governing Body to act in their place. Reference in this Bylaw to the Undergraduate's Director of Studies includes reference to any person appointed to take their place.

(iii) The Sub-Warden is assigned various functions under this Bylaw as Chair of the Academic Review Panel. Under Bylaw VII.39 the Sub-Warden may appoint another member of the Governing Body to take their place. Reference in this Bylaw to the Sub-Warden includes reference to any person appointed to take their place.

(iv) The Warden is assigned various functions under this Bylaw as Chair of the Appeals Panel. Under Bylaw VII.41(d) the Warden may appoint another member of the Governing Body to take their place. Reference in this Bylaw to the Warden includes reference to any person appointed to take their place.

(d) In this Bylaw the following terms have the following meanings:

Academic Review Panel	A Panel constituted under Bylaw VII.39 to hear and determine cases referred to it concerning the imposition or extension of Probation and concerning breaches of Probation in accordance with Bylaw XI A, consisting of the Sub-Warden or another member of the Governing Body appointed by the Sub-Warden in the chair and two other members of the Governing Body, of whom at least one is a Tutor.
Appeals Panel	A Panel constituted under Bylaw VII.41(d) to hear appeals under Bylaw XI A, consisting of the Warden or another member of the Governing Body appointed by the Warden in the chair, with two other members of the Governing Body, of whom at least one is a Tutor.
Ban	To withdraw the right of access to specified land, buildings, facilities, and/or services of the College for a fixed period and/or pending the fulfilment of certain conditions.
Conference of Colleges Appeal Tribunal	The Tribunal created by Colleges of the University the role of which is to consider appeals on disciplinary decisions (imposition of penalties for breach of College statutes, by-laws, regulations or rules relating to academic or any non-academic matters) imposing a substantial penalty, made by the body with

	final jurisdiction within any participating College.
Congregation	The Congregation of the University as defined in University Statute IV.
Director of Studies	The Fellow or Lecturer assigned to an Undergraduate as their Director of Studies.
Expel	To deprive an Undergraduate of their membership of the College as a Junior Member under Statute 6.1 by causing them to be withdrawn from their course of study and to lose permanently their enrolled status as a student.
Extended Terms	Extended Terms as defined by the University for candidates for certain degrees.
Formal Warning	The warning given to an Undergraduate under Stage 2.
Formal Warning Meeting	The meeting convened under Stage 2 by the Senior Tutor with an Undergraduate who has received a Formal Warning.
Full Term	Full Term according to the dates fixed by the University.
Junior Members	Pursuant to Statute 6.1 the Junior Members of the College are the persons who have been presented by the College for matriculation or who have migrated to the College and are engaged in an approved course of study within the University or who have been admitted to the College to pursue an approved course of study.
Oral Warning	The warning given to an Undergraduate under Stage 1.
Oral Warning Meeting	A meeting convened under Stage 1 by a Director of Studies with an Undergraduate for the purpose of giving the Undergraduate an Oral Warning.
Probation	A period of probation imposed on an Undergraduate under Stage 3.
Probation Meeting	The meeting convened under Stage 3 by the Senior Tutor with an Undergraduate to discuss a Probation Proposal received by the Senior Tutor

	in respect of that Undergraduate.
Probation Proposal	A proposal in writing sent by an Undergraduate's Director of Studies to the Senior Tutor under Stage 3 proposing the duration and conditions of Probation for that Undergraduate.
Probation Week	(i) For those Undergraduates not on Extended Terms: any week in Full Term as well as the week before Full Term (commonly known as Noughth Week). (ii) For those Undergraduates on Extended Terms: any week during the Extended Term. In calculating whether Probation Weeks are consecutive, weeks that are not Probation Weeks must be ignored.
Relevant Circumstances	Significantly disruptive and/or unexpected events which are beyond the Undergraduate's control (e.g., illness or bereavement) and which might affect academic performance.
Stage	A Stage of this Procedure as set out in paragraph 2.
Statement of Case	The document sent by the Senior Tutor to the Sub-Warden under paragraph 15 when referring an Undergraduate to the Academic Review Panel.
Suspend	To impose Suspension of Status on a Junior Member.
Suspension of Status	A period during which a Junior Member will not be on course and will not hold enrolled status as a student. Suspension of Status is sometimes referred to colloquially by students as "rustication" or "intermission".
Undergraduate	A Junior Member who is pursuing a course of study not leading to the award of of a postgraduate degree or diploma including for the avoidance of doubt Junior Members who are studying for integrated four-year Master's degrees and (for the purposes of this Bylaw only) Visiting Students who have been admitted as Junior Members.

University	The University of Oxford.
Welfare Team	The Head of Welfare, the Senior Welfare Adviser, the College Nurse, and the Junior Deans for Welfare.
Working Days	Days other than : Saturdays, Sundays, Bank Holidays in England and Wales, or days within the College's Christmas and Easter closures.

Stages of the Academic Discipline Procedure

2.

(a) This Academic Discipline procedure contains the following Stages:

(i) Stage 1 : Oral Warning.

(ii) Stage 2 : Formal Warning.

(iii) Stage 3 : Probation.

(iv) Stage 4 : Referral to the Academic Review Panel for breach of Probation.

(v) Stage 5 : Appeal to the Appeals Panel.

(b) Where an Undergraduate's breach of their academic obligations is so serious that an Oral Warning would be inappropriate, their Director of Studies may omit Stage 1 and move directly to Stage 2.

Stage 1 : Oral Warning

3. If in the opinion of their Director of Studies an Undergraduate has breached their academic obligations in such a way as to merit invoking this procedure, their Director of Studies must give them an Oral Warning.

4.

(a) An Oral Warning is given at an Oral Warning Meeting at which the Director of Studies must:

(i) inform the Undergraduate that the Oral Warning Meeting is being held under Stage 1 of the Academic Discipline procedure and that the purpose of the meeting is to give the Undergraduate an Oral Warning ;

(ii) specify the breach or breaches of the Undergraduate's academic obligations which prompted it ;

(iii) give the Undergraduate an opportunity to comment ;

(iv) identify for the Undergraduate actions needed to improve their performance; and

(v) inform the Undergraduate of the period (which cannot be more than a calendar year from the date of the Oral Warning Meeting) during which the Oral Warning is to have effect.

(b) Within three Working Days of the Oral Warning Meeting the Director of Studies must:

(i) send written confirmation to the Undergraduate concerned that they have been given an Oral Warning, noting the date on which it was given, the period during which it is to have effect, the breaches of the Undergraduate's academic obligations which prompted it and the actions needed to improve their performance; and

(ii) send to the Senior Tutor a copy of the confirmation sent to the Undergraduate under paragraph (i).

(c)

(i) Subject to paragraph (ii) below, an Oral Warning ceases to have effect at the end of the period specified by the Undergraduate's Director of Studies.

(ii) If during the period when the Oral Warning has effect the Director of Studies forms the opinion that the Undergraduate has further breached their academic obligations, the Director of Studies may either repeat Stage 1 or move to Stage 2.

(d) If an Undergraduate fails or refuses to attend an Oral Warning Meeting without a reasonable excuse, the Director of Studies may move to Stage 2.

Stage 2 : Formal Warning

5. In Stage 2 :

(a) The Director of Studies sends the Undergraduate a written warning which must:

(i) state that the written warning is a Formal Warning under Stage 2 of this procedure ;

(ii) specify the Undergraduate's breaches of their academic obligations and, if relevant, their failure or refusal to attend an Oral Warning Meeting without a reasonable excuse;

(iii) identify what steps the Undergraduate must take to correct past failings and to comply with their academic obligations in the future;

(iv) inform the Undergraduate that failure to take the steps identified under paragraph (iii) will result in the imposition of Probation and that a breach of the terms of Probation can be referred to the Academic Review Panel which has the power to impose severe penalties including to Expel them;

(v) inform the Undergraduate that the Formal Warning will be copied to the Senior Tutor and that the Senior Tutor will arrange a meeting with the Undergraduate to explain the Formal Warning, what is required of them, and the possible consequences of failure to comply;

(vi) inform the Undergraduate that they will have the opportunity before and at the meeting with the Senior Tutor to make representations about the Formal Warning and to draw attention to any Relevant Circumstances.

(b) The Director of Studies must immediately send the Senior Tutor a copy of the Formal Warning to be placed on the Undergraduate's file.

(c)

(i) Within three Working Days of receiving a copy of the Formal Warning, the Senior Tutor must write to the Undergraduate to give them not less than two Working Days' notice of the time and place of a Formal Warning Meeting.

(ii) At the same time the Senior Tutor must request the Undergraduate to submit to them in writing in advance of the Formal Warning Meeting any representations about the Formal Warning and the details of any Relevant Circumstances that the Undergraduate wishes to have on record.

(d) At the Formal Warning Meeting :

(i) the Senior Tutor may have a member of the College's administrative staff present to take notes of the meeting ;

(ii) the Senior Tutor must explain to the Undergraduate the Formal Warning, what is required of them, and the possible consequences of failure to comply ; and

(iii) the Undergraduate must be given the opportunity to explain orally any representations about the Formal Warning made under paragraph 5(c)(ii) above.

(iv) The Senior Tutor may request appropriate independent confirmation of any Relevant Circumstances put forward by the Undergraduate.

(e) Within five Working Days of the Formal Warning Meeting the Senior Tutor must send the Undergraduate a written summary of what was said at the meeting. This written summary must be retained on the Undergraduate's file.

6.

(a) Subject to paragraph (b) below, a Formal Warning ceases to have effect one calendar year after it has been issued.

(b) If during the period when the Formal Warning has effect the Director of Studies forms the opinion that the Undergraduate has further breached their academic obligations, the Director of Studies must move to Stage 3.

Stage 3 : Probation

7.

(a)

(i) In Stage 3 the Director of Studies recommends that the Undergraduate be placed on Probation.

(ii) Probation must be for a period of not less than eight consecutive Probation Weeks.

(b) The process for placing an Undergraduate on Probation is as follows:

(i) The Director of Studies must send the Senior Tutor a Probation Proposal,

having first consulted with the Senior Tutor about its terms.

(ii) Within three Working Days of receiving the Probation Proposal the Senior Tutor must send the Undergraduate a copy of the Probation Proposal and give them not less than two Working Days' written notice of the time and place of a Probation Meeting.

(iii) At the Probation Meeting :

(a) the Senior Tutor may have a member of the College's administrative staff present to take notes of the meeting ; and

(b) the Senior Tutor must explain the Probation Proposal to the Undergraduate and seek the Undergraduate's agreement to it.

(iv) Within five Working Days of the Probation Meeting the Senior Tutor must send the Undergraduate a written summary of what was said at the meeting. This written summary must be retained on the Undergraduate's file.

(v) If the Undergraduate agrees to the Probation Proposal:

(a) the Senior Tutor must write to both the Director of Studies and the Undergraduate within five Working Days of the Probation Meeting to confirm the agreed duration and conditions of Probation ;

(b) the Senior Tutor must send a copy of this Bylaw to the Undergraduate and must draw attention to the possible consequences of failure to satisfy the conditions of Probation ;

(c) the Undergraduate's Probation begins on receipt of the Senior Tutor's confirmation under paragraph (a) above.

8. If the Undergraduate does not agree to the Probation Proposal at the Probation Meeting (which includes where the Undergraduate fails or refuses to attend the Probation Meeting), the Senior Tutor must refer the imposition of Probation to the Academic Review Panel for determination.

9.

(a) The Senior Tutor refers the imposition of Probation to the Academic Review Panel for determination, by sending the following to the Sub-Warden and to the Undergraduate within ten Working Days of the date of the Probation Meeting :

(i) A written request for determination ;

(ii) A copy of the Formal Warning sent to the Undergraduate under Stage 2;

(iii) a copy of the Probation Proposal sent to the Undergraduate under Stage 3 ;

(iv) copies of the written summaries of the Formal Warning Meeting and the Probation Meeting retained on the Undergraduate's file ;

(v) copies of any representations made by the Undergraduate under Stage 2 and the details of any Relevant Circumstances provided by the Undergraduate under Stage 2 ; and

(vi) and other information which the Senior Tutor considers relevant.

(b) Within five Working Days of receipt of the documents set out in paragraph (a) above, the Undergraduate must write to the Sub-Warden setting out and explaining their objections to the Probation Proposal. Upon receipt of the Undergraduate's written objections, the Sub-Warden must send them to the Director of Studies.

(c) Within five Working Days of receipt of the Undergraduate's written objections under paragraph (b) above, the Director of Studies may, if they wish, write to the Sub-Warden responding to the Undergraduate's objections. Upon receipt of a response from the Director of Studies, the Sub-Warden must send it to the Undergraduate.

(d) The Academic Review Panel must consider the documents provided under paragraphs (a), (b) and (c) above without holding any hearing and on that basis decide whether to accept or reject or amend the Probation Proposal as it sees fit.

(e) Within three Working Days of the Academic Review Panel's meeting its decision must be communicated in writing by the Sub-Warden to the Senior Tutor, the Director of Studies and the Undergraduate and is final.

10. If the conditions of Probation include a requirement to achieve a specified standard in a collection, the collection must be externally marked.

Review of probation

11. At the end of the Undergraduate's Probation , the Director of Studies must report in writing to the Senior Tutor, with a copy to the Undergraduate, stating whether the conditions of their Probation have been satisfied or breached.

12. If the Director of Studies reports that the Undergraduate has satisfied the conditions of their Probation, the Senior Tutor must write to the Undergraduate to confirm that all procedures against them under this Bylaw have been concluded.

13.

(a) If the Director of Studies reports that the Undergraduate has breached the conditions of their Probation, they may (but are not obliged to) propose a second period of Probation. If they do not propose a second period of Probation, they must request the Senior Tutor to refer the Undergraduate to the Academic Review Panel under Stage 4.

(b)

(i) If the Director of Studies proposes a second period of Probation pursuant to paragraph 13(a) above, paragraphs 7 to 13(a) above apply except as provided in sub-paragraph (ii) below.

(ii) If at the end of the second period of Probation the Director of Studies reports under paragraph 11 that the Undergraduate has breached the conditions of their Probation, the Director of Studies should normally not propose a further period of Probation but should request the Senior Tutor to refer the Undergraduate to the Academic Review Panel under Stage 4.

Stage 4 : Referral to the Academic Review Panel for breach of Probation

14.

(a) In Stage 4 the Senior Tutor refers an Undergraduate to the Academic Review Panel for breach of the conditions of their Probation. Stage 4 is used when an Undergraduate is stated to have breached the conditions of their Probation and their Director of Studies has decided not to propose a further period of Probation.

(b) The purpose of referring an Undergraduate to the Academic Review Panel is so that the Academic Review Panel can determine whether (if this is disputed) the Undergraduate has breached the conditions of their Probation and what the appropriate penalty is for any breach that is admitted or found.

(c) At any hearing concerning a breach of Probation the burden of proving any breach is on the Senior Tutor and the standard of proof is the balance of probabilities.

15.

(a) To refer an Undergraduate to the Academic Review Panel the Senior Tutor sends the Sub-Warden a Statement of Case.

(b) The Statement of Case must set out and include :

(i) the conditions of Probation;

(ii) the report(s) made by the Director of Studies under paragraph 11;

(iii) the records relating to any relevant Oral and Formal Warnings;

(iv) any correspondence with the Undergraduate in relation to their Probation; and

(v) any other information which the Senior Tutor considers relevant, including their recommendations as to penalty.

(c) On receipt of the Statement of Case the Sub-Warden must send a copy of it to the Undergraduate together with a copy of this Bylaw.

16.

(a) The Sub-Warden must fix a date with the Senior Tutor for a meeting of the Academic Review Panel to hear the case and must invite the Undergraduate and the Director of Studies to attend.

(b) The Sub-Warden must give the Undergraduate and the Director of Studies at least five Working Days' written notice of the hearing and inform the Undergraduate of the provisions of paragraph (c).

(c)

(i) The Undergraduate may submit to the Sub-Warden any statement or other material on which they wish to rely at the hearing up to 48 hours before the time fixed for the Academic Review Panel to meet.

(ii) If the Undergraduate submits a statement or other material to the Sub-Warden under this paragraph they must copy it at the same time to the Senior Tutor and the Director of Studies.

(d) The Sub-Warden must ensure that the Undergraduate, the Senior Tutor, the Director of Studies, and the Academic Review Panel have access to all documents submitted for the hearing.

17.

(a)

(i) The Academic Review Panel may regulate its proceedings as it sees fit.

(ii) The Sub-Warden has the power to extend any time-limit relating to the Academic Review Panel where it seems expedient to do so (such as to take account of periods when the College will be closed) on their own initiative or on application by the Undergraduate or by the Senior Tutor.

(iii) The Undergraduate has the right to attend and make oral representations at the hearing and may be accompanied at the meeting by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team, or a member of Congregation.

(iv) A member of the Undergraduate's family is not permitted to attend as their supporter unless this is agreed by the Sub-Warden in advance.

(v) The attendance of legal advisers is not normally permitted.

(vi) The Undergraduate must notify the Sub-Warden at least 24 hours in advance of the hearing if they are to be accompanied and by whom.

(vii) If the Undergraduate fails or refuses to attend the hearing may proceed in their absence.

(b) Without prejudice to the Academic Review Panel's right to regulate its own proceedings, the following procedure is normally adopted :

(i) The Senior Tutor explains the alleged breach by the Undergraduate of their conditions of Probation.

(ii) The Undergraduate is given an opportunity to respond.

(iii) The Academic Review Panel may question the Senior Tutor, the Director of Studies and the Undergraduate.

(iv) The Senior Tutor and the Undergraduate respond to any matters that have arisen in the course of the hearing and make any final statement.

(v) The Senior Tutor, the Director of Studies and the Undergraduate withdraw while the Academic Review Panel decides whether the Undergraduate has breached the conditions of their Probation.

(vi) If the Academic Review Panel finds that a breach has occurred, the Sub-Warden informs the Senior Tutor and the Undergraduate forthwith and invites submissions as to penalty as set out below.

(vii) The Senior Tutor reminds the Academic Review Panel of the recommendations as to penalty contained in the Statement of Case and may modify them at the hearing but only if the modification is to recommend a lesser penalty than that recommended in the Statement of Case.

(viii) The Undergraduate may address the Academic Review Panel on the appropriate level of penalty having regard to all the circumstances of the case.

(ix) The Academic Review Panel decides the appropriate penalty.

(x) The penalties available to the Academic Review Panel are as follows: to impose a further period of Probation on the Undergraduate on such terms as the Academic Review Panel thinks fit, to Ban the Undergraduate, to Suspend the Undergraduate, or to Expel the Undergraduate. The Academic Review Panel may attach such conditions as it sees fit to any penalty.

(c)

(i) The Sub-Warden must within seven Working Days of the hearing give written notice to the Undergraduate of :

(a) the Academic Review Panel's decision and of the reasons for it ; and

(b) the provisions of this Bylaw relating to appeals to the Appeals Panel.

(ii) The Sub-Warden must at the same time copy to the Senior Tutor and the Director of Studies the written notice given under sub-paragraph (i).

Stage 5 : Appeal to the Appeals Panel

18.

(a) In Stage 5 an Undergraduate who is dissatisfied with a decision of the Academic Review Panel under Stage 4 may appeal to the Appeals Panel if they have grounds to do so.

(b) The following are the grounds on which an Undergraduate may appeal against a decision of the Academic Review Panel under Stage 4:

(i) That there has been a procedural irregularity or error ; and/or

(ii) that the outcome of Stage 4 was objectively unreasonable ; and/or

(iii) that the Academic Review Panel did not provide reasons or did not provide clear reasons for its decisions ; and/or

(iv) that the Undergraduate has material evidence which they did not provide to the Academic Review Panel and good reasons for why this evidence was not provided.

(c) Disagreement with the academic judgment of the Academic Review Panel or the Director of Studies is not a permissible ground of appeal.

(d) As regards the grounds on which an Undergraduate may appeal:

(i) If the Undergraduate relies on the ground in paragraph 18(b)(i) they must identify the procedural irregularity or error.

(ii) If the Undergraduate relies on the ground in paragraph 18(b)(ii) they must identify which aspects of the outcome they consider to be objectively unreasonable and explain why.

(iii) If the Undergraduate relies on the ground in paragraph 18(b)(iii) they must identify where reasons were not given or the aspects in which the reasons given by the Academic Review Panel were unclear.

(iv) If the Undergraduate relies on the ground in paragraph 18(b)(iv) they must provide the evidence and explain their reasons for not providing it to the Academic Review Panel.

19.

(a)

(i) The Undergraduate must set out the case for appeal in writing to the Warden within five Working Days of communication to them under paragraph 17(b)(i) of notice of the Academic Review Panel's decision. The Undergraduate's case must set out the ground or grounds of appeal on which they rely and the basis on which reliance is placed on it or them as provided in paragraphs 18(b) and 18(d).

(ii) The Warden must copy the Undergraduate's appeal to the Chair of the Academic Review Panel, who must respond in writing to the Warden within five Working Days. The Warden must then copy that response to the Undergraduate.

(iii) The Undergraduate must normally be given at least five Working Days' written notice of the hearing and must be informed in writing of the time and venue of the meeting.

(b)

(i) The Appeals Panel may regulate its proceedings as it sees fit.

(ii) The Chair of the Appeals Panel has the power to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed) on their own initiative or on application by the Undergraduate or by the Chair of the Academic Review Panel.

(iii) The Undergraduate has the right to attend and make oral representations at the hearing and may be accompanied at the meeting by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team, or a member of Congregation.

(iv) A member of the Undergraduate's family is not permitted to attend as their supporter unless this is agreed by the Chair in advance.

(v) The attendance of legal advisers is not normally permitted.

(vi) The Undergraduate must notify the Warden at least 24 hours in advance of the hearing if they are to be accompanied and by whom.

(vii) If the Undergraduate does not attend the hearing the Appeals Panel may proceed in their absence.

(c) Without prejudice to the Academic Review Panel's right to regulate its own proceedings, the following procedure is normally adopted :

(i) The Undergraduate explains the grounds of their appeal.

(ii) The Chair of the Academic Review Panel is given an opportunity to respond.

(iii) The Appeals Panel may question the Undergraduate and the Chair of the Academic Review Panel.

(iv) The Chair of the Academic Review Panel and the Undergraduate respond to any matters that have arisen in the course of the hearing and make any final statement.

(v) The Chair of the Academic Review Panel and the Undergraduate withdraw while the Appeals Panel deliberates.

(d)

(i) The Appeals Panel may confirm or amend the decision under appeal and must issue its decision in writing to the Undergraduate and the Chair of the Academic Review Panel with a copy to the Senior Tutor within seven Working Days of the hearing.

(ii) The letter containing the decision of the Appeals Panel must inform the Undergraduate of the possibility of a further appeal to the Conference of Colleges Appeal Tribunal and be accompanied by a copy of its regulations.

Further recourse

20.

(a) If the Undergraduate is dissatisfied with the decision of the Appeals Panel they may appeal to the Conference of Colleges Appeal Tribunal if they have grounds to do so.

(b) To appeal to the Conference of Colleges Appeal Tribunal the Undergraduate must file a written application with the Secretariat of the Conference of Colleges normally within 5 days of the date of the decision appealed against. Other provisions are contained in the regulations of the Conference of Colleges Appeal Tribunal.

(c) The Senior Tutor must on request provide the Undergraduate with a further copy of the regulations of the Conference of Colleges Appeal Tribunal.

21. The College's procedures are complete when the Conference of Colleges Appeals Tribunal has issued its decision. At that point the appropriate College Officer must provide the Undergraduate with a Completion of Procedures letter.

22. If the Undergraduate remains dissatisfied, they may apply to the Office of the Independent Adjudicator for Higher Education (see http://www.oiahe.org.uk/). The Senior Tutor must make available the forms and accompanying guidance notes at the Undergraduate's request.

Service of documents and notices

23.

(a) Unless the Undergraduate's University email-account has been suspended, all documents and notices required by this Bylaw to be sent to the Undergraduate must be sent by email to the Undergraduate's University email address or via

a file-sharing system provided by the University using the Undergraduate's University email-address and are deemed to be duly delivered when sent.

(b) If the Undergraduate's University email account has been suspended:

(i) the Undergraduate must provide an alternative email-address and paragraph (a) applies as if references to the Undergraduate's University email-address were references to the alternative email-address;

(ii) if the Undergraduate refuses to provide an alternative email-address but one is recorded in the University's student-records system, paragraph (a) applies as if references to the Undergraduate's University email-address were references to the email-address for the Undergraduate recorded in that system.

(iii) if the Undergraduate refuses to provide an alternative email-address and paragraph (ii) above does not apply :

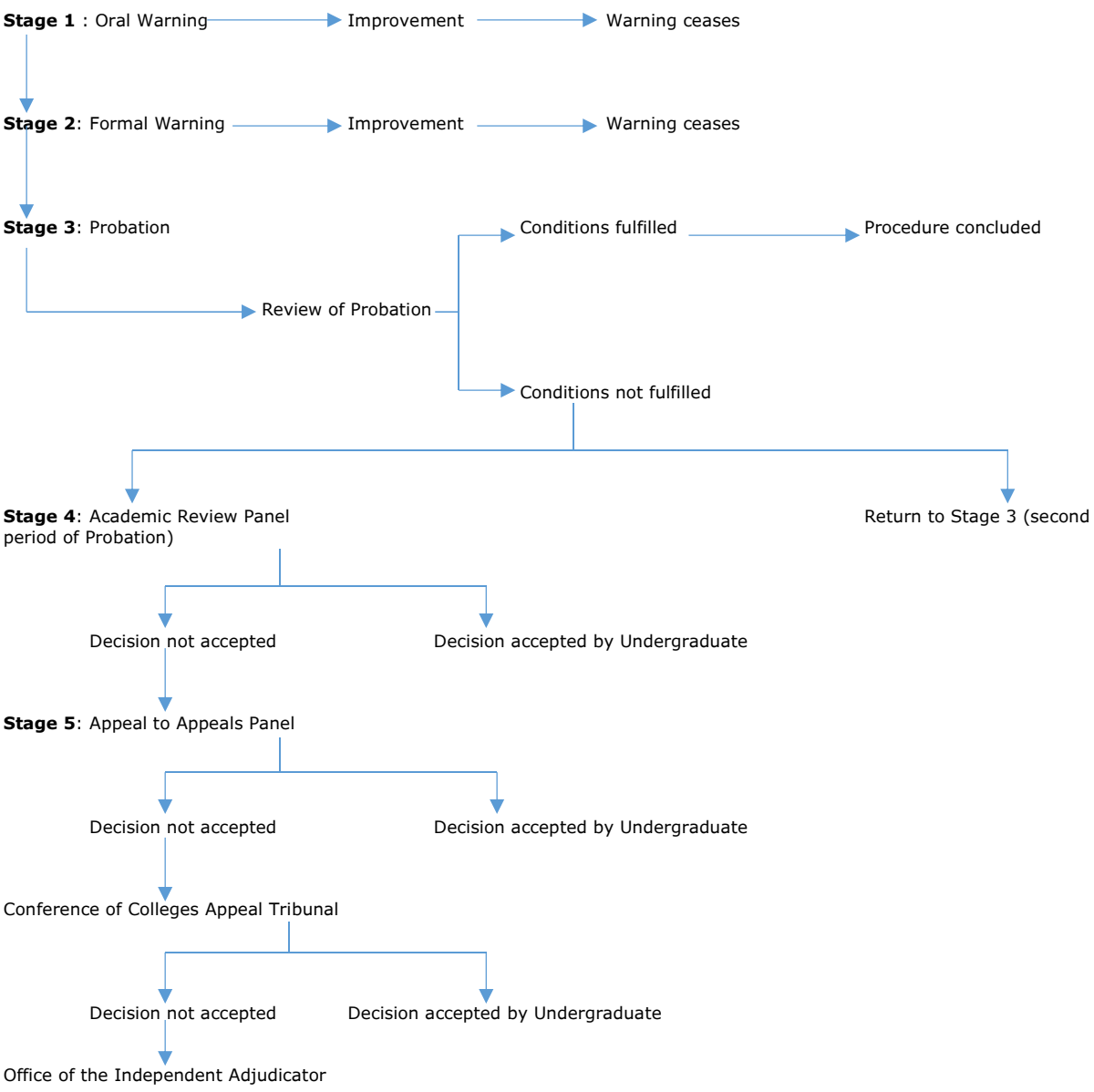
(a) if the Undergraduate is still in residence, documents must be left in their pigeon-hole at the College lodge and are deemed duly delivered when left ; or

(b) if the Undergraduate is not in residence and has a home-address in the United Kingdom recorded in the University's student-records system documents must be sent or posted for next-day delivery to that address and are deemed duly delivered 48 hours after posting or sending ; or

(c) if the Undergraduate is not in residence and has a home-address outside the United Kingdom recorded in the University's student-records system documents must be sent or posted for delivery as soon as reasonably possible to that address and are deemed duly delivered on proof of delivery.

(c) Documents required by this Bylaw to be sent to the Warden or any College Officer or to any member of the University other than the Undergraduate concerned must be sent by email to the appropriate University email-address and are deemed duly delivered when sent.

BYLAW XI A FLOWCHART



XI B: CONCERNING DISCIPLINE FOR SERIOUS MISCONDUCT

Introduction

1.

(a) Junior Members admitted to Merton College undertake to abide by the regulations of the College as set out in the *College Handbook*. These include the specific rules set out in Part 3 of the *College Handbook* and for those who reside in College accommodation, the accommodation agreement set out in Part 4.

(b) Responsibility for general discipline is vested in the Principal of the Postmasters, assisted by the Deputy Principal of the Postmasters. Their powers are described in the *College Handbook*.

2. The Disciplinary process outlined below is intended to be followed in cases of serious misconduct, defined in the *College Handbook*. A flowchart presents the processes for the handling of serious cases, as well lesser offences.

3. Junior Members should be aware that they are also subject to the University's regulations concerning student conduct and that they are therefore expected to observe two sets of (complementary) disciplinary regulations. The University Students' Handbook provides more information on the University's remit.

The Disciplinary Panel

4.

(a) The Disciplinary Panel reports to the Warden and Tutors' Committee.

(b) The Disciplinary Panel normally consists of the Sub-Warden (or if the Sub-Warden is unavailable another member of the Governing Body nominated by the Sub-Warden) and four other members of the Governing Body at least two of whom shall hold the office of Tutor. The Principal of the Postmasters shall not be a member.

(c) The Panel may (but shall not be obliged to) ask an assessor, to be known as the Disciplinary Assessor, to be present at its deliberations and to advise it but such person shall have no vote.

(d) Any tutor of the Junior Member brought before the Panel and any other person with an interest in the subject-matter of the allegations made against the Junior Member shall be replaced by other members of the Governing Body co-opted by the other members of the Panel.

(e) For the purposes of Bylaw XI B.4(d) above only a "tutor" shall be defined as follows:

(i) in the case of an undergraduate as any person who has acted as that undergraduate's director of studies; and

(ii) in the case of a graduate student as any person who has acted as that graduate student's supervisor or college advisor; and

(iii) in either case as including any person who has filed or will file an academic report on that Junior Member's work during the course of the current academic year.

(f) The Sub-Warden or the Sub-Warden's nominee shall ordinarily chair the Panel. If the Sub-Warden or the Sub-Warden's nominee is replaced pursuant to Bylaw XI B.4(d) above the most senior of the Tutors present shall chair the Panel.

(g)

(i) The Disciplinary Panel may regulate its proceedings as it sees fit.

(ii) The power of the Disciplinary Panel to regulate its proceedings includes (without limitation) the power to set time-limits on the evidence to be called by either the Junior Member or the Principal of the Postmasters consistent with providing a fair opportunity for each of them to present relevant evidence whilst ensuring that the matter is heard expeditiously and determined fairly.

(iii) The Chair of the Disciplinary Panel shall have the power whether on application by the Junior Member or the Principal of the Postmasters or without such an application to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed).

(h)

(i) A Junior Member who is accused of misconduct shall normally be entitled to see and be provided with copies of all documents and other material that will be put to the Panel, to see all the witness-statements upon which the Principal of the Postmaster intends to rely, to know the identity of the maker of any such statement, and to ask questions of all witnesses.

(ii) The rule stated in Bylaw XI B.4(h)(i) shall be disapplied only in exceptional cases. Such exceptional cases include cases where there is a reasonable fear that a witness may be subjected to intimidation or violent reprisal.

(iii) If the Principal of the Postmasters believes that it is necessary for something to be done which is contrary to the rule stated in Bylaw XI B.4(h)(i) he or she shall apply to the Chair of the Disciplinary Panel in writing for a direction.

(iv) The Junior Member shall be notified of the nature of the application but shall not be provided with any document or information which would render the application pointless. If the Junior Member wishes to respond to the application, he or she shall do so in writing within 5 days (not including Saturday or Sunday).

(v) The Chair of the Disciplinary Panel shall determine the application without an oral hearing unless he or she considers it necessary or expedient to hold one and shall notify the Principal of the Postmasters and the Junior Member in writing of his or her decision.

(vi) Once the Chair has notified the Principal of the Postmasters and the Junior Member of his or her decision no action shall be taken in relation to any material which was the subject of the application until either:

(a) the time in which they could apply for a redetermination has elapsed without such an application being made or

(b) there has been a redetermination.

(vii) If either the Principal of the Postmasters or the Junior Member is dissatisfied with the result of the application to the Chair he or she may apply for redetermination by the Disciplinary Panel without the participation of the Chair.

(viii) An application for a redetermination shall be made in writing to the Chair of the Disciplinary Panel within five days of receiving his or her decision.

(ix) The Disciplinary Panel shall determine the application without the participation of the Chair. The material upon which the redetermination shall be made shall normally be only the material provided to the Chair. There shall not be an oral hearing unless the Disciplinary Panel considers it necessary or expedient to hold one.

(x) The Disciplinary Panel shall notify the Chair, the Principal of the Postmasters and the Junior Member in writing of its decision and shall give directions accordingly.

(xi) The decision of the Chair (if there has been no redetermination) or of the Disciplinary Panel shall be final and there shall be no right to appeal the decision to the Appeals Panel.

(xii) If the Principal of the Postmasters makes an application which would, if accepted, have the effect of concealing the identity of any person, and the application is rejected, that person's identity shall nonetheless not be disclosed to the Junior Member without that person's consent.

(xiii) If a witness refuses to consent to the disclosure of his or her identity to the Junior Member or refuses to be questioned on his or her evidence by or in the presence of the Junior Member or refuses to attend a hearing, the Disciplinary Panel shall exclude the witness's evidence from consideration in the absence of exceptional circumstances as provided in Bylaw XI B.4(h)(ii). If the Disciplinary Panel does not exclude the evidence from consideration, due weight must be given to the disadvantage to the Junior Member of not knowing the identity of the witness or of being unable to test the witness's evidence by questions.

(i) In any proceedings before the Disciplinary Panel the burden of proving the allegations shall be on the Principal of the Postmasters and the standard of proof shall be the balance of probabilities.

(j) The Chair of the Disciplinary Panel shall ensure that arrangements are made for a written note to be taken and a sound-recording made of the open proceedings (but not of the Disciplinary Panel's private deliberations).

(k)

(i) All material submitted to the Disciplinary Panel by either party shall be treated as confidential.

(ii) The requirement of confidentiality does not prevent either party or the Disciplinary Panel from taking appropriate advice or seeking appropriate welfare support.

Referral to the Disciplinary Panel

5. If the Principal of the Postmasters believes that a Junior Member has a case to answer in relation to an offence which, would, if proved, require a more severe penalty than

the Principal of the Postmasters can impose, he or she shall refer the case to the Disciplinary Panel.

6. If the Principal of the Postmasters is interested in the matters relating to the Junior Member or is the Junior Member's tutor (in the sense of Bylaw XI B.4(e) above) or if the Principal of the Postmasters is otherwise unable to act, the Warden and Tutors' Committee shall nominate another member of the Governing Body to act in his or her place. Throughout this Bylaw, references to the Principal of the Postmasters shall include any such nominee.

7.

(a) The procedures set out in Bylaws XI B.8(b) to XI B.13 shall not apply if a Junior Member has been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a sentence is imposed). In such circumstances Bylaws XI B.14-19 shall apply instead.

(b) Subject to (a) above, when referring a case to the Disciplinary Panel, the Principal of the Postmasters shall send to the Chair a written statement (the "Statement of Case") setting out:

(i) the provision(s) of the College regulations which have allegedly been broken;

(ii) the facts which form the basis of the allegation;

(iii) the evidence on which the allegation is based including the signed statement of any person the Principal of the Postmasters is proposing to call as a witness; and

(iv) any other information which the Principal of the Postmasters deems relevant, including recommendations as to penalty.

8.

(a) The Statement of Case and this Bylaw XI B shall be copied to the Junior Member.

(b)

(i) Copies of the Statement of Case shall also be sent to the Junior Member's director of studies or college advisor, as appropriate, who shall be asked to comment in writing on the character of the Junior Member and any other matter that the director of studies or college advisor thinks should properly be taken into account. These comments shall be copied to the Junior Member.

(ii) At the request of a Junior Member who is a graduate student a copy of the Statement of Case shall also be sent to his or supervisor who shall be asked to comment in writing in the same manner as the college advisor. These comments shall be copied to the Junior Member.

9.

(a) The Chair of the Disciplinary Panel shall call a meeting of the Disciplinary Panel giving the Junior Member at least five days' notice (not including Saturday or Sunday), unless the Junior Member agrees to shorter notice being given.

(b) The Junior Member shall be told in writing of the time of the meeting and that written material may be submitted up to 48 hours (not including a Saturday or Sunday) before the Disciplinary Panel meets.

(c) If the Junior Member intends to call any person as a witness at the meeting, the Junior Member shall include a written statement signed by such person with the written material submitted to the Disciplinary Panel.

10.

(a) Without prejudice to the Disciplinary Panel's right to regulate its proceedings, the following procedure shall normally be adopted.

(b)

(i) The Principal of the Postmasters and the Junior Member whose case has been referred shall attend the notified meeting of the Disciplinary Panel, provided that if the Junior Member fails or refuses to attend the Disciplinary Panel may proceed in his or her absence.

(ii) The Principal of the Postmasters and the Junior Member may each be accompanied by a current member of the University as an advisor or, alternatively, an Oxford SU sabbatical officer in the case of the Junior Member.

(c)

(i) The Principal of the Postmasters shall present the case against the Junior Member in his or her presence (except where the Junior Member fails or refuses to attend and the Disciplinary Panel has decided to proceed in the Junior Member's absence).

(ii) The Principal of the Postmasters may call any witness whose statement he or she has previously submitted to the Disciplinary Panel. The Disciplinary Panel shall ordinarily rely on the submitted statement as the substance of the witness's evidence but may allow the Principal of the Postmasters to ask questions to clarify any point in the statement.

(iii) The Junior Member may question any witness called by the Principal of the Postmasters.

(iv) After the Junior Member has questioned a witness the Disciplinary Panel may allow the Principal of the Postmasters to ask further questions but only for the purpose of clarifying anything said by the witness in answer to the Junior Member.

(d)

(i) After the conclusion of the Principal of the Postmasters' evidence the Junior Member shall present his or her defence.

(ii) The Junior Member may call any witness whose statement he or she has previously submitted to the Disciplinary Panel. The Disciplinary Panel shall ordinarily rely on the submitted statement as the substance of the witness's evidence but may allow the Junior Member to ask the witness questions to clarify any point in the statement.

(iii) The Principal of the Postmasters may question any witness called by the Junior Member.

(iv) After the Principal of the Postmasters has questioned a witness the Disciplinary Panel may allow the Junior Member to ask further questions but only for the purpose of clarifying anything said by the witness in answer to the Principal of the Postmasters.

(e)

(i) For the avoidance of doubt the members of the Disciplinary Panel may also question any person called as a witness.

(f)

(i) If a person who has provided a witness statement is not called as a witness, that person's evidence shall be excluded from consideration by the Disciplinary Panel unless the Junior Member and the Principal of the Postmasters agree that it should be read by the Disciplinary Panel or there are exceptional circumstances.

(ii) If the Disciplinary Panel does not exclude the evidence from consideration, due weight must be given to the fact that the witness's evidence has not been tested by questions.

(g)

(i) If a person who has provided a witness statement is willing to be questioned on his or her evidence but is not able to be present in Oxford on the date of the hearing, the Disciplinary Panel may, on the application of the person wishing to call that witness, make arrangements for that witness to be questioned via electronic means which permit the witness to be seen and heard by all those concerned in the hearing.

(h) After the conclusion of the Junior Member's evidence:

(i) first the Principal of the Postmasters shall address a concluding statement to the Disciplinary Panel;

(ii) next the Junior Member shall address a concluding statement to the Disciplinary Panel; and

(iii) then the Disciplinary Panel shall consider its verdict in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.

11.

(a) Where the Disciplinary Panel finds the case against the Junior Member to have been proved, the Chair shall announce its decision and invite the Principal of the Postmasters to make a submission as to the appropriate level of penalty.

(b) The Junior Member shall then be entitled to make a plea in mitigation of the offence.

(c) The Disciplinary Panel shall then consider the appropriate sentence in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.

(d)

(i) The penalty shall be such as the Disciplinary Panel considers fair and proportionate in all the circumstances and may include (without limitation): requiring the Junior Member to reside out of College premises; a fine of any magnitude; banning, suspension, or expulsion from the College.

(ii) The Disciplinary Panel may attach such conditions as it sees fit to any penalty.

(iii)

(a) "Banning" means withdrawing the right of access to specified land, buildings, facilities or services of the College for a fixed period or pending the fulfilment of certain conditions.

(b) "Suspension" means withdrawing the right of access to all of the land, buildings and facilities of the College including teaching, examinations, and all related academic services for a fixed period or until the fulfilment of specified conditions. For the avoidance of doubt, this is equivalent to "rustication" as defined in the University's Statute XI.

(c) "Expulsion" means depriving a Junior Member permanently of his or her membership of the College.

(e)

(i) The Junior Member shall be told in writing of the Disciplinary Panel's decision and its reasons which shall include all findings of fact made by the Disciplinary Panel.

(ii) The Junior Member shall also be advised of the right of appeal to the Appeals Panel.

12.

(a)

(i) The Chair of the Disciplinary Panel shall at once report the Disciplinary Panel's decision to the Principal of the Postmasters and to the Senior Tutor, and shall inform the Proctors (if appropriate) and any College staff affected by the decision.

(ii) The Senior Tutor shall report the Disciplinary Panel's decision to the Warden and Tutors' Committee and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.

(b) The full communication to the Junior Member shall not normally be circulated, but shall be held in the Warden's office. In the event of any appeal, it shall be available to members of the Appeals Panel.

Referral to the Disciplinary Panel: Special provisions for criminal convictions

13.

(a) The procedures set out in Bylaw XI B.13(b)-18 below shall apply if a Junior Member has been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a sentence is imposed).

(b) When referring such a case to the Disciplinary Panel, the Principal of the Postmasters shall send to the Chair a written statement (the "Statement of Case") setting out:

(i) the fact of the Junior Member's criminal conviction and

(ii) any other information which the Principal of the Postmasters deems relevant including his or her recommendations as to penalty.

14.

(a) The Statement of Case and this Bylaw XI B shall be copied to the Junior Member.

(b)

(i) Copies shall also be sent to the Junior Member's director of studies or college advisor, as appropriate, who shall be asked to comment in writing on the character of the Junior Member and any other matter that the director of studies or college advisor thinks should properly be taken into account. These comments shall be copied to the Junior Member.

(ii) At the request of a Junior Member who is a graduate student a copy of the Statement of Case shall also be sent to his or supervisor who shall be asked to comment in writing in the same manner as the college advisor. These comments shall be copied to the Junior Member.

15.

(a) The Chair of the Disciplinary Panel shall call a meeting of the Disciplinary Panel giving the Junior Member at least five days' notice (not including Saturday or Sunday) , unless the Junior Member agrees to shorter notice.

(b) The Junior Member shall be told in writing of the time of the meeting and that written material may be submitted on the question of penalty up to 48 hours (not including Saturday or Sunday) before the Disciplinary Panel meets.

16.

(a) Without prejudice to the Disciplinary Panel's right to regulate its proceedings, the following procedure shall normally be adopted.

(b)

(i) The Principal of the Postmasters and the Junior Member shall attend the notified meeting of the Disciplinary Panel, provided that if the Junior Member fails or refuses to attend the Disciplinary Panel may proceed in his or her absence.

(ii) The Principal of the Postmasters and the Junior Member may each be accompanied by a current member of the University as an advisor or, alternatively, an Oxford SU sabbatical officer in the case of the Junior Member.

(c) The Disciplinary Panel shall accept as fact all findings of fact made by the criminal court and the hearing shall proceed on that basis.

(d)

(i) The Principal of the Postmasters shall present the case to the Disciplinary Panel and shall make representations concerning the appropriate penalty.

(ii) The Disciplinary Panel may request the attendance of any other person and may question such person in relation to the issue of penalty.

(e) The Junior Member shall then be entitled to make a plea in mitigation of the offence.

17.

(a)

(i) The Disciplinary Panel shall then decide upon the penalty to be imposed in the absence of all other persons except the Disciplinary Assessor (if

any) who shall remain present to advise the Panel but shall not be entitled to vote.

(ii) The penalty may include: requiring the Junior Member to reside out of the College premises; a fine of any magnitude; or banning, suspension, or expulsion from the College.

(iii) The Disciplinary Panel may attach such conditions as it sees fit to any penalty.

(iv) The words "banning", "suspension" and "expulsion" shall bear the meanings given to them in Bylaw XI B.11(d)(iii) above.

(b)

(i) The Junior Member shall be told in writing of the Disciplinary Panel's decision and its reasons which shall include all findings of fact made by the Disciplinary Panel which have not already been made by the criminal court.

(ii) The Junior Member shall also be advised of the right of appeal to the Appeals Panel.

18.

(a)

(i) The Chair of the Disciplinary Panel shall at once report the Disciplinary Panel's decision to the Principal of the Postmasters and to the Senior Tutor, and shall inform the Proctors (if appropriate) and any College staff affected by the decision.

(ii) The Senior Tutor shall report the Disciplinary Panel's decision to the Warden and Tutors' Committee and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.

(b) The full communication to the Junior Member shall not normally be circulated but shall be held in the Warden's office. In the event of any appeal, it shall be available to the members of the Appeals Panel.

Referral to the Disciplinary Panel: Special provisions for University penalties

19. The procedures set out at Bylaw XI B.20-23 below shall apply if a Junior Member has been expelled, banned or rusticated by the University pursuant to Statute XI of the University Statutes.

20.

(a) If the Principal of the Postmasters considers that a more serious penalty than that imposed by the University should be imposed by the College, the Principal of the Postmasters shall refer the case to the Disciplinary Panel.

(b) In such a case, the procedures set out in Bylaw XI B.13-18 above shall apply, mutatis mutandis.

21.

(a) In any other case a penalty of expulsion, banning or rustication imposed by the University upon a Junior Member shall also apply to College premises and facilities, subject to the right of appeal conferred by Bylaw XI B.22 below.

(b)

(i) The imposition of the College penalty shall be confirmed in writing to the Junior Member by the Principal of the Postmasters, and shall be copied to the Senior Tutor and to any College staff affected by the decision.

(ii) The Senior Tutor shall report the College penalty to the Warden and Tutors' Committee and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.

(c) The Principal of the Postmasters shall advise the Junior Member in writing of the right of appeal to the Disciplinary Panel.

22.

(a) A Junior Member penalised under Bylaw XI B.21 above may appeal to the Disciplinary Panel against the application of the University penalty to College premises and facilities.

(b) Bylaw XI B.33 shall apply to an appeal under this paragraph.

Appeals from decisions of the Disciplinary Panel

23.

(a) The Appeals Panel reports to the Warden and Tutors' Committee.

24.

(a) The Appeals Panel shall normally consist in cases of discipline for serious misconduct under Bylaw XI B of the Warden (or another member of the Governing Body nominated by the Warden) and four other members of the Governing Body of whom at least two shall hold the office of Tutor. Neither the Principal of the Postmasters nor any member of the Disciplinary Panel shall be a member.

(b) The Appeals Panel may (but shall not be obliged to) ask an assessor, to be known as the Disciplinary Assessor, to be present at its deliberations and to advise it but such person shall have no vote.

(c) Any tutor of the Junior Member whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel.

(d) For the purposes of Bylaw XI B.23(c) above only a "tutor" shall be defined as follows:

(i) in the case of an undergraduate as any person who has acted as that undergraduate's director of studies and

(ii) in the case of a graduate student as any person who has acted as that graduate student's supervisor or college advisor and

(iii) in either case as including any person who has filed or will file an academic report on that Junior Member's work during the course of the current academic year.

(e) The Warden or the Warden's nominee shall ordinarily chair the Appeals Panel as constituted under Bylaw XI B. If the Warden or the Warden's nominee is replaced pursuant to Bylaw XI B.23(c) above the most senior of the Tutors present shall chair the Panel.

(f)

(i) The Appeals Panel shall regulate its proceedings as it sees fit.

(ii) The Chair of the Appeals Panel shall have the power whether on application by the Junior Member or the Chair of the Disciplinary Panel or without such an application to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed).

(g) The Chair of the Appeals Panel shall ensure that arrangements are made for a written note to be taken and a sound recording made of the open proceedings (but not of the Appeals Panel's private deliberations).

25. The Junior Member must lodge any appeal against the findings or penalty of the Disciplinary Panel by writing to the Warden within five days (not including Saturday or Sunday) of the communication of the Disciplinary Panel's decision to the Junior Member, stating the basis of his or her appeal.

26.

(a) The Junior Member may appeal on either or both of the following grounds:

(i) errors in the Disciplinary Panel's findings (which must be specified by the Junior Member); and/or

(ii) the disproportionality of the penalty to the gravity of the offence.

(b) The Junior Member shall not normally be permitted to introduce new evidence to the Appeals Panel where that evidence could reasonably have been presented to the Disciplinary Panel.

27.

(a) The Chair of the Appeals Panel shall copy the Junior Member's appeal to the Chair of the Disciplinary Panel, who shall respond in writing to the Chair of the Appeals Panel within five days (not including Saturday or Sunday).

(b) The Chair of the Appeals Panel shall then copy that response to the Junior Member.

28.

(a) The Chair of the Appeals Panel shall call a meeting of the Appeals Panel giving the Junior Member at least five days' notice (not including Saturday and Sunday), unless the Junior Member agrees to shorter notice being given.

(b) The Junior Member shall be told in writing of the time of the meeting.

29.

(a) Without prejudice to the Appeals Panel's right to regulate its proceedings as it thinks fit, the following procedure shall normally be adopted.

(b)

(i) The Junior Member may attend with a current member of the University or an Oxford SU sabbatical officer as an advisor and make oral representations on his Grounds of Appeal.

(ii) If the Junior Member elects to attend, the Chair of the Disciplinary Panel may also attend (and may be accompanied by a current member of the University as an advisor).

(iii) The Appeals Panel shall in any event normally request the attendance of the Junior Member and the Chair of the Disciplinary Panel but in the event that either fails or refuses to attend may proceed in that person's absence.

(iv) The Junior Member shall present his or her appeal and the members of the Appeals Panel may put questions to the Junior Member.

(v) At the conclusion of the Junior Member's presentation the Chair of the Disciplinary Panel shall be invited to respond to the appeal and the members of the Appeals Panel may put questions to the Chair of the Disciplinary Panel.

30.

(a)

(i) The Appeals Panel shall consider the Junior Member's Grounds of Appeal and the response of the Chair of the Disciplinary Panel and determine the appeal in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.

(ii) The Appeals Panel may quash or confirm the decision appealed against, or make any order in substitution for it which the Disciplinary Panel could have made.

(b) The Junior Member shall be informed in writing of the Appeals Panel's decision and the reasons for it.

(c) Unless the Appeals Panel merely quashes the decision appealed against, the Appeals Panel's decision shall be accompanied by (a) a letter informing the Junior Member of his or her right to appeal to the Conference of Colleges' Appeal Tribunal (as provided in Bylaw XI B.31 below) and the time-limit for filing the appeal-application and (b) a copy of the Conference of Colleges' Appeal Tribunal Regulations.

31.

(a)

(i) The Chair of the Appeals Panel shall at once report the Appeals Panel's decision to the Principal of the Postmasters and to the Senior Tutor and shall inform the Proctors (if appropriate) and any College staff affected by the decision.

(ii) The Senior Tutor shall report the Appeals Panel's decision to the Warden and Tutors' Committee and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.

(b) The full communication to the Junior Member shall not normally be circulated, but shall be held in the Warden's office.

32. The decision of the Appeals Panel shall be final in the College although the Junior Member shall have the right to appeal the decision of the Appeals Panel to the Conference of Colleges Appeal Tribunal.

33. If the Conference of Colleges Appeal Tribunal upholds the College's decision, the Junior Member may appeal to the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information). Application forms and guidance notes are available from the Academic Office.

Appeals against the application of University penalties (XI B.21-22)

34.

(a) A Junior Member who wishes to appeal against the application of a University penalty to him or her under Bylaw XI B.21 must send the appeal in writing to the Warden within five days (not including Saturday or Sunday) of receipt of confirmation of the penalty from the Principal of the Postmasters.

(b) The Junior Member's appeal must fully set out the special circumstances which are alleged to justify not applying the University penalty in his or her case.

(c) The appeal shall be copied to the Principal of the Postmasters, who shall send a response to the Warden within five days (not including Saturday or Sunday).

(d)

(i) The Disciplinary Panel shall dispose of the appeal without an oral hearing unless it considers it necessary or expedient to hold one.

(ii) If the Disciplinary Panel is satisfied that there are special circumstances, it may permit the Junior Member concerned to continue to have access to College premises and facilities with or without conditions as to such access.

(e)

(i) The Disciplinary Panel's decision shall be communicated to the Junior Member in writing by the Chair and shall be final. Copies of the decision shall be sent to the Principal of the Postmasters and the Senior Tutor and any College staff affected by the decision.

(ii) The Senior Tutor shall report the decision to the Warden and Tutors' Committee.

Appeals against fines of less than £150

35.

(a) If the Deputy Principal of the Postmasters has imposed a fine less than £150 on a Junior Member which the Junior Member believes to be unwarranted or excessive the Junior Member may make written representations to the Deputy Principal of the Postmasters requesting a review of the fine imposed.

(b) Any representations to the Deputy Principal of the Postmasters shall be made within two days (not including Saturday or Sunday) of the imposition of the fine.

(c) The Deputy Principal of the Postmasters shall respond in writing within two days of the receipt of the written representations (not including Saturday or Sunday) and shall either confirm the fine, set aside the fine, or substitute a lesser fine.

(d) If the Junior Member is not satisfied with the decision of the Deputy Principal of the Postmasters he shall be entitled to appeal to the Principal of the Postmasters.

(e) Any appeal to the Principal of the Postmasters shall be made in writing specifying the grounds of the appeal within two days (not including Saturday or Sunday) of the receipt by the Junior Member of the response of the Deputy Principal of the Postmasters.

(f) The only grounds of an appeal to the Principal of the Postmasters shall be errors (which shall be specified) in the findings of fact made by the Deputy Principal of the Postmasters and/or the disproportionality of the fine to the gravity of the offence.

(g)

(i) The Principal of the Postmasters shall dispose of all such appeals without an oral hearing unless he considers it necessary or expedient to hold one.

(ii) The Principal of the Postmasters shall have the power on appeal to confirm, reduce or increase the fine.

(iii) The decision of the Principal of the Postmasters shall be communicated to the Junior Member in writing and shall be final.

Appeals against fines greater than £150

36.

(a) A Junior Member who has been fined a sum in excess of £150 by the Principal of the Postmasters or the Deputy Principal of the Postmasters may appeal this fine to the Disciplinary Panel, which may confirm, reduce or increase the fine.

(b) Any appeal must be lodged in writing with the Warden within five days (not including Saturday or Sunday) of the imposition of the fine stating the basis of the appeal.

(c) The only grounds of appeal shall be errors (which shall be specified) in the findings of the Principal of the Postmasters or the Deputy Principal of the Postmasters and/or the disproportionality of the fine to the gravity of the offence.

(d) The appeal shall be copied to the Principal of the Postmasters or the Deputy Principal of the Postmasters, who shall be asked to respond within five days (not including Saturday or Sunday).

(e)

(i) The Disciplinary Panel's decision, which shall be final, shall be communicated to the Junior Member in writing, giving reasons.

(ii) The Disciplinary Panel shall have the power to impose additional fines or other penalties and may attach such conditions as it sees fit to any penalty:

(a) in the event of trivial or frivolous appeals; or

(b) where it believes that the event warrants a more severe penalty than that already imposed.

Service of documents

37.

(a) Unless the Junior Member's University email account has been suspended, all documents required by this Bylaw to be sent to a Junior Member shall be sent by email to the Junior Member's University email address and shall be deemed to be duly delivered when sent.

(b) If the Junior Member's University email account has been suspended:

(i) the Junior Member shall be asked to provide an alternative email address and any documents required by this Bylaw to be sent to him or her shall be sent to that address and shall be deemed duly delivered when sent;

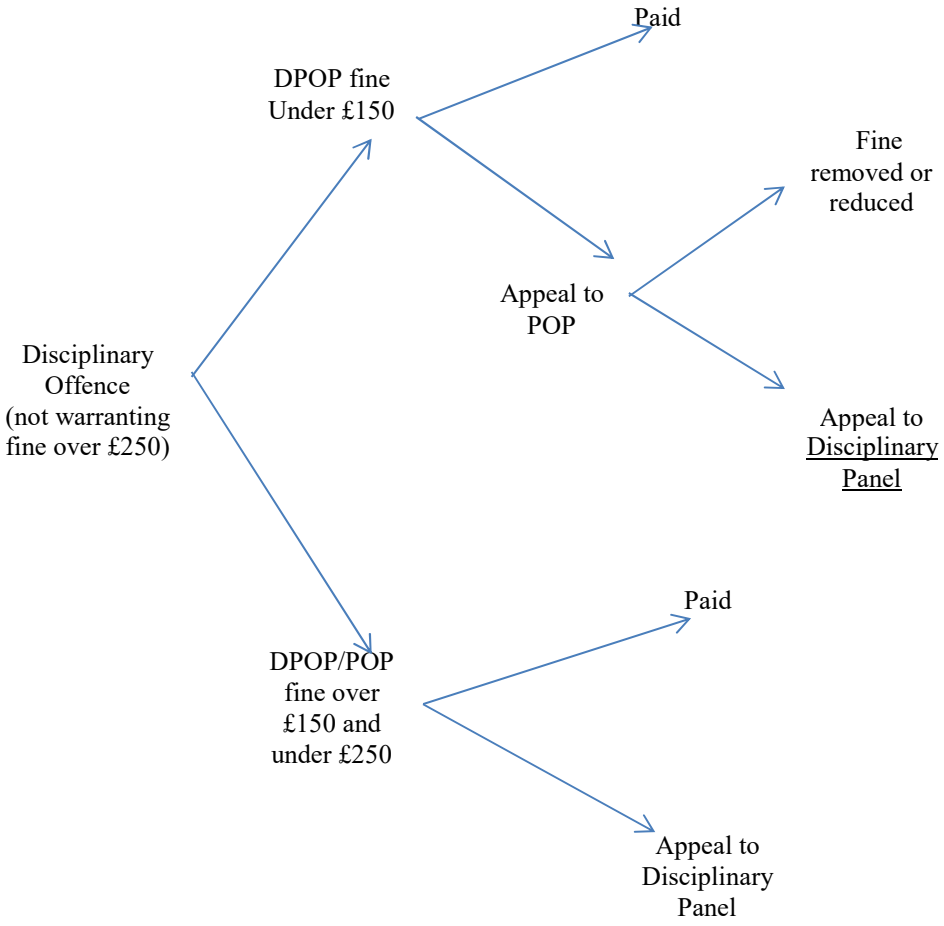
(ii) if the Junior Member has not provided an alternative email address documents shall be left at the College lodge (if he or she is still in residence) and shall be deemed duly delivered 24 hours thereafter or shall be posted to the home address he or she has provided via Student Self Service (if he or she is not in residence), and shall be deemed duly delivered three days after the date of posting.

(iii) Where any documents are required to be posted to the Junior Member's home address and he or she resides abroad all necessary steps shall be taken to ensure that the documents arrive within the period provided.

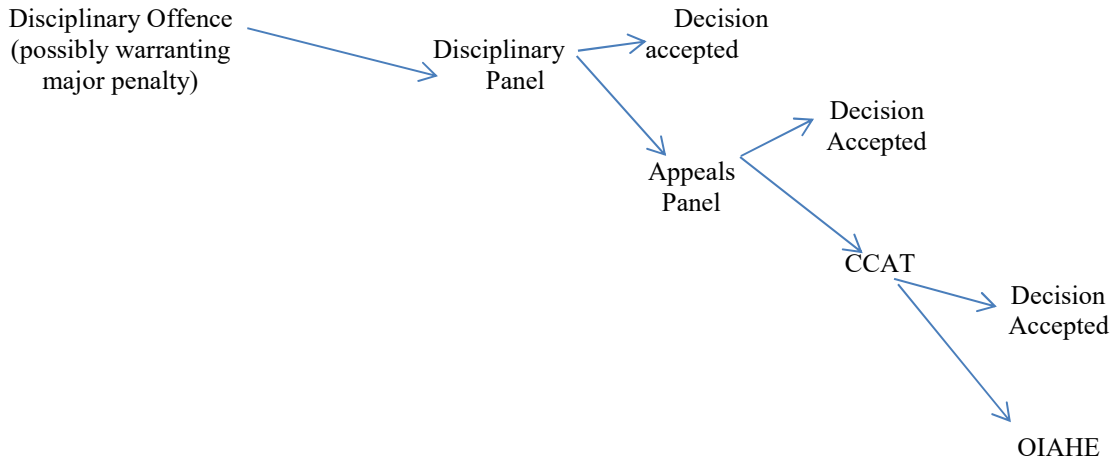
(c) Documents required by Bylaw XI B to be sent to any College Officer or any member of the University other than the Junior Member concerned shall be sent by email to the appropriate University email address and shall be deemed duly delivered when sent.

(d) Notwithstanding the provisions above as to the use of email, if the volume of documents is such as to make sending them by email unwieldy or impracticable the Chair of the Panel may be asked to direct the use of an alternative method for exchanging documents such as the use of any system of file-sharing provided by the University or, if necessary, paper.

Bylaw XI B flowchart – offences warranting lesser penalty



Bylaw XI B flowchart - offences warranting greater penalty



XI C: FAILURE IN THE FIRST PUBLIC EXAMINATION

1.

(a) The Senior Tutor shall write to any undergraduate who fails the First Public Examination at the first attempt.

(b) The Senior Tutor's letter shall

(i) clarify the academic support offered in preparing for the re-sit;

(ii) make clear the possible consequence of termination of the course in the event of a second failure; and

(iii) remind the recipient of the importance of disclosing any extenuating circumstances which may have affected performance in the First Public Examination.

2.

(a) The Senior Tutor shall write to any undergraduate who fails the First Public Examination at the second attempt to notify him or her that their course will be terminated.

(b)

(i) The undergraduate shall have the right to appeal this decision on the grounds of exceptional circumstances to an Appeals Panel convened by the Warden, or the Sub-Warden in the Warden's absence. This shall comprise no fewer than three members of the Governing Body of whom at least two shall hold the office of Tutor. The Senior Tutor shall not be a member.

(ii) Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this sub-paragraph only a "tutor" shall be defined as any person who has acted as that undergraduate's director of studies or has filed or will file an academic report on that undergraduate's work during the course of the current academic year.

(iii) The members of the Appeals Panel as constituted under Bylaw XI C after any replacements have been co-opted shall elect one from among their number to take the chair.

3.

(a)

(i) Any appeal pursuant to Bylaw XIC.2(b)(i) above must be made in writing to the Chair of the Appeals Panel within five days (not including Saturday or Sunday) of the communication of the Senior Tutor's letter.

(ii) The appeal must set out the exceptional circumstances applicable in the case.

(b) If the undergraduate intends to rely on medical evidence at the hearing, he or she must submit a report from the College Doctor to the Senior Tutor at least 24 hours in advance of the hearing unless the primary treating clinician is not the College Doctor, in which case the medical report must be sent to the College Doctor in the first instance five working days in advance of the hearing so that the College Doctor can advise the College appropriately.

4.

(a) The Senior Tutor shall notify the undergraduate of the date of the hearing, giving at least five days' notice (not including Saturday or Sunday), unless the undergraduate agrees to shorter notice being given.

(b) The hearing shall be conducted and determined by the Appeals Panel.

(c) The undergraduate may attend the meeting with a current member of the University (except the Senior Tutor or his or her subject tutors) or an Oxford SU sabbatical officer as an advisor.

5.

(a) The purpose of the hearing shall be to enable the Appeals Panel to assess whether the exceptional circumstances presented by the undergraduate mean that their course should not be terminated.

(b) At the hearing, the Senior Tutor (or deputy) shall present a report on the circumstances of the case. The Panel may also seek the comments of subject tutors who may attend in person or submit a report as circumstances permit.

(c) The undergraduate shall then have the opportunity to present his or her own view of the situation and any supporting evidence, and to respond to the Senior Tutor's report and to the subject tutors' comments.

(d) After this, members of the Appeals Panel shall be given an opportunity to put questions on any aspect of the case.

6.

(a) At the end of the hearing, the undergraduate, advisor, the Senior Tutor and subject tutors shall withdraw while the Appeals Panel considers its decision.

(b) The Chair of the Appeals Panel shall write to the undergraduate as soon as possible to communicate the decision, providing a brief account of the reasons for it.

7.

(a) If the Appeals Panel decides that exceptional circumstances mean the undergraduate's course should not be terminated, the undergraduate shall be informed of any conditions which must be met before being allowed to return to residence.

(b) The University's regulations prevent an undergraduate from progressing to the Final Honour School without passing the First Public Examination. Permission will need to be sought from the University's Education Committee for any third attempt at the First Public Examination: the College does not have authority to permit this itself.

8.

(a) If the Appeals Panel decides that the circumstances presented as exceptional do not justify withholding the usual sanction of terminating the undergraduate's course, the undergraduate may appeal to the Conference of Colleges Appeal Tribunal, a body independent of the College.

(b) The undergraduate must normally exercise this right to appeal within five working days of receipt of the Appeals Panel's decision. The Chair's letter shall explain how to do this. Further information shall also be available from the Academic Office.

9. If the Conference of Colleges Appeals Tribunal upholds the College's decision, the undergraduate may appeal to the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information). Application forms and guidance notes shall be available from the Academic Office.

XI D: SUSPENSION OF STATUS PROCEDURE

Scope

1.

(a) The Suspension of Status Procedure is intended for situations where an undergraduate requests Suspension of Status on medical or other grounds. It sets out the procedure which the College follows when considering such requests.

(b) This Procedure does not apply to postgraduates because their requests for Suspension of Status are considered by departmental and faculty committees. If a postgraduate's Status is suspended or resumed through a departmental or faculty process, their Status as regards the College is automatically suspended or resumed without further process and their Suspension of Status or resumption will be reported to the Warden and Tutors' Committee.

(c) In this Bylaw the following terms have the following meanings:

Appeals Panel	A Panel constituted under Bylaw VII.41(d) to hear reviews under Bylaw XI D, consisting of the Warden or another member of the Governing Body nominated by the Warden, with two other members of the Governing Body, of whom at least one is a Tutor.
College Doctor	The medical practice appointed by the College from time to time to be available to treat Junior Members of the College, as identified in the College Handbook.
Director of Studies	A Fellow or Lecturer assigned to each undergraduate as their Director of Studies.
Further Suspension	After a Non-Resumption Decision : a further period of Suspension of Status.
Non-Resumption Decision	A decision under Bylaw XI D.8(a) by the Senior Tutor, the Head of Welfare and an undergraduate's Director of Studies that an undergraduate has not met the conditions for resumption of Status.
Overstanding	Overstanding for honours, i.e., the requirement for an undergraduate to obtain a dispensation from the University so as to be eligible for a classified honours degree despite having passed the maximum time allowed under relevant University regulations to be considered for honours.
Status	In relation to a student, enrolled status as a student.
Suspension of Status	A period during which a student will not be considered to be on course and will not hold enrolled status as a

	student. Suspension of Status is sometimes referred to colloquially by students as "rustication" or "intermission".
Suspension of Status Panel	The Suspension of Status and Fitness to Study Panel constituted under Bylaw VII.40 when sitting as the Suspension of Status Panel under this Bylaw.
University	University of Oxford
Welfare Team	The Head of Welfare, the Senior Welfare Adviser, the College Nurse, and the Junior Deans for Welfare.
Working days	Days other than : Saturdays, Sundays, Bank Holidays in England and Wales, or days within the College's Christmas and Easter closures.

The Suspension of Status Panel

2. The Suspension of Status and Fitness to Study Panel shall sit as the Suspension of Status Panel in cases referred to the Suspension of Status Panel under this Bylaw.

General

3.

(a) In operating this Procedure the College shall take account of all relevant legislation as well as of a student's general rights and expectations of confidentiality.

(b) The College acknowledges that in implementing this Procedure it will receive sensitive and special category personal data and data of a confidential nature pertaining to the student and other third parties. The College shall ensure that all data is handled, processed and stored in accordance with the College's legal obligations in this regard.

(c)

(i) Where in the Senior Tutor's opinion there is good reason for doing so, they may appoint the Academic Registrar or a member of the Governing Body to act in their place. Reference in this Procedure to the Senior Tutor includes reference to any person appointed to take their place.

(ii) Where in the Head of Welfare's opinion there is good reason for doing so, they may appoint another appropriate member of the Welfare Team to act in their place. Reference in this Procedure to the Head of Welfare includes reference to any person appointed to take their place.

(iii) If in any case the undergraduate's Director of Studies is not available or where there is another good reason for doing so, the Warden shall appoint a member of the Governing Body to take their place. Reference in this Procedure to the undergraduate's Director of Studies includes reference to any person appointed to take their place.

Requests for Suspension of Status

4.

(a) Undergraduates do not have an automatic right to suspend status, but the College will consider sympathetically requests made on medical or other welfare grounds and will make reasonable adjustments in cases covered by the Equality Act 2010. All requests will be considered individually, taking account of all relevant information.

(b)

(i) Suspensions of Status on medical grounds shall require medical certification in support of the request from the College Doctor or other appropriate medical professional.

(ii) The College shall not grant Suspension of Status solely on the ground that an undergraduate is or feels ill-prepared for examinations.

(iii) Requests for Suspension of Status by undergraduates should be made in a timely manner. Requests should normally be made by the undergraduate but in extreme circumstances the College may permit requests to be made by a representative appointed by the undergraduate.

Initial Consideration

5.

(a) Requests shall first be considered confidentially at a meeting with the undergraduate by the Senior Tutor (in the chair), the Head of Welfare, and the undergraduate's Director of Studies, with the involvement of other subject tutors if appropriate. This meeting is referred to as "the Initial Consideration".

(b)

(i) The Senior Tutor may invite other persons to the Initial Consideration to provide advice or information when the Senior Tutor considers that this would be appropriate. These persons should be kept to a minimum so as not to compromise the informality of the meeting and in general attempts should be made to obtain relevant information before the meeting takes place.

(ii) In any case, the undergraduate must be informed in advance of who will be present and why they will be there.

(iii) The undergraduate must normally be given at least 5 working days' written notice of the Initial Consideration, but in urgent situations or with the undergraduate's consent the Senior Tutor may shorten the period of notice. Any shorter period of notice must nonetheless be reasonable in all the circumstances.

(c)

(i) The undergraduate may be accompanied at the Initial Consideration by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support students with a disability. The student may not be accompanied by a member of their family unless that is agreed by the Senior Tutor in advance.

(ii) The undergraduate must notify the Senior Tutor at least 24 hours in advance of the meeting if they are to be accompanied and by whom.

(iii) The Initial Consideration is a confidential part of an internal College process for study support and is not an adversarial or formal legal hearing. The attendance of legal advisers is not permitted.

(d) The Initial Consideration shall consider not only the merits of the request to suspend but also at least the following matters to ensure that any Suspension of Status and any subsequent return to study and resumption of Status are properly planned:

(i) Where Suspension of Status is requested on medical grounds, confirmation by the College Doctor or other appropriate medical professional of an appropriate plan of treatment;

(ii) Appropriate access to facilities while suspended;

(iii) Academic plan for catching up on any backlog of work and preparing for the term of return, including any collections to be taken;

(iv) Any expectations regarding the provision of interim reports by the undergraduate;

(v) Consideration of a referral to the Disability Advisory Service;

(vi) A review-meeting preceding return;

(vii) Implications for examinations (including Overstanding or changed regulations);

(viii) Conditions attached to return;

(ix) The case for repeating any terms;

(x) Anticipated medical, welfare or disability support on return;

(xi) Financial implications;

(xii) Visa implications where relevant.

Reference to the Suspension of Status Panel

6.

(a) Once the Initial Consideration has been completed, the Senior Tutor shall make a recommendation to the Suspension of Status Panel, by notifying the Chair, who shall then convene the Panel.

(b) If the Senior Tutor's recommendation has been accepted by the undergraduate, the Suspension of Status Panel may be asked to approve the recommendation by email without a meeting and the requirements of Bylaw VII.8(a)(viii)(*a*) shall apply. If on an email vote the Suspension of Status Panel does not approve the recommendation, it shall be convened to consider the recommendation at a meeting.

7.

(a) The College expects shortfalls in completed work to be made up and does not

ordinarily permit undergraduates to repeat terms if they have received the full tuition. The Panel shall therefore authorise repetition only in rare cases e.g. where there are material gaps in the undergraduate's tuition.

(b) An undergraduate shall not normally be permitted to come into College during a period of Suspension of Status except as provided by College Regulations or on terms agreed by the Suspension of Status Panel or with written permission in advance from the Head of Welfare or the Senior Tutor.

(c)

(i) Where the Panel does not approve the request for Suspension of Status, or decides to impose further or other conditions for the undergraduate's return or otherwise, the Chair shall set out the reasons for this decision in writing to the undergraduate within seven working days.

(ii) Where the Panel approves the undergraduate's request, the Senior Tutor shall convey the Panel's decision and any conditions in writing to the undergraduate within seven working days and report the resulting Suspension of Status to the Warden and Tutors' Committee.

(d) The undergraduate's participation in the meeting held under paragraph XI D.8 below to decide on their resumption of Status is a condition of their resumption of Status and must be included as such in the conditions notified to the undergraduate by the Senior Tutor.

Resumption of Status

8.

(a)

(i) The Senior Tutor, the Head of Welfare, and the undergraduate's Director of Studies shall have responsibility for deciding whether the undergraduate has met the conditions for resuming their Status and for this purpose they shall hold a meeting with the undergraduate.

(ii) The meeting shall be convened and chaired by the Senior Tutor and shall normally take place no later than two calendar months before the undergraduate's expected return-date.

(iii) The undergraduate's participation in the meeting is a condition of their resumption of Status.

(iv) Where an undergraduate has suspended Status on medical grounds, the College must receive a recent medical assessment from the College Doctor or other appropriate medical professional stating whether or not, in their opinion, the undergraduate is fit to resume their Status.

(v) The medical assessment shall take into account any reports provided by other medical professionals involved in the care of the undergraduate during the period of suspension.

(b)

(i) If the undergraduate is considered to have met the conditions for resumption of Status, the Senior Tutor must inform the undergraduate in writing within seven working days and report the undergraduate's return to the Warden and Tutors' Committee.

(ii)

(a) If the undergraduate is considered not to have met the conditions for resumption of Status, the Senior Tutor must inform the undergraduate of the Non-Resumption Decision in writing within seven working days and advise them that they may request that the meeting be reconvened to consider Further Suspension provided that the request is received by the Senior Tutor within five working days of the Senior Tutor's communication.

(b) If the meeting is reconvened at the undergraduate's request to consider Further Suspension, paragraphs 5(b), (c), and (d) above shall apply to the meeting as if the words "Initial Consideration" were replaced by the words "Meeting to consider Further Suspension".

(c) If the meeting is reconvened at the undergraduate's request and arrangements for Further Suspension are agreed, they must be submitted to the Suspension of Status Panel for approval and paragraphs 6 and 7 above apply as if the words "Once the Initial Consideration has been completed" in paragraph 6(a) were replaced by the words "Once arrangements for Further Suspension have been agreed".

(d) If the meeting is reconvened at the undergraduate's request and arrangements for Further Suspension are not agreed or if no request for the meeting to be reconvened is received by the Senior Tutor within the time allowed, the Senior Tutor must write to the undergraduate within seven days of the meeting or of the expiry of the time-limit (as the case may be) to confirm the Non-Resumption Decision and to inform the undergraduate of their right to seek a review.

(e) If no arrangements for Further Suspension have been agreed and approved, the undergraduate shall not be permitted to resume their Status except as may be determined by the Appeals Panel on review.

Review

9. In the event that

(a) the undergraduate disputes a decision of the Suspension of Status Panel (including a refusal of the Suspension of Status Panel to approve arrangements for Further Suspension agreed with the undergraduate after a Non-Resumption Decision), or

(b) a Non-Resumption Decision has been made and it has not been possible to agree arrangements for Further Suspension for submission to the Suspension of Status Panel,

the undergraduate may apply for a review in accordance with the procedure for review set out below.

10.

(a) Reviews are conducted by the College's Appeals Panel.

(b)

(i) The Appeals Panel may regulate its proceedings as it sees fit.

(ii) The Chair of the Appeals Panel has the power to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed) on their own initiative or on application by the undergraduate or (where the decision to be reviewed has been made by the Suspension of Status Panel) by the Chair of the Suspension of Status Panel or (where the decision to be reviewed is a Non-Resumption Decision) by the Senior Tutor.

11.

(a)

(i) The undergraduate must set out their case for review to the Chair of the Appeals Panel in writing within five working days of the communication of a decision of the Suspension of Status Panel or of the Senior Tutor's confirmation of a Non-Resumption Decision under Bylaw XI D.8(b)(ii)(c).

(ii) The undergraduate's case must set out any alleged procedural unfairness or failures in the reasoning underlying the decision in question.

(b) The Chair of the Appeals Panel must copy the undergraduate's appeal to the Chair of the Suspension of Status Panel or (where the decision to be reviewed is a Non-Resumption Decision) to the Senior Tutor, who must respond in writing to the Chair of the Appeals Panel within five working days. The Chair of the Appeals Panel must then copy that response to the student.

12.

(a) The Chair of the Appeals Panel must convene a meeting of the Appeals Panel giving the undergraduate at least five working days' notice of the meeting, unless the undergraduate agrees to shorter notice being given.

(b) The undergraduate must be told in writing of the time and venue of the meeting.

13.

(a) Without prejudice to the Appeals Panel's right to regulate its own proceedings, the following procedure shall normally be adopted:

(b) The Appeals Panel shall consider the basis of the undergraduate's request for review and the response of the Chair of the Suspension of Study Panel or of the Senior Tutor, as the case may be.

(c)

(i) The undergraduate has the right to attend and make oral representations at the hearing and may be accompanied at the meeting by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support students with a disability.

(ii) Attendance by a member of the student's family as the student's supporter is not permitted unless this is agreed by the Chair in advance.

(iii) The attendance of legal advisers is not permitted.

(iv) The undergraduate must notify the Chair at least 24 hours in advance of the hearing if they are to be accompanied and by whom.

(v) The undergraduate may make oral representations at the meeting.

(d) In the event that the undergraduate does not attend the hearing, the Appeals Panel may proceed in their absence.

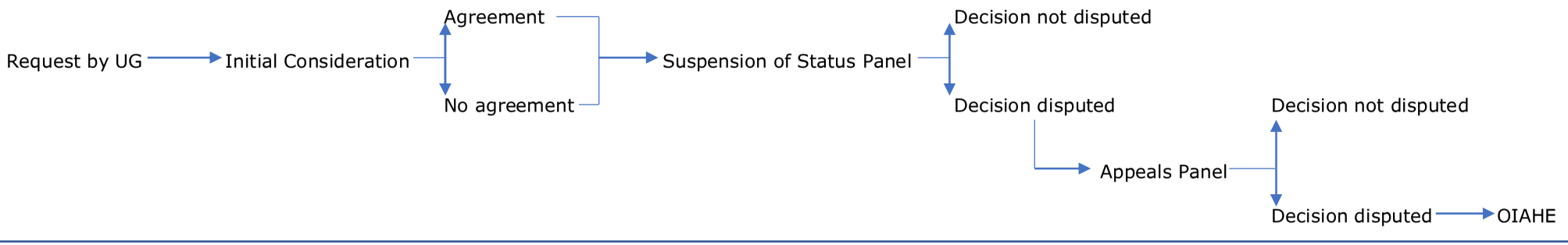
(e) The Appeals Panel can confirm or amend the decision under review and shall issue its decision in writing to the undergraduate, the Chair of the Suspension of Study Panel, and the Senior Tutor within seven days.

14.

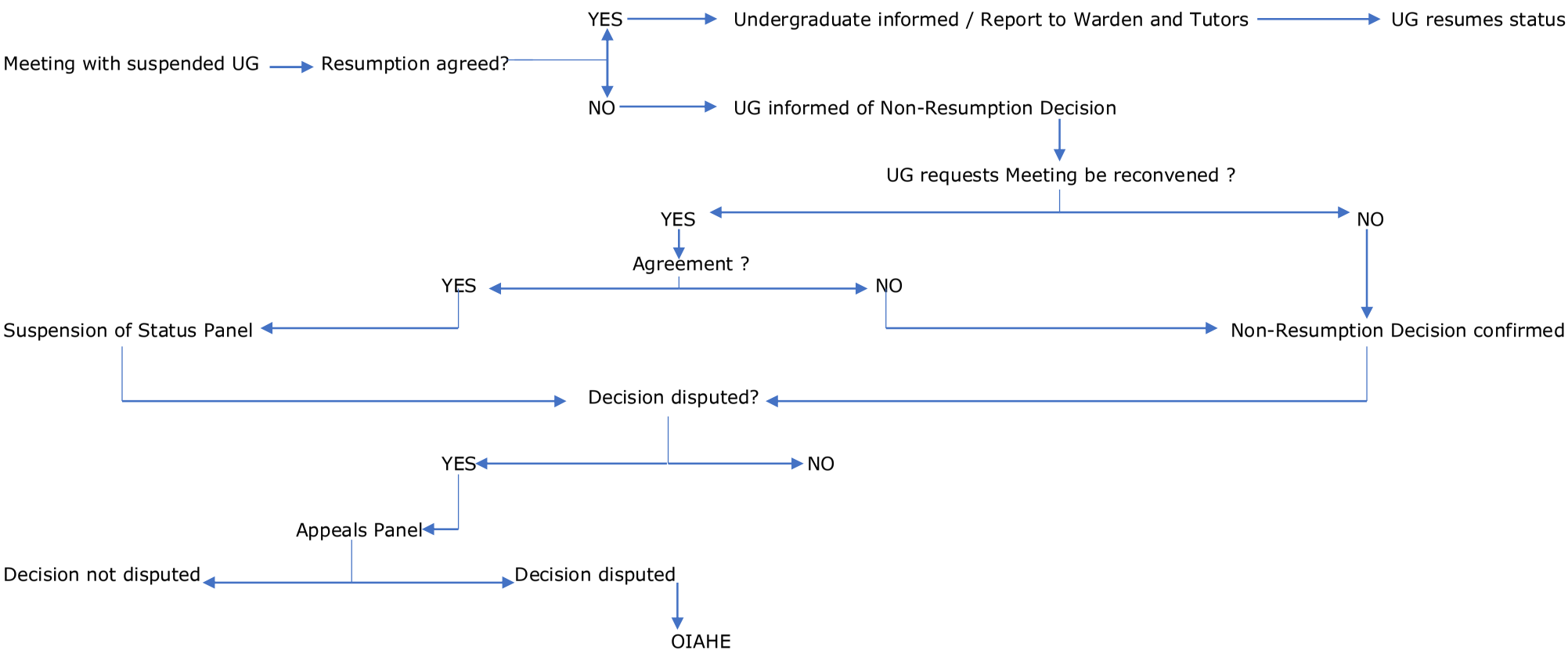
(a) The College's procedures are complete when the Appeals Panel's decision has been issued and the appropriate College Officer shall provide the undergraduate with a Completion of Procedures letter.

(b) If the undergraduate remains dissatisfied, they may apply to the Office of the Independent Adjudicator for Higher Education (see http://www.oiahe.org.uk/). The Senior Tutor Application must make available the forms and accompanying guidance notes at the undergraduate's request.

REQUEST FOR SUSPENSION OF STATUS



RESUMPTION OF STATUS



XI E : FITNESS TO STUDY PROCEDURE

Scope

1.

(a) This Fitness to Study Procedure has three stages depending on the severity of the problem, the student's engagement with efforts to respond to it, and the perceived level of risk. In serious and urgent cases, where in the opinion of the Senior Tutor the circumstances justify it, Stages 1 and/or 2 may be bypassed. A flowchart to illustrate the operation of the Fitness to Study Procedure is set out at Appendix 2.

(b) Where there is good reason for doing so, the Head of Welfare may appoint another appropriate member of the Welfare Team to act in their place. Reference in this Procedure to the Head of Welfare includes reference to any person appointed to take their place.

(c) Where there is good reason for doing so, the Senior Tutor may appoint another member of the Governing Body to act in their place. Reference in this Procedure to the Senior Tutor includes reference to any person appointed to take their place.

(d) If in any case an undergraduate's Director of Studies or a postgraduate's College Adviser is not available or where there is another good reason for doing so, the Warden shall appoint a member of the Governing Body to take their place. Reference in this Procedure to a Director of Studies or College Adviser includes reference to any person appointed to take their place.

(e) In this Bylaw the following terms have the following meanings:

Appeals Panel	A Panel constituted under Bylaw VII.41(d) to hear reviews under Bylaw XI E, consisting of the Warden or another member of the Governing Body nominated by the Warden, with two other members of the Governing Body, of whom at least one is a Tutor.
Ban	To withdraw the right of access to specified land, buildings, facilities, or services of the College for a fixed period or pending the fulfilment of certain conditions.
Case Review Group	A Case Review Group under Stage 2 of this Procedure. A Case Review Group consists of a Chair ("the Chair") appointed by the Warden from among Tutors who have had no significant involvement with the student, the Senior Tutor, the Head of Welfare, and the student's Director of Studies or College Adviser. In the case of a postgraduate, the Senior Tutor may also invite the student's supervisor or (if there is no Supervisor) Course Director to be a member. The Chair chairs the Case Review Meeting.
Case Review Meeting	A meeting of the Case Review Group under Stage 2 of this Procedure.

College Adviser	A Fellow or Lecturer assigned to each postgraduate as their College Adviser
College Doctor	The medical practice appointed by the College from time to time to be available to treat Junior Members of the College, as identified in the College Handbook.
Director of Studies	A Fellow or Lecturer assigned to each undergraduate as their Director of Studies.
Fitness to Study Panel	The Suspension of Status and Fitness to Study Panel constituted under Bylaw VII.40 when sitting as the Fitness to Study Panel under this Bylaw.
Non-Resumption Decision	A decision under Bylaw XI D.8(a) by the Senior Tutor, the Head of Welfare and an undergraduate's Director of Studies that a student has not met the conditions for resumption of Status.
Specialist Assessment	A specialist assessment by an appropriately qualified practitioner, preferably one familiar with the University of Oxford, fitness to study, and the spectrum of student difficulties, such as the College Doctor, but alternatively the student's own appropriately qualified practitioner.
Status	In relation to a student, enrolled status as a student.
Suspension of Status	A period during which a student will not be considered to be on course and will not hold enrolled status as a student. Suspension of status is sometimes referred to colloquially by students as "rustication" or "intermission".
Welfare Team	The Head of Welfare, the Senior Welfare Adviser, the College Nurse, and the Junior Deans for Welfare.
Working days	Days other than : Saturdays, Sundays, Bank Holidays in England and Wales, or days within the College's Christmas and Easter closures.

2.

(a) The College will consider whether a student's conduct or behaviour is a disciplinary matter or is to be treated as one concerning their health and welfare and possible fitness to study.

(b) In some cases behaviour which might amount to a breach of discipline may so clearly be caused by or be so bound up with health and welfare concerns that it would not be appropriate to pursue the matter under as a matter as

a disciplinary one: in these cases, this Fitness to Study Procedure is likely to be the most appropriate process for making recommendations and decisions about the student.

(c) In other cases, it may be appropriate to pursue a disciplinary case and to take relevant health and welfare concerns into account in mitigation when determining the appropriate penalty if the disciplinary breach is proved.

3.

(a) The College will ensure that where a student's conduct or behaviour is in question, there is appropriate liaison between the College Officers responsible for the discipline of Junior Members of the College (the Principal of the Postmasters and the Deputy Principal of the Postmasters) and those responsible for administering this Fitness to Study Procedure.

(b) During the investigation of a disciplinary matter, the Principal of the Postmasters may decide to refer a student to the Senior Tutor for their fitness to study to be considered under this Procedure and any disciplinary procedures will be suspended until a decision has been made under this Procedure.

4. Concerns about a student's fitness to study can arise in a number of situations. Tutors, members of the Welfare Team, the Principal and Deputy Principal of the Postmasters, other students, and/or members of the College staff may observe behaviour that suggests that a student's medical, psychological, or emotional problems are compromising their fitness to study.

5. Throughout this Procedure, fitness to study means:

(a) a student's fitness:

(i) to commence a distinct course of academic study; or

(ii) to continue with their current course of academic study; or

(iii) to return to their current or another course of academic study;

and

(b) their ability to meet:

(i) the reasonable academic requirements of the course or programme; and

(ii) the reasonable social and behavioural requirements of a student (whether resident in College or not) without their physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or College staff (not withstanding adjustments required by law).

6. The stages of the Fitness to Study Procedure are set out below.

Stage 1- Initial Action by the College

7.

(a) Stage 1 of the Procedure is initial action by the College. Any member or employee of the College who has concerns about a student's fitness to study is encouraged to consult a member of the Welfare Team informally. The Welfare Team will consider appropriate action, and may make discreet enquiries about the student's behaviour and academic performance. In appropriate cases, the Welfare Team may initially direct the student towards available support and guidance rather than make a referral under this Procedure.

(b) Where a referral is made under this Procedure, the Head of Welfare shall arrange an informal meeting with the student to explain, in a supportive and understanding manner, that concerns about their fitness to study have been raised. At this stage the Senior Tutor must be informed, if not already aware, that there are concerns about the student's fitness to study.

(c) Other appropriate persons, such as the student's Director of Studies, may be invited to the meeting to provide advice or information, but these should be kept to a minimum so as not to compromise the informality of the meeting and the Head of Welfare should in general attempt to obtain relevant information before the meeting takes place. In any case, the student must be informed in advance of who will be present and why they will be there.

(d) An outcome of the meeting should be the identification, definition, and illustration of the event, behaviour, or concern that has given rise to the referral. The student must be given the opportunity to explain the circumstances and present their own views. The meeting might include, where appropriate, use by the student of medical and/or student welfare and support services and might also involve the identification of reasonable adjustment for a disability or other measures to help resolve concerns about the student's fitness to study.

(e) Since the purpose of this initial action is to attempt to resolve the concerns about the student by discussion, it may be necessary for more than one informal meeting to take place.

(f) The Head of Welfare must ensure that an accurate record is kept of discussions at any meeting.

(g) Where agreement is not reached or the student is unable or unwilling to co-operate with the process the case must be moved to Stage 2 of this Procedure.

(h)

(i) Where agreement is reached, a review period must be agreed in consultation with the Senior Tutor.

(ii) The Head of Welfare must send the student a written statement identifying the steps that have been agreed and the agreed review period and invite the student to confirm that the statement represents their understanding of the agreement.

(iii) The statement must set out the respective responsibilities and expectations of the College, the student and others, including support services where involved, together with any agreed timetable for steps to be taken and a provisional date for a meeting at the end of the review period.

(a) At the end of the review period the Head of Welfare must hold a further meeting with the student to discuss the steps agreed. Paragraph 7(c) above applies to this meeting.

(b) If it appears from the meeting that the fitness to study concerns have been resolved, this will be recorded and there must also be discussion about whether to schedule further meetings to monitor the student's situation and/or progress and to help ensure that continued support is provided to the student to enable them to study effectively.

(c) If it appears from the meeting that the fitness to study concerns have not been resolved, either a new agreement may be made with the consent of the Senior Tutor which identifies the steps to be taken, the respective responsibilities of those involved and a new review period or the case must be moved to Stage 2 (or Stage 3, if appropriate) of the procedure.

Stage 2 - Case Review Meeting

8.

(a) Stage 2 of the Procedure is referral to a Case Review Meeting. Referral to a Case Review Meeting may take place in the following circumstances among others:

(i) If the Head of Welfare believes that the case is too serious at the outset to be dealt with by informal discussion and agreement under Stage 1 or where informality of procedure is not appropriate to the circumstances; or

(ii) If Stage 1 has not been effective; or

(iii) If the College has been supporting a student with health or welfare concerns for some time but the student is still unable to meet the academic, social, or behavioural requirements of their course of study and in the opinion of the Senior Tutor or the Head of Welfare this is having an unacceptable impact on the health and/or safety and/or welfare of the student and/or other students and/or members or employees of the College and/or the University.

(b)

(i) Where a referral has been made to a Case Review Meeting, a Case Review Group must be convened for a Case Review Meeting by the Senior Tutor.

(ii) The Senior Tutor, either on their own initiative or at the request of the Chair, may invite a representative from the Disability Advisory Service and/or the College's designated link to the Counselling Services and/or the College Nurse and/or any other appropriate person to attend the Case Review Meeting to provide information and advice.

(c) In Stage 2 the Senior Tutor as convenor of the Case Review Group is the point of contact with the student and with all other bodies and individuals. The Senior Tutor is responsible for ensuring that an accurate record is kept of the process and of the Case Review Meeting.

(d)

(i) Before the Case Review Meeting, the Senior Tutor may on their own initiative or at the request of the Chair require the student to provide evidence to enable the College to address the student's difficulties in the most effective manner possible and make an accurate assessment of risk.

(ii) For this purpose the student may be asked to undergo a Specialist Assessment.

(e) The Specialist Assessment is to be used to help determine the following matters:

(i) the nature and extent of any event, health, safety, or welfare issue which the student may be experiencing;

(ii) the timescale for resolution and/or prognosis;

(iii) the extent to which it may affect their fitness to study and ability to manage reasonable academic requirements and the normal demands of student life;

(iv) any impact it may have on or risk it may pose to others;

(v) if reasonable adjustments or other measures have been put in place, the effectiveness of those measures;

(vi) whether any additional steps should be taken by the College, in light of the event or issue, to enable the student to study effectively, and if so what steps;

(vii) whether the student will be receiving any ongoing treatment, therapy, or support which is relevant to their need for fitness-to-study support or the steps to be taken to resolve the fitness-to-study concern.

(f)

(i) The student shall be encouraged to authorise full disclosure to the College of the results of any Specialist Assessment.

(ii) The College recognises that any such information disclosed will constitute 'special category data' for the purposes of the UK General Data Protection Regulation, and that it must be handled, processed and stored accordingly.

(g)

(i) Information received at Stage 2 may also be used in Stage 3 of this Procedure.

(ii) If the student chooses not to undergo a Specialist Assessment or to disclose the contents of a Specialist Assessment, the College may continue with this procedure based on the information already in its possession.

(iii) The Case Review Group may then draw such inferences as are reasonable and is entitled to take a precautionary approach to risk in the absence of evidence (including medical or other specialist evidence) provided by the student.

(h)

(i) The student must normally be given at least 5 working days' written notice of the Case Review Meeting and must be informed of its purpose and the referral or request that has led to its being convened.

(ii) In urgent situations on the advice of the Head of Welfare the Chair may shorten the period of notice. Any shorter period of notice must nonetheless be reasonable in all the circumstances.

(iii) With the notice of the Case Review Meeting the student must be provided with any documents to be considered by the Case Review Group and must be asked to provide in good time for the meeting any documentation they may wish the Case Review Group to consider.

(i)

(i) The student has the right to attend the Case Review Meeting and to make oral representations and may be accompanied at the meeting by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support students with a disability.

(ii) Attendance by a member of the student's family as the student's supporter is not permitted unless this is agreed by the Chair in advance.

(iii) The Case Review Meeting is a confidential part of an internal College process for study support and is not an adversarial or formal legal hearing. The attendance of legal advisers is not permitted.

(iv) The student must notify the Senior Tutor at least 24 hours in advance of the Case Review Meeting if they are to be accompanied and by whom.

(j) The purpose of the Case Review Meeting is to ensure that:

(i) the Case Review Group and the student are aware of and understand the nature and extent of the concerns that have been raised;

(ii) the student's views and wishes are heard and taken into account;

(iii) the best way to proceed is determined, i.e. that the options to resolve the fitness-to-study concerns and the best option in all the circumstances are identified and, if possible, agreed;

(iv) the likely outcomes if the fitness-to-study concerns are not resolved are identified and made clear.

(k)

(i) The Case Review Group shall determine its own procedure and may seek information and opinions, including written materials, from those present and, if appropriate, from University Student Welfare and Support Services and other professionals working with the student, and cause such inquiries to be made as may assist its deliberations.

(ii) If the student fails to attend the Case Review Meeting, the Case Review Group may either adjourn to enable the Senior Tutor to make inquiries about the reason for the student's non-attendance or may proceed to a decision in the student's absence.

9.

(a) The Case Review Group may make one of the decisions set out at (i) to (v) below:

(i) That no further action is required.

(ii) To formally monitor the student's progress for a specified period of time with an action plan agreed with the student.

(iii) To recommend that special academic arrangements, i.e. reasonable adjustments in the form of a Student Support Plan prepared by the University's Disability Advisory Service and/or other measures and support are put in place, reviewed or continued.

(iv) To recommend Suspension of Status for a specified period of time or subject to conditions.

(v) To recommend that the student withdraw from their course of study.

(b) In relation to the available decisions set out in paragraph 9(a) above:

(i) Where further action is agreed or recommended under paragraph 9(a)(ii) or (iii), there must be an action plan providing for:

(a) Any steps the student will need to take and/or any support to be provided to the student;

(b) Who is responsible for any steps to be taken and for how long in order to resolve the concerns identified;

(c) Provision for regular review meetings with the student for the duration of the action plan to ensure that the action plan is being appropriately followed and/or that measures to enable the student to study effectively are being provided;

(d) Provision for a review meeting with the student at the end of the action-plan;

(e) The identity of College Officers or staff who will undertake the reviews;

(f) The likely consequences of the failure of the action plan to resolve the fitness-to-study concerns, which will normally

involve a student's fitness to study being referred by the Senior Tutor to a Fitness to Study Panel under Stage 3.

(ii) Where the recommendation is Suspension of Status for a period of time and/or subject to conditions under paragraph 9(a)(iv):

(a) the duration of any Suspension of Status must be carefully considered bearing in mind that very short Suspensions of Status may sometimes aid the resolution of urgent issues or the obtaining of essential evidence, whereas longer Suspensions of Status should have regard to the fact that the student will ordinarily resume their course of study at the point they left it with the consequence that 12 months may be necessary;

(b) consideration must be given to the matters set out under *Initial Consideration* and *Resumption of Study* in Bylaw XI D (Suspension of Status);

(c) consideration must be given to whether and how resumption of Status may need to be monitored and/or phased to take account of any expert advice;

(d) the undergraduate's participation in the meeting held under paragraph 12 below to decide on their resumption of Status is a condition of their resumption of Status and must be included as such in the conditions notified to the undergraduate by the Case Review Group.

(iii) A student who does not accept a recommendation under paragraphs 9(a)(iv) or (v) must be referred automatically to the Fitness to Study Panel under Stage 3 of this Procedure. This provision must be drawn to the student's attention when the recommendation is made.

(c)

(i) The written decision of the Case Review Group, together with a concise record of the Case Review Meeting, must be sent to the student within 7 working days after the date of the meeting and a copy kept on the student's personal file.

(ii) The Senior Tutor must consider with the student whether it is appropriate to inform the student's faculty or department of any steps that have been agreed, having regard to any University guidance on confidentiality in health and welfare.

(iii) Where the decision includes a recommendation under paragraphs 9(a)(iv) or (v) the student must be asked to inform the Senior Tutor within 7 working days whether or not they accept the recommendation. If they do not respond within 7 working days, they shall be deemed not to have accepted the recommendation.

Stage 3 – Fitness to Study Panel

10.

(a) Stage 3 is referral to the Fitness to Study Panel. Stage 3 of the procedure shall be used:

(i) following a referral from a Case Review Group, or

(ii) if the Senior Tutor considers that the seriousness or urgency of the case makes referral to the Panel appropriate without having been through earlier stages of the Procedure, for example where it appears that an immediate Suspension of Status is necessary and the student has not agreed.

(b)

(i) The Warden has the power to ban the student from the College temporarily pending further action.

(ii) If the Warden is not available, the Sub-Warden or (in the absence of the Sub-Warden) any of the following may exercise this power: a Bursar, the Librarian, the Principal of the Postmasters or the most senior of the conveniently available Tutors.

(c) Where the case concerns a graduate, the Fitness to Study Panel may suspend its procedures at any point in Stage 3 and refer the case to the University's Fitness to Study Panel.

(d) The Chair must fix a date for a meeting of the Fitness to Study Panel to hear the case and must invite the student to attend.

(i) The student must normally be given at least 5 working days' written notice of the hearing and must be informed of its purpose and the referral or request that has led to its being convened.

(ii) In urgent situations on the advice of the Senior Tutor or the Head of Welfare the Chair may shorten the period of notice. Any shorter period of notice must nonetheless be reasonable in all the circumstances.

(iii) With notice of the hearing the student must be provided with any documents to be considered by the Fitness to Study Panel and must be asked to provide in good time for the meeting any documentation they may wish the Fitness to Study Panel to consider.

(iv) The Chair must ensure that all parties have access to all documents.

(e) The student has the right to attend and make oral representations at the hearing and may be accompanied at the meeting by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support students with a disability.

(i) A member of the student's family is not permitted to attend as the student's supporter unless this is agreed by the Chair in advance.

(ii) The attendance of legal advisers is not permitted.

(iii) The student must notify the Chair at least 24 hours in advance of the hearing if they are to be accompanied and by whom.

(a) The purpose of the hearing is to consider the evidence available, including

the student's perception of these concerns, in order:

(i) to determine whether the student is fit to study;

(ii) to determine the best way to proceed to resolve the fitness-to-study concerns.

(b)

(i) The Fitness to Study Panel shall determine its own procedure and may seek information and opinions, including written materials, from those present and, if appropriate, from University Student Welfare and Support Services and other professionals working with the student, and cause such inquiries to be made as may assist its deliberations. It shall also consider any previous assessments of the student's fitness to study.

(ii) If the student fails to attend, the Fitness to Study Panel may either adjourn to enable the Senior Tutor to make inquiries about the reason for the student's non-attendance or may proceed to a decision in their absence.

(h)

(i) The Fitness to Study Panel makes decisions by majority.

(ii) The decision may include one or more of the following:

(a) That no further action is required.

(b) To formally monitor the student's progress for a specified period of time with an action plan agreed with the student.

(c) To require that special academic arrangements, i.e. reasonable adjustments in the form of a Student Support Plan prepared by the University's Disability Advisory Service and/or other measures and support are put in place, reviewed or continued.

(d) To require the student's Suspension of Status for a specified period of time or subject to conditions.

(e) To require the student's withdrawal.

(f) Any other action considered to be appropriate and proportionate, which may include banning the student.

(iii) In relation to the available decisions set out in paragraph 10h(ii) above, the provisions of paragraph 9(b)(i) apply to (*b*) and (*c*) and the provisions of paragraph 9(b)(ii) apply to (*d*).

(i)

(i) The student must be notified of the decision by the Chair, with reasons, as soon as possible and no later than seven working days from the meeting of the Panel.

(ii) Communication of the decision to the Junior Member should normally be undertaken in person by the Chair and must in any case be confirmed immediately in writing.

(iii) Support should normally be made available to the student at the time when the decision is communicated, preferably from a member of the Welfare Team or the student's Director of Studies or College Adviser.

11. **Resumption of Status**

(a)

(i) The Senior Tutor, the Head of Welfare, and the student's Director of Studies or College Adviser shall have responsibility for deciding whether the student is fit to study and has met the conditions for resuming their Status and for this purpose they must hold a meeting with the student.

(ii) The meeting shall be convened and chaired by the Senior Tutor and shall normally take place no later than two calendar months before the student's expected return-date.

(iii) The student's participation in the meeting is a condition of their resumption of Status.

(iv) Where a student has suspended Status on medical grounds, the College must receive a recent medical assessment from the College Doctor or other appropriate medical professional stating whether or not, in their opinion, the student is fit to resume their Status.

(v) The medical assessment shall take into account any reports provided by other medical professionals involved in the care of the student during the period of suspension.

(b)

(i) If the student is considered to have met the conditions for resumption of Status, the Senior Tutor shall inform the student in writing within seven working days and report the student's return to the Warden and Tutors' Committee.

(ii)

(a) If the student is considered not to have met the conditions for resumption of Status, the Senior Tutor shall inform the student of the Non-Resumption Decision in writing within seven working days and advise them that a Case Review Meeting may be convened at their request provided that the request is received by the Senior Tutor within five working days of the Senior Tutor's communication.

(b) If a Case Review Meeting is reconvened at the student's request, paragraphs 8-10 above shall apply.

(c) If no request for the convening of a Case Review Meeting is received by the Senior Tutor within the time allowed :

(α) the Senior Tutor shall write to the student within seven working days of the expiry of the time-limit to confirm the Non-Resumption Decision and to inform the student of their right to seek a review;

(β) the student shall not be permitted to resume their Status

except as may be determined by the Appeals Panel on review.

12. **Review**

(a) If the student is dissatisfied with a decision of the Fitness to Study Panel or a Non-Resumption Decision has been confirmed under paragraph 11(b)(ii)(*c*) above, they may seek a review.

(b) Reviews are conducted by the Appeals Panel.

(c)

(i) The Appeals Panel may regulate its proceedings as it sees fit.

(ii) The Chair of the Appeals Panel has the power to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed) on their own initiative or on application by the undergraduate or (where the decision to be reviewed has been made by the Fitness to Study Panel) by the Chair of the Fitness to Study Panel or (where the decision to be reviewed is a Non-Resumption Decision) by the Senior Tutor.

(d)

(i) The student must set out the case for review in writing to the Chair of the Appeals Panel within five working days of the communication of a decision of the Fitness to Study Panel or of the Senior Tutor's confirmation of a Non-Resumption Decision under paragraph 10(b)(ii)(*c*). The student's case must set out any alleged procedural unfairness or failures in the reasoning underlying the decision in question.

(ii) The Chair of the Appeals Panel must copy the student's appeal to the Chair of the Fitness to Study Panel or (where the decision to be reviewed is a Non-Resumption Decision) the Senior Tutor, who must respond in writing to the Chair of the Appeals Panel within five working days. The Chair of the Appeals Panel must then copy that response to the student.

(iii)

(a) The student must normally be given at least five working days' written notice of the hearing and must be informed of its purpose and the referral or request that has led to its being convened.

(b) In urgent situations on the advice of the Senior Tutor or the Head of Welfare the Chair may shorten the period of notice. Any shorter period of notice must nonetheless be reasonable in all the circumstances.

(iv) The student must be told in writing of the time and venue of the meeting.

(v) Without prejudice to the Appeals Panel's right to regulate its proceedings, the following procedure shall normally be adopted:

(a) The Appeals Panel shall consider the basis of the student's appeal and the response of the Chair of the Fitness to Study Panel.

(b) The student has the right to attend and make oral representations at the hearing and may be accompanied at the meeting by a

member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support students with a disability.

(c) Attendance by a member of the student's family as their supporter is not permitted unless this is agreed by the Chair in advance.

(d) The attendance of legal advisers is not permitted.

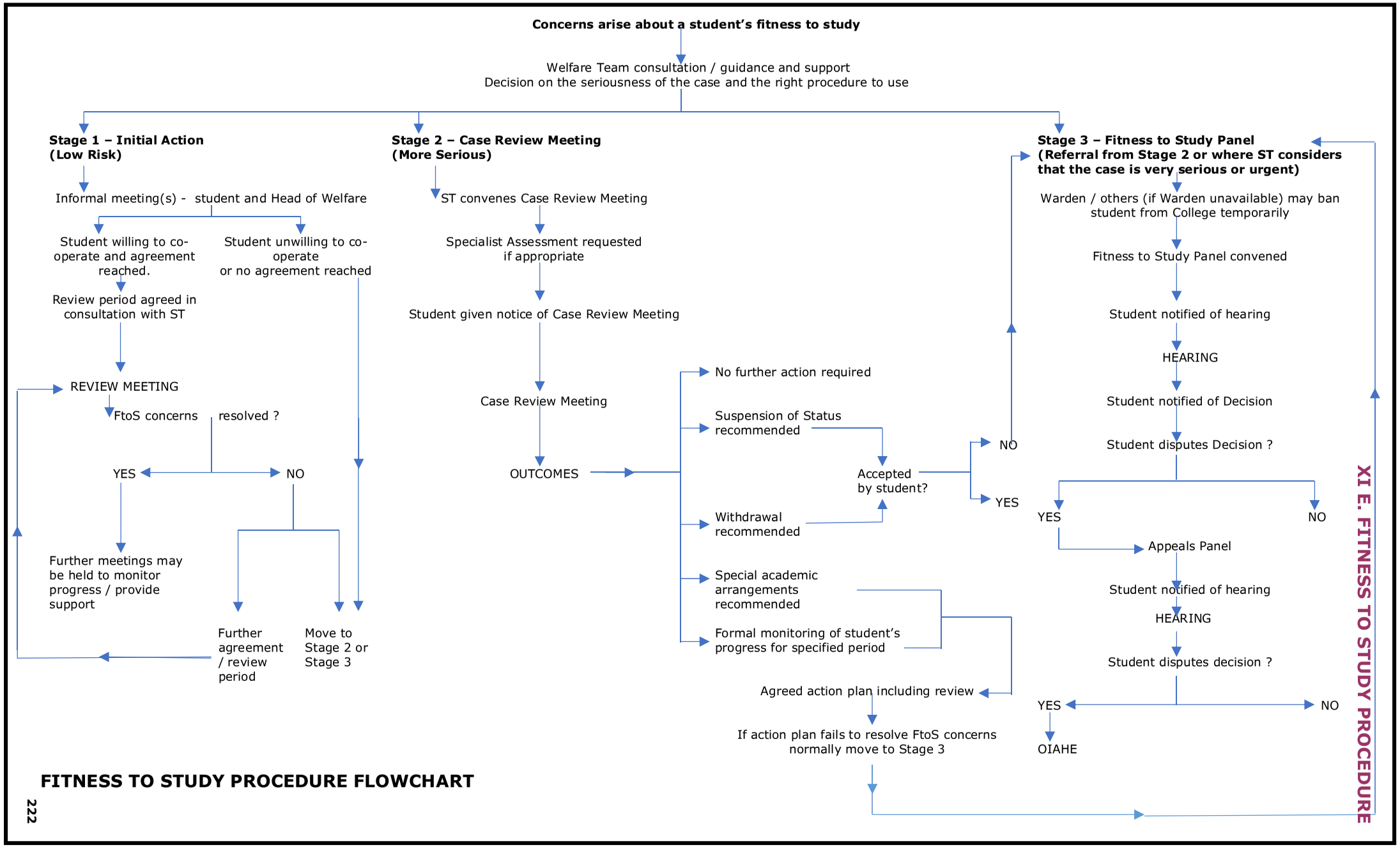
(e) The student must notify the Chair at least 24 hours in advance of the hearing if they are to be accompanied and by whom.

(f) In the event that the student does not attend the hearing, the Appeals Panel may proceed in their absence.

(e) The Appeals Panel can confirm or amend the decision under review and must issue its decision in writing to the undergraduate, the Chair of the Fitness to Study Panel and/or the Senior Tutor within seven working days.

(f) The College's procedures are complete when the Appeals Panel's decision has been issued and the appropriate College Officer shall provide the undergraduate with a Completion of Procedures letter.

(g) If the student remains dissatisfied, they may apply to the Office of the Independent Adjudicator for Higher Education (see http://www.oiahe.org.uk/). The Senior Tutor must make available the forms and accompanying guidance notes at the student's request.



FITNESS TO STUDY PROCEDURE FLOWCHART

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Merton College
Oxford

COMMEMORATION SERVICES

on the
Third Sunday in Michaelmas Term
and
Shrove Tuesday

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The Third Sunday in Michaelmas Term

The righteous shall be had in everlasting remembrance.
Neither shall he fear any evil report.
The souls of the righteous are in the hand of God.
Neither shall any torment touch them.

O LORD God, the resurrection and the life of them that believe, who always art to be praised as well in the living as in the dead, we give thee hearty thanks for our Founder, Walter of Merton, for the Priors and Brothers of the Priory of Merton in Surrey, from which this College takes its name; for King Henry the Third; King Edward the First; Richard, King of the Romans; for Robert Kilwardby, Archbishop of Canterbury and Cardinal; Pope Nicholas the Third; Ela, Countess of Warwick; *William Rede*, Bishop of Chichester; *John Wyliot*, Founder of the Postmasterships; John Kempe, Cardinal and Archbishop of Canterbury; Thomas Kempe, Bishop of London; Henry Sever, Warden; Richard Fitzjames, Warden and Bishop of London; John Martok, Fellow; Ralph Hamsterley, Fellow; Thomas Bickley, Warden and Bishop of Chichester; John Chamber, Fellow; Thomas Bodley, Fellow; Henry Savile, Warden; Thomas Jessop, Fellow; Griffin Higgs, Fellow and Dean of Lichfield; Alexander Fisher, Fellow; Henry Jackson, Commoner; George Charles Brodrick, Warden; Thomas Fowler, Postmaster; Francis Herbert Bradley, Fellow; Hildebrand Aubrey Harmsworth, Commoner; Julia de Lacy Mann, Principal of St Hilda's College; Arthur Jagger, Commoner; Basil Blackwell, Fellow; Bernadotte Everly Schmitt, Rhodes Scholar; Takeshi Funahashi, and all our other Benefactors, by whose gifts we are here nourished to godliness and good learning, beseeching thee that we, rightly using these benefits to thy glory, may come to the immortal glory of the last resurrection; through Jesus Christ our Lord. **Amen.**

O MERCIFUL God and Father of our Lord Jesus Christ, who is the resurrection and the life, in whom whosoever believeth shall live though he die, and whosoever liveth and believeth in him shall not die eternally, who also hath taught us by his holy apostle St Paul, not to be sorry as men without hope for them that rest in him; we humbly beseech thee, O Father, to raise us from the death of sin unto the life of righteousness, that when we shall depart this life we may rest with Christ, as our hope is our Benefactors *William Rede* and *John Wyliot* do so rest, that in the general resurrection in the last day, being raised together and receiving our bodies, we may reign with them in the life everlasting; through Jesus Christ our Lord. **Amen.**

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Shrove Tuesday

The righteous shall be had in everlasting remembrance.
Neither shall he fear any evil report.
The souls of the righteous are in the hand of God.
Neither shall any torment touch them.

O LORD God, the resurrection and the life of them that believe, who always art to be praised as well in the living as in the dead, we give thee hearty thanks for our Founder, *Walter* of *Merton*, for the Priors and Brothers of the Priory of Merton in Surrey, from which this College takes its name; for King Henry the Third; King Edward the First; Richard, King of the Romans; for Robert Kilwardby, Archbishop of Canterbury and Cardinal; Pope Nicholas the Third; Ela, Countess of Warwick; William Rede, Bishop of Chichester; John Wyliot, Founder of the Postmasterships; John Kempe, Cardinal and Archbishop of Canterbury; Thomas Kempe, Bishop of London; Henry Sever, Warden; Richard Fitzjames, Warden and Bishop of London; John Martok, Fellow; Ralph Hamsterley, Fellow; Thomas Bickley, Warden and Bishop of Chichester; John Chamber, Fellow; Thomas Bodley, Fellow; Henry Savile, Warden; Thomas Jessop, Fellow; Griffin Higgs, Fellow and Dean of Lichfield; Alexander Fisher, Fellow; Henry Jackson, Commoner; George Charles Brodrick, Warden; Thomas Fowler, Postmaster; Francis Herbert Bradley, Fellow; Hildebrand Aubrey Harmsworth, Commoner; Julia de Lacy Mann, Principal of St Hilda's College; Arthur Jagger, Commoner; Basil Blackwell, Fellow; Bernadotte Everly Schmitt, Rhodes Scholar; Takeshi Funahashi, and all our other Benefactors, by whose gifts we are here nourished to godliness and good learning, beseeching thee that we, rightly using these benefits to thy glory, may come to the immortal glory of the last resurrection; through Jesus Christ our Lord. **Amen.**

O MERCIFUL God and Father of our Lord Jesus Christ, who is the resurrection and the life, in whom whosoever believeth shall live though he die, and whosoever liveth and believeth in him shall not die eternally, who also hath taught us by his holy apostle St Paul, not to be sorry as men without hope for them that rest in him; we humbly beseech thee, O Father, to raise us from the death of sin unto the life of righteousness, that when we shall depart this life we may rest with Christ, as our hope is our brother *Walter* of *Merton* doth, that in the general resurrection in the last day, being raised together and receiving our bodies, we may reign with them in the life everlasting; through Jesus Christ our Lord. **Amen.**

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APPENDIX B: POLICIES appended to the Bylaws pursuant to Bylaw VI.39(b)

1. EJRA Policy 2012

2. Information Security Policies

   2a. Information Security Policy 2018
   2b. Data Protection Policy 2018
   2c. Data Protection Breach Regulations 2018
   2d. Mobile Device Security Regulations 2018
   2e. Network Acceptable Use Regulations 2018
   2f. Password Policy 2023
   2g. IT Administrator Usage Policy 2023
   2h. IT Software Installation Policy 2023

3. Gift Acceptance Policy 2019

4. Investment Policy 2023

5. Fellowships and Associations 2021

6. Declaration of Interests and Other Trustee Declarations 2021

7. External Charitable Donations Policy 2021

8. Sustainability

   8a. Sustainability and Biodiversity Policy 2024
   8b. Sustainability Strategy 2025

9. Serious Incident Reporting Policy 2025

10. Sexual Harassment (College Employees) Policy 2025

11. Staff-Student Relationships Policy 2025

MERTON COLLEGE EMPLOYER JUSTIFIED RETIREMENT AGE POLICY

This Policy was adopted by the Governing Body on 12 March 2012.
It was extended by the Governing Body on 23 June 2014.
It was amended by the Governing Body (in relation to the applicable age only) on 31 October 2018.

Part One – Background, rationale and scope of the Employer Justified Retirement Age (EJRA)

1. Introduction

Merton College has agreed to maintain a retirement age for academic staff, the Warden and some of its senior college officers (to include the Senior Tutor, the Librarian, the Chaplain, the Development Director, the Finance Bursar, the Domestic Bursar and the Land Agent & Estates Bursar) primarily to support the College's mission to sustain excellence in teaching and research and to maintain and develop with the help of efficient administration its historical position as part of a world-class university. The college's EJRA procedures aim to provide a fair and inclusive process through which the college is able to manage the future of academic and key administrative posts by retirement or retention. The procedures seek to balance the wishes of the individual with the needs of the college by:

1. facilitating the timely discussion of options with a view to identifying possible future arrangements which are acceptable to all parties and

2. providing a clear decision-making and appeal process which allows account to be taken of all relevant considerations.

The EJRA will operate for an initial period of 10 years from 1 October 2011. The application and outcomes of these arrangements will be reported annually to the Governing Body and will be subject to an interim review after five years. These reviews will take into account all relevant considerations, including the continued relevance of the aims set out above to the group of staff to whom the EJRA applies, the application of the EJRA and the procedure for exceptional limited continuation, as well as relevant external developments in relation, for example, to pensions and longevity. A review of the policy in 2014 led to its extension of the EJRA to the Warden and selected senior college officers.

2. Aims of the EJRA

The EJRA and its associated procedures are considered to provide a proportionate means of:

- safeguarding the high standards of the college in teaching, ~~and~~ research and professional services;
- promoting inter-generational fairness and maintaining opportunities for career progression for those at particular stages of a career, given the importance of having available opportunities for progression across the generations, in order, in particular, to refresh the academic, ~~and~~ research and other professional workforce within the college and to enable them to maintain the collegiate university's position on the international stage;
- facilitating succession planning by maintaining predictable retirement dates, especially in relation to the collegiate University's joint appointment system, given the long lead times for making academic and other professional appointments, particularly in a university of Oxford's international standing;

- promoting equality and diversity, noting that recent recruits are more diverse than the composition of the existing workforce, especially amongst the older age groups of the existing workforce and those who have recently retired
- minimising the impact on staff morale by using a predictable retirement date to manage the need to make efficiencies by retiring staff at the EJRA; and
- in the context of the distinctive collegial processes through which the college is governed, avoiding invidious performance management and redundancy procedures to consider the termination of employment at the end of a long career, where the performance of the individual and/or the academic and other professional needs of the college have changed.
- facilitating flexibility through turnover in the workforce, especially at a time of headcount restraint, to respond to the changing business needs of the college, whether in administration, IT, the libraries, or other professional areas.
- securing active leadership as Head of House from those who have already distinguished themselves in their careers.

3. Scope

The EJRA established by Merton College is 30th September preceding the employee's 69th birthday. The EJRA applies to all academic staff employed by Merton College, including (in relation to their college appointments) the holders of joint academic appointments with Oxford University. From 1 October 2014 it also applies to the Warden and selected senior college officers (including the Senior Tutor, the Librarian, the Chaplain, the Finance Bursar, the Domestic Bursar and the Estates Bursar).

In cases where, under the college's procedures applying until 30 September 2011, a member of staff has a retirement date set by individual agreement to be other than 30 September preceding the 69th birthday, the retirement date specified in the agreement will continue to apply. Where the specified date is earlier than the EJRA, any request to work beyond the specified date should be referred to the Warden under this procedure and the merits of each case will be considered in the context of the rationale for the original extension.

Unless the terms of any prior agreement to work beyond the EJRA preclude any further extension of employment, a member of staff whose retirement has been set later than the EJRA may apply for a further extension under the procedures set out below.

No provision associated with the EJRA shall affect the right of any employee of the college to retire at a date earlier than that specified under the EJRA, or the benefits to which they are entitled under the relevant pension scheme.

The procedure set out in part two is intended for the consideration of all requests to continue working beyond the EJRA, including those that entail a modification of duties or working pattern after that date.

4. Consideration of requests to work beyond the EJRA

All requests to continue working beyond the EJRA will be considered in the context of the aims of the college in maintaining the EJRA as set out in section 2 above. Applications will be approved only where, having taken account of the considerations set out below, the Governing Body, having received advice from a college panel is convinced that any detriment to the furtherance of aims of the EJRA is offset by a balance of advantage arising from an extension of employment.

The college panel and subsequently the Governing Body as decision maker will weigh the advantages of continued employment (whether in the same post, or in only one part of a previous appointment, or on different terms and conditions, or on a part-time basis

following partial retirement to pension) against the opportunities arising from creating a vacancy or part-vacancy, including the intention of recruiting someone else, using the vacancy for a different purpose, or leaving the post vacant for a period (whichever may apply).

In all cases, the panel will bear in mind that all staff are expected to carry out their roles to a high standard. In the case of academic and research staff, this includes distinguished scholarship and research; senior academic and research staff will often be world-leaders in their field. Given the high standards of scholarship and research prevalent in the University, distinguished scholarship does not, in itself, necessarily constitute an exceptional contribution.

The list below outlines the type of matters that the panel will usually take into account in making their decision. They are not 'criteria'; some will be of more importance in particular cases than others and in many cases some of these considerations will be of little or no relevance and other issues will be pertinent.

1. Would the employee's contribution be unusually hard to replace given his or her particular skills set and/or the employment market? For example, does the college need, for a defined period, to retain expertise in order to complete a specific project, or to retain skills that are currently in short supply?

2. What is the likely impact of continued employment compared with the opportunity arising from a vacancy on opportunities for career development and succession planning, bearing in mind recent and expected turnover?

3. How would continued employment, compared with the opportunity arising (if relevant) from a vacancy, fit with the future academic and business needs of the college over the proposed period, for example in relation to?:

i. an identified need to develop a new field of research or a new course, or to develop new business systems or approaches;

ii. the college's ability to respond to student needs;
iii. the provision of professional and administrative services of the highest quality; or,

iv. any exceptional contribution to the collegiate University the employee is expected to make, for example through unusually distinguished scholarship, such that the loss of that contribution would be unacceptable to the collegiate University?

4. How would any financial commitments or benefits which would accrue from a continued employment over the period proposed compare with those which might accrue from the opportunity arising from a vacancy?

5. What is the likely impact on the promotion of diversity?

6. Is the duration of the proposed extension of employment appropriate in terms of the benefits expected to the college?

7. In the case of a joint appointment, what are the implications of the wishes of the applicant for the joint nature of the post: for example, where the request involves only one part of a joint appointment, has some suitable means been

found of managing the future of the joint appointment so as to protect the shared educational interests of the University and colleges?

8. Are there relevant personal circumstances that would properly justify exceptional treatment?

Part Two - The Process

(a) Notification and Discussions

The college has adopted the following procedure for considering requests from academic staff who are due to retire on or after reaching the EJRA but who wish to extend their employment and are not precluded from so doing under the terms of any individual agreement.

Step One – Notification

The Warden will remind academic staff and officers in writing of their normal retirement date and of the process for requesting continuation in employment beyond that date no later than two years before their retirement date under the EJRA. (The Sub Warden takes the role of the Warden with respect to the Warden's retirement date.) In the case of joint appointments, this notification will be copied to the relevant head of division and the head of division will also send a letter to the member of staff with reference to their university employment. Where it judges it necessary, the college may decide to give earlier notification, for example, if it is considered advisable to initiate early discussion with a view to more effective planning for retirement.[1]

Step Two – Discussions

Any member of academic staff ~~member~~ who wishes to continue in employment beyond the EJRA should first discuss his/her situation informally and in good time with his/her Senior Tutor. College officers and the Warden should discuss this first with the Sub Warden.

Holders of joint appointments should also consult their head of department and/or division. Similarly, where a contract of any type is held with another body, such as an NHS trust or another college, that other body should also be consulted.

Early exploration of all options is encouraged. In the case of joint appointments, it is possible that the staff member may wish to continue working in only one part of the joint appointment, or one employer might wish to agree continued employment while the other does not.

When an application for a period of extended employment is being considered, flexibility in the continuation or variation of contracts should be encouraged, subject to the aims of the EJRA. In this context, a staff member or Warden wishing to continue to work might wish to consider a variation or a new contract issued by one employer that would be compatible with retirement from the other part(s) of the joint employment. In such

1 The University has a collection of updated proforma letters at http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/modlet/

cases, the employers will wish to discuss how their respective interests in the future of the substantive joint appointment should be protected.

These informal discussions, which may take place at any time, will not result in a definitive decision by the college but may help inform any formal request which might subsequently be made by the individual. Such discussions are intended to provide opportunity for the formulation of a request with which all parties will be content.

(b) Submission and consideration of the request to continue

Step Three – Request to Continue

If the member of academic staff wishes to continue in employment beyond the EJRA, they should submit their case in writing to the Senior Tutor in good time, setting out the proposed working arrangements and the length of extension requested. In the same situation college officers or the Warden should write to the Sub Warden.

The request to continue working in a college appointment, or in the college part of a joint university and college appointment, beyond the EJRA should be submitted formally in writing, by the Senior Tutor for academic staff and by the Sub Warden for college officers to the Warden as part of an agreed submission. Such a request should be submitted to a specially appointed Honorary or Emeritus Fellow [such as the Chair of the Committee on Stipends and Allowances] by the Sub Warden for the Warden. Any request relating to the university part of a joint appointment should be made to the Director of Personnel and Related Services, in accordance with the university's procedures. The submission should consist of, and set out clearly:

a) the request as made by the employee, including the proposed working arrangements and the length of extension requested;

b) an account, agreed where possible, of how the request relates to the considerations for extensions set out in the college's policy;

c) the view of the submitting Senior Tutor or Sub Warden; and

d) in the case of joint appointments, the views of the division and any other associated employers (e.g. the NHS or another college), including, in particular, comment on any special arrangement which would result in the parts of the joint appointment being treated differently. If, in the case of a joint appointment, a decision has already been made with regard to the university employment, the outcome of this should be included.

The employee should be invited to append to the submission any supporting material he or she may consider appropriate.

The normal deadline for such requests to reach the Chair of the EJRA Panel (that is the Warden respectively the specially appointed Honorary or Emeritus Fellow in case of the Warden's request) is 18 Months before the retirement date. Later requests may be considered in exceptional circumstances but only with the agreement of the relevant employers (e.g. division, department, NHS Trust), as well as the chair of the ERJA Panel[2].

Step Four – Consideration of request

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2 See footnote 2.

All requests to continue in employment by the college beyond the ERJA, will be considered by the EJRA Panel, which will consist of the chair as specified in Step Three as well as one of the Professorial Fellows and one of the attending Tutorial Fellows of the Committee on Stipends and Allowances

The panel will assess each request on its own merits in the context of the aims of the EJRA as set out above, and in the light of any exceptional personal circumstances. In the case of the consideration of joint appointments, the chair of the panel will liaise with the chair of the equivalent university panel over matters of process, including the relative timings of the work of the two panels and the communication between the panels of their decisions, as may best suit the individual case and allow for issues relating to the joint nature of the post to be addressed.

The panel will consider the request in the light of the aims of the EJRA, taking due account where relevant the considerations, set out in section 4 above, taking due account of the views of the individual staff member, the college, and any others with an interest, which may include the division, department, another college or an NHS Trust, as appropriate. The panel will seek any clarification it deems necessary.

Where the college and, in the case of a joint appointment, all parties representing the employers support the request to continue beyond the EJRA, the expectation is that the panel will approve that request after having satisfied itself that the aims of the EJRA have been sufficiently addressed.

Where the college does not support the request for an extension, or, in the case of a joint appointment, where there is a difference of views between the employers, the panel will invite the employee to a meeting to make his/her request for an extension in person, if they so choose. The college will also be able to present their case and the panel may also call upon the division, department and any other parties as appropriate. Relevant documentation will be provided to all the parties in advance of the date of any meeting of the panel arranged to address the request. The employee will have the right to be accompanied by a trade union representative or a colleague.

Step Five: The panel makes a recommendation

The panel will make a recommendation to the Governing Body on the request for extension of employment including the length of time of any such extension.

Step Six : Communication

The panel will inform the individual and, as relevant, the division, the department, and any other employer of its recommendation in writing. The letter will give brief reasons for the recommendation and the length of any extension proposed.

Step Seven: College makes decision

The Governing Body will then decide whether to accept the panel's recommendation and will notify the individual, division and department, as relevant, of its decision.

Sufficient members of the Governing Body will refrain from participating in the decision so that they are able to act in an appeal, if required.

Where the request to continue working beyond the EJRA is rejected, the individual will be notified in writing of the right of appeal.

Where a decision is taken to extend employment under these procedures beyond the EJRA, the employee will be issued with a fixed-term contract, to terminate at the date set by the Governing Body in agreeing to the extension. This contract will state the details of the specific hours, duties, salary and other terms and conditions for the extension. On any occasion when the Governing Body shall agree an extension to the period of employment in accordance with this procedure, it shall decide whether to permit any further application to be made under this procedure. If so, it shall decide whether any further notification is necessary equivalent to that set out in step 1 above and set an appropriate time limit in place of that set out in step 3 above by which any application shall be made for a further extension.

Step Eight: Appeal

The college shall make arrangements to hear any appeal against a decision made under step 7. For this purpose, the process followed will be that set out in Statute VIII, Part V.[3] with the following changes to Section 29. Normally, the appeal will be heard by the chair of the Committee on Stipends and Allowances together with one of the Professorial Fellows and one of the attending Tutorial Fellows of the same committee bearing in mind that the body hearing the appeal must be separate from the body making the decision. The chair shall inform the college, the employee and any other employer, as relevant, of this decision. In case of the Warden bringing forward the appeal an Honorary Fellow specially appointed shall replace the chair of the Committee on Stipends and Allowances.

CP 15.3.12
amended UT 06.06.14

3 In the proposed new set of statutes this is Statute 9, Part V.

MERTON COLLEGE INFORMATION SECURITY POLICY

1. Approval and binding effect

1.1. The following Policy was **approved** by the Governing Body of Merton College ("the College") on Wednesday, 3rd October, 2018.

1.2. Any amendments to this Policy require the Governing Body's approval. The Governing Body approved amendments to this Policy on 19 June 2023.

1.3. This Policy shall be reviewed **annually** to ensure that any new developments are covered and protected.

1.4. All members of the College and all employees or other staff of the College are bound by these Regulations and **must** comply with them. For the avoidance of doubt any reference to employees or staff shall include permanent, temporary, contract and other support staff as applicable ; and "members" include both Fellows and Junior Members.

1.5. This Policy shall be communicated to users and relevant external parties, and a link to it will be provided from the College's website.

1.6. Wilful failure to comply with this Policy and the Baseline will be treated extremely seriously by the College and may result in disciplinary action against a group and/or an individual.

2. Scope and Purpose

2.1. This Policy outlines the approach of the College to information security management and provides the guiding principles and responsibilities to ensure the College's information security objectives are met.

2.2. This Policy is applicable across the College and individually applies to:

2.2.1. all individuals who have access to the College's information and technologies;

2.2.2. all facilities, technologies and services that are used to process the College's information;

2.2.3. information processed, in any format, by the College pursuant to its operational activities;

2.2.4. internal and external processes used to process the College's information; and

2.2.5. external parties who provide information processing services to the College.

2.3. The College's objectives for information security are that :

2.3.1. a culture is embedded to ensure that in all teaching, research and administration activities information security is considered;

2.3.2. individuals are aware and kept informed of their information security responsibilities;

2.3.3. information risks are identified, managed and mitigated to an acceptable level;

2.3.4. authorised users can securely access information to perform their roles;

2.3.5. facilities, technologies and services adequately balance usability and security;

2.3.6. implemented security controls are pragmatic, effective, and measurable;

2.3.7. contractual, regulatory and legal obligations relating to information security are met; and

2.3.8. incidents are effectively managed and resolved, and are learnt from to improve the College's control environment.

2.4. Support and guidance for departments are offered by the Merton IT Department which in turn is supported by the central University of Oxford Information Security team, "InfoSec".

3. Information Security Policy Framework ("ISPF")

3.1. Information is critical to the College's operations and failure to protect information increases the risk of financial and reputational losses. The College is committed to protecting information, in all its forms, from **loss of confidentiality, integrity, and availability**, ensuring that:

3.1.1. all relevant employees and members of the College complete information security awareness training;

3.1.2. information security risk is adequately managed and risk assessments on IT systems and business processes are performed where appropriate;

3.1.3. all relevant information security requirements of the College are covered in agreements with any third-party partners or suppliers, and compliance against these is monitored;

3.1.4. appropriate information security controls are implemented to protect all IT facilities, technologies, and services used to access, process and store the College's information;

3.1.5. all information security incidents are reported in a timely manner via appropriate internal channels, information systems are isolated, and incidents properly investigated and managed;

3.1.6. Information Asset Owners are identified for all the College's information assets, assets are classified according to how critical and sensitive they are, and rules for their use are in place; and

3.1.7. information security controls are monitored to ensure they are adequate and effective.

3.2. To provide the foundation of a pragmatic information security framework, the College will implement a set of minimum information security controls as set out in College regulations and the College's handbooks (to be known as 'the Baseline').

3.3. Where research, regulatory or national requirements exceed the Baseline, controls will be increased at necessary service or project level. Where it is not possible or practicable to meet the Baseline, exceptions will be documented to justify the deviation and appropriate compensating controls will be put in place. The Baseline will support the College in achieving its information security objectives.

4. Responsibilities and Compliance

4.1. The following bodies and individuals have specific information security responsibilities:

4.1.1. The **Finance Bursar** is accountable to the Governing Body for management of the information security risks to the College's Fellows, employees, Junior Members and other members.

4.1.2. The **Finance Committee** has responsibility for overseeing the management of the information security risks to the College's Fellows, employees, Junior Members and other members.

4.1.3. The **Domestic Bursar** is responsible for establishing and maintaining such arrangements as may be necessary to ensure the availability, integrity and confidentiality of the College's information.

4.1.4. The **Data Protection Officer** is (as set out in more detail in the Data Protection Policy) responsible for monitoring internal data protection compliance, advising on the College's data protection obligations and acting as a point of contact for individuals and the ICO.

4.1.5. The **Head of IT** is responsible for the implementation of information security arrangements for the computer and digital information systems operated internally by the College. The Head of IT is responsible for the provision of expert technical advice in relation to computer and digital information security arrangements with any third party partners or suppliers.

4.1.6. **Users** are responsible for making informed decisions to protect the information that they process.

4.2. The College shall conduct information security compliance and assurance activities, facilitated as appropriate by the University's Information Security Team, to ensure information security objectives and the requirements of the ISPF are met.

5. Review and Development

This Policy, and supporting ISPF documentation, shall be reviewed and updated annually by the Finance Bursar, the Domestic Bursar, and the Data Protection Officer and approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee to ensure that they **remain operationally fit for purpose**; **reflect changes in technologies**; **are aligned to relevant best practice**; **and support continued regulatory, contractual and legal compliance**.

MERTON COLLEGE DATA PROTECTION POLICY

1. Approval and binding effect

1.1. The following Policy was **approved** by the Governing Body of Merton College ("the College") on Wednesday, 3rd October 2018.

1.2. Any amendments to the Policy require the Governing Body's approval. The Governing Body approved amendments to this Policy on 21 March 2021 and 19 June 2023.

1.3. This Policy is to be reviewed **annually** to ensure any new developments are covered and protected.

1.4. All members of the College and all employees or other staff of the College are bound by these Regulations and **must** comply with them. For the avoidance of doubt any reference to employees or staff shall include permanent, temporary, contract and other support staff as applicable ; and "members" includes both Fellows and Junior Members.

1.5. The College regards any breach of data privacy legislation, of this Policy or of any other policies or regulations introduced by the College from time to time to comply with data privacy legislation as a serious matter which may result in disciplinary action. Depending on the nature of the breach, an individual may also find that they are personally liable (for example, it can be a criminal offence for a member of the College to disclose personal information unlawfully).

2. Scope and Purpose

2.1. This Policy provides a framework for ensuring that Merton College ("the College") meets its obligations under the UK General Data Protection Regulation (GDPR) and associated legislation[1] ('data privacy legislation').

2.2. It applies to all processing of personal data carried out for a College purpose, irrespective of whether the data is processed on non-College equipment or by third parties.

2.3. More stringent conditions apply to the processing of special category personal data.

2.4. This Policy should be read in conjunction with the accompanying Regulations, which provide further detail on practical application, as well as any other documents that impose confidentiality or data management obligations in respect of information held by the College.

2.5. This Policy does not cover the use of personal data by members of the College when acting in a private or non-College capacity.

3. Background

[1] This includes all legislation enacted in the UK in respect of the protection of personal data as well as the Privacy and Electronic Communications (EC Directive) Regulations 2003.

3.1. The processing of personal data underpins almost everything the College does. Without it, students cannot be admitted and taught; employees cannot be recruited; living individuals cannot be researched; and events cannot be organised for alumni or visitors. We are responsible for handling people's most personal information. By not handling personal data properly, we could put individuals at risk.

3.2. There are also legal, financial and reputational risks for the College. For example:

3.2.1. Reputational damage from a breach may affect public confidence in our ability to handle personal information.

3.2.2. The Information Commissioner's Office ("ICO"), which enforces data privacy legislation, has the power to fine organisations up to £17.5 million or 4% of global annual turnover (whichever is higher) for serious breaches.

4. Principles

4.1. The processing of personal data must comply with data privacy legislation and, in particular, the six data privacy principles.

4.2. In summary, they require that personal data be:

4.2.1. processed fairly, lawfully and in a transparent manner;

4.2.2. used only for limited, specified stated purposes and not used or disclosed in any way incompatible with those purposes;

4.2.3. adequate, relevant and limited to what is necessary;

4.2.4. accurate and, where necessary, up to date;

4.2.5. not kept for longer than necessary; and

4.2.6. kept safe and secure.

4.3. In addition, the accountability principle requires us to be able to evidence compliance with these principles.

5. Aims and Commitments

5.1. The College handles a large amount of personal data and takes seriously its responsibilities under data privacy legislation. It recognises that the mishandling of an individual's personal data may cause them distress or put them at risk of identity fraud. As a result, it is committed to:

5.1.1. complying fully with data privacy legislation;

5.1.2. where practicable, adhering to good practice, as issued by the ICO or other appropriate bodies; and

5.1.3. handling an individual's personal data in a careful and considerate manner that recognises the importance of such information to their privacy and welfare.

5.2. The College seeks to achieve these aims by:

5.2.1. ensuring that employees, students and other individuals who process data for College purposes are made aware of their individual responsibilities under data privacy legislation and how these apply to their areas of work. For example, employment contracts include a clause drawing the attention of the employee to data privacy legislation and the College's Data Protection Policy;

5.2.2. providing suitable training, guidance and advice. The University's online training course on data privacy and information security is available to all members of the University. The online course is supplemented by bespoke on-site training, where appropriate.

5.2.3. incorporating data-privacy requirements into administrative procedures where these involve the processing of personal data, particularly in relation to major information systems (the concept of 'privacy by design');

5.2.4. operating a centrally coordinated procedure (in order to ensure consistency) for the processing of subject access and other rights-based requests made by individuals; and

5.2.5. investigating promptly any suspected breach of data privacy legislation; reporting it, where necessary, to the ICO; and seeking to learn any lessons from the incident in order to reduce the risk of reccurrence.

6. Roles and responsibilities

6.1. The **Finance Bursar** is accountable to the Governing Body for the management of data privacy risks to the College's members and employees.

6.2. The **Finance Committee** has responsibility for overseeing the management of data privacy risks to the College's members and employees.

6.3. The **Data Protection Officer** ("DPO") is responsible for monitoring internal compliance, advising on the College's data protection obligations and acting as a point of contact for individuals and the ICO. In addition, the DPO is responsible for :

6.3.1. developing policies and procedures to facilitate the College's compliance with data privacy legislation;

6.3.2. ensuring the availability of guidance and training materials on data privacy legislation and specific compliance issues;

6.3.3. supporting privacy by design and privacy impact assessments;

6.3.4. responding to requests for advice from members and employees of the College;

6.3.5. coordinating a College-wide register exercise to capture the full range of processing that is carried out;

6.3.6. complying with subject access and other rights-based requests made by individuals for copies of their personal data;

6.3.7. investigating and responding to complaints regarding data privacy (including requests to cease the processing of personal data); and

6.3.8. keeping records of personal data breaches, notifying the ICO of any significant breaches and responding to any requests that it may make for further information.

6.4. **Supervising College Officers and Heads of Department (or equivalent)** are responsible for ensuring that the processing of personal data in their area of supervision or department conforms to the requirements of data privacy legislation and this policy. In particular, they must ensure that:

6.4.1. employees, visitors or third parties who are likely to process personal data are aware of their responsibilities under data privacy legislation: this includes but is not limited to drawing the attention of employees, visitors, and third parties to the requirements of this policy, ensuring that employees who have responsibility for handling personal data are provided with adequate training and, where appropriate, ensuring that job and role descriptions for employees or agreements with relevant third parties refer to data privacy responsibilities;

6.4.2. adequate records of processing activities are kept (for example, by undertaking register exercises);

6.4.3. data protection requirements are embedded into systems and processes by adopting a 'privacy by design' approach and undertaking privacy impact assessments where appropriate;

6.4.4. privacy notices are provided where data is collected directly from individuals or where data is used in non-standard ways;

6.4.5. data sharing is conducted in accordance with University guidance;

6.4.6. requests from the DPO for information are complied with promptly;

6.4.7. data privacy risks are considered by supervising College Officers and Heads of Department on a regular basis; and

6.4.8. departmental policies and procedures are adopted where appropriate and implemented.

6.5. **Anyone who processes personal data for a College purpose e.g. Fellows, Lecturers, students, other employees and other College members** is individually responsible for complying with data privacy legislation, this policy and any other policy, guidance, procedures, and/or training introduced by the University to comply with data privacy legislation. In summary, they must ensure that they:

6.5.1. only use personal data in ways people would expect and for the purposes for which it was collected;

6.5.2. use a minimum amount of personal data and only hold it for as long as is strictly necessary;

6.5.3. keep personal data up to date;

6.5.4. keep personal data secure, in accordance with the College's Information Security Policy and related regulations;

6.5.5. do not disclose personal data to unauthorised persons, whether inside or outside the College;

6.5.6. complete relevant training as required;

6.5.7. report promptly any suspected breaches of data privacy legislation, in accordance with the procedure in section 6 below and the College's Data Protection Breach Regulations, and following any recommended or required next steps;

6.5.8. seek advice from the DPO where they are unsure how to comply with data privacy legislation; and

6.5.9. promptly respond to any requests from the DPO in connection with subject access and other rights-based requests and complaints (and forward any such requests that are received directly to the DPO promptly).

7. Breaches of data privacy legislation

7.1. The College **shall** investigate incidents involving a possible breach of data privacy legislation in order to ensure that, where necessary, appropriate action is taken to mitigate the consequences and prevent a repetition of similar incidents in future. Depending on the nature and severity of the incident, it may also be necessary to notify the individuals affected and/or the ICO. A breach will occur where, for example, personal data is disclosed or made available to unauthorised persons or personal data is used in a way that the individual does not expect.

7.2. Where a breach is identified or suspected the College's **Data Protection Breach Regulations** apply and **must** be followed.

8. Further information

Questions about this policy and data privacy matters in general should be directed to the DPO at: dpo@merton.ox.ac.uk.

9. Related policies

This policy **should** be read in conjunction with related policies and regulations, including the **Information Security Policy**; **Data Protection Breach Regulations**; and **Regulations relating to the use of Information Technology Facilities**.

10. Review and development

This Policy **shall** be reviewed and updated annually by the Finance Bursar and the DPO to take account of ICO guidance and national legislation and **shall** be approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee.

MERTON COLLEGE DATA PROTECTION BREACH REGULATIONS

1. Approval and binding effect

1.1. These Regulations were approved by the Governing Body of Merton College ("the College") on Wednesday 3 October 2018.

1.2. Any amendments to these Regulations require the Governing Body's approval. The Governing Body approved amendments to this Policy on 19 June 2023.

1.3. These Regulations apply to all personal data held by the College.

1.4. All members of the College and all employees or other staff of the College are bound by these Regulations and **must** comply with them. For the avoidance of doubt any reference to employees or staff shall include permanent, temporary, contract and other support staff as applicable ; and "members" includes both Fellows and Junior Members.

2. Definitions

2.1. "DPO" means the College's Data Protection Officer.

2.2. "GDPR" means the UK General Data Protection Regulation.

2.3. "ICO" means the Information Commissioner's Office.

2.4. 'MUST' and 'SHALL' mean that the item is an absolute requirement.

'MUST NOT' and 'SHALL NOT' mean that the item is absolutely prohibited.

'SHOULD' means that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

'SHOULD NOT' means that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

3. Types of breach

Examples of breaches include (but are not limited to):

3.1. Data Breach / Loss/ Theft: physical or digital;

3.2. loss or theft of data or equipment on which data is stored ;

3.3. inappropriate access controls allowing unauthorised use ;

3.4. equipment failure ;
3.5. human error ;

3.6. unforeseen circumstances such as fire or flood ;

3.7. hacking ;

3.8. offences where information is obtained by deception.

4. Reporting a breach or suspected breach

4.1. Any member of the College who discovers, suspects or receives a report of a breach or suspected breach **must** immediately inform the DPO (or, if the DPO is not available, the Finance Bursar ; or, if the Finance Bursar is not available, the Domestic Bursar) and, where the breach involves information technology, the Head of IT.

4.2. Any member of the College's staff who discovers, suspects or receives a report of a breach (or suspected breach) **must** immediately inform the DPO (or, if the DPO is not available, the Finance Bursar ; or, if the Finance Bursar is not available, the Domestic Bursar) and their Head of Department and, where the breach involves information technology, the Head of IT.

4.3. Where under the GDPR the College is under a duty to report a data breach to the ICO, this **must** be done within 72 hours of becoming aware of the breach.[1]

5. Immediate Containment / Recovery

5.1. In a case falling within regulation 4.1:

5.1.1. Where the breach involves information technology, the Head of IT **must** ascertain whether the breach is still occurring ; if so, steps **must** be taken immediately to minimise the effect of the breach;[2]

5.1.2. the DPO and (where the breach involves information technology) the Head of IT **must** ensure that appropriate steps are taken quickly to recover any losses and limit the damage.

5.2. In a case falling within regulation 4.2:

5.2.1. The Head of Department **must** ascertain whether the breach is still occurring. If so, steps **must** be taken immediately to minimise the effect of the breach.[3]

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[1] The following ICO guidance will help the DPO decide whether and how to notify:

- When a personal data breach has occurred, you need to establish the likelihood and severity of the resulting risk to people's rights and freedoms. If it is likely that there will be a risk then you must notify the ICO; if it is unlikely then you do not have to report it. However, if you decide you do not need to report the breach, you need to be able to justify this decision, so you should document it.
- In assessing risk to rights and freedoms, it is important to focus on the potential negative consequences for individuals. Recital 85 of the GDPR explains that: "A personal data breach may, if not addressed in an appropriate and timely manner, result in physical, material or non-material damage to natural persons such as loss of control over their personal data or limitation of their rights, discrimination, identity theft or fraud, financial loss, unauthorised reversal of pseudonymisation, damage to reputation, loss of confidentiality of personal data protected by professional secrecy or any other significant economic or social disadvantage to the natural person concerned."
- This means that a breach can have a range of adverse effects on individuals, which include emotional distress, and physical and material damage. Some personal data breaches will not lead to risks beyond possible inconvenience to those who need the data to do their job. Other breaches can significantly affect individuals whose personal data has been compromised. You need to assess this case by case, looking at all relevant factors.
- If it is decided to report the incident to the ICO, the following link has details on how to do so: https://ico.org.uk/for-organisations/report-a-breach/

[2] E.g. by shutting down a system or alerting relevant staff.

[3] E.g. by shutting down a system or alerting relevant staff.

If the breach involves information technology the Head of Department **should** ask for assistance from IT staff.

5.2.2. The Head of Department **must** check that the the DPO has been informed and **must** also inform the College Officer with supervisory responsibility for the staff concerned as soon as possible.

5.2.3. The DPO and the supervising College Officer, working with the Head of Department, and (where the breach involves information technology) the Head of IT **must** ensure that appropriate steps are taken quickly to recover any losses and limit the damage.

5.3. Steps to recover losses and limit damage might include:

5.3.1. Attempting to recover lost equipment ;

5.3.2. Contacting any affected individuals or departments so that they are prepared for any potentially inappropriate enquiries 'phishing' for further information on those concerned ;

5.3.3. Contacting the relevant people so that they can be prepared to handle any press or other enquiries that may result ;

5.3.4. The use of back-ups to restore lost/damaged/stolen data ;

5.3.5. If bank details have been lost/stolen, contacting banks directly for advice on preventing fraudulent use.

5.4. If the data breach includes any entry codes or passwords, these codes **must** be changed immediately and all relevant employees and members of the College informed.

5.5. The DPO **must** consider whether the police need to be informed. Informing the police would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future given the nature of information lost.

6. Investigation

6.1. The DPO **shall** ensure that the College investigates the breach and ascertains whose data was involved in the breach, the potential effect on the data subject and what further steps need to be taken to remedy the situation.

6.2. The investigation **should** involve the Head of IT (where the breach involves information technology) and the relevant Head of Department and/or supervising College Officer.

6.3. The investigation **shall** consider: the type of data concerned, its sensitivity, what protections are in place (e.g. encryption), what has happened to the data, whether the data could be put to any illegal or inappropriate use, how many people are affected, what type of people have been affected (the public, suppliers etc.) and whether there are wider consequences to the breach.

6.4. The investigation **shall** be completed urgently and wherever possible within 24 hours of the breach being discovered or reported. A further review of the causes of the breach and recommendations for future improvements **must** be done once the matter has been resolved.

7. Informing and recording

7.1. If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, the DPO **shall** ensure that the College informs those individuals without undue delay.

7.2. The DPO **shall**, after seeking legal advice (where necessary), decide which agencies and which other persons should be notified of the breach. Some people/agencies may need to be notified as part of the initial containment, but the decision will normally be made once an investigation has taken place.

7.3. The DPO **shall** liaise with the Land Agent about informing the College's insurers.

7.4. The DPO **shall** ensure that the College keeps a record of all personal data breaches by reporting them to the Finance Committee (see further paragraph 8.1) and retaining copies of those reports, regardless of whether the College was required to notify data subjects.

8. Evaluation

8.1. In the aftermath of the breach, the DPO **shall** fully review both the causes of the breach and the effectiveness of the response to it and prepare a written report for the next meeting of the Finance Committee.

8.2. If systemic or ongoing problems are identified, an action plan **must** be drawn up and approved by the Finance Committee to correct these.

8.3. If the breach warrants a disciplinary investigation this **shall** be conducted by the appropriate College Officer or Head of Department in accordance with the College's Bylaws and other relevant regulations.

9. Implementation

9.1. All Heads of Department **must** ensure that their staff are aware of these Regulations and their requirements. This should be undertaken as part of induction and supervision.

9.2. The DPO in co-operation with the Finance Bursar, the Sub-Warden, and the Senior Tutor **must** ensure that the Fellows and Junior Members of the College are aware of these Regulations and their requirements.

10. Review and Amendment

These Regulations **shall** be reviewed and updated annually by the Finance Bursar and the DPO and approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee.

Useful contacts

Data Protection Officer:	dpo@merton.ox.ac.uk
	01865 276310 (College Lodge)
IT Department:	it-support@merton.ox.ac.uk
	01865 276310 (College Lodge)
Head of IT:	head.of.it@merton.ox.ac.uk
	01865 276310 (College Lodge)

MERTON COLLEGE MOBILE DEVICE SECURITY REGULATIONS

1. Approval and binding effect

1.1. These Regulations were **approved** by the Governing Body of Merton College ("the College") on Wednesday 3 October 2018.

1.2. Any amendments to these Regulations require the Governing Body's approval. The Governing Body approved amendments to this Policy on 21 March 2021 and 19 June 2023.

1.3. This Policy is to be reviewed **annually** to ensure any new developments are covered and protected.

1.4. All members of the College, all employees or other staff of the College and all other Users (as defined below) are bound by these Regulations and **must** comply with them. For the avoidance of doubt any reference to employees or staff shall include permanent, temporary, contract and other support staff as applicable ; and "members" includes both Fellows and Junior Members.

2. Definitions

2.1. "DPO" means the College's Data Protection Officer.

2.2. "PIN" means a personal identification number.

2.3. "Users" are Fellows, employees, students, consultants, contractors, agents and other authorised users accessing Merton College IT systems and applications.

2.4. 'MUST' and 'SHALL' mean that the item is an absolute requirement.

'MUST NOT' and 'SHALL NOT' mean that the item is absolutely prohibited.

'SHOULD' means that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

'SHOULD NOT' means that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

3. Scope and purpose

3.1. Information is critical to the College's operations and failure to protect information increases the risk of financial and reputational losses and failure to comply with obligations imposed by legislation. The College is committed to protecting information, in all its forms, from loss of confidentiality, integrity and availability.

3.2. Mobile devices represent a significant risk to information security and data security. If the appropriate security applications and procedures are not applied they can be a conduit for unauthorised access to data controlled by the College ("the College's data") and IT infrastructure.

3.3. These Regulations are intended to ensure that Merton College's security objectives are met in relation to the use of mobile devices such as (but not limited to) smartphones, tablets, and computer laptops.

3.4. These Regulations are applicable across the College and individually apply to:

3.4.1. all individuals who have access to Merton College information and technologies;

3.4.2. any mobile hardware that is used to access or store College information-resources, whether the device is owned by the College or not.

4. Mobile Device Security

4.1. Any mobile device that is used to access the College's data **must** have the remote-wipe capability of the device turned on to protect against potential loss or theft.

4.2. Any mobile device that is used to access the College's data **must** be protected from unauthorised access by for example a PIN of at least 4 digits, a pass-phrase, or the use of biometric security, and be configured to ensure an automatic lock after a period of inactivity.

4.3. Applications installed on any mobile device that is used to access the College's data **must** be trustworthy applications from reputable sources.

4.4. Any mobile device that is used to access the College's data **must** be configured to receive software updates from the manufacturer and other relevant third-parties, and updates should be installed within one week of being released. Mobile device firmware **must** be kept up to date using the manufacturer's website or, for installed software, that of the relevant provider (e.g. Apple in the case of iTunes). Patches **must** be checked regularly and applied when available.

4.5. A mobile device that has undergone a 'jailbreak' procedure **must not** be used to access the College's data; i.e., software/firmware which is designed to gain access to any unintended functionality should not be installed. (For the avoidance of doubt, to 'jailbreak' a mobile device is to remove the limitations imposed by the manufacturer. This gives access to the operating system, thereby unlocking all its features and enabling the installation of unauthorised software.)

4.6. Devices **must not** be connected to any host computer which does not have up-to-date anti-virus software and enabled anti-malware protection.

4.7. Mobile devices **must not** be used to carry special category personal data (as defined by Article 9(1) of the UK General Data Protection Regulation) for longer than necessary.

4.8. Mobile devices **must** be encrypted to protect any data that is on the device.

4.9. Any mobile device that is owned by the College **should** be security-marked and a record of all serial numbers and identifying information **must** be made.

4.10. Devices **must** store any user-saved passwords in an encrypted password store.

4.11. A mobile device **must not** be left unlocked when unattended.

4.12. Mobile devices left in locked vehicles **must** be kept out of sight.

4.13. Where it is not practicable to comply with any of the requirements set out above, exceptions shall be documented to justify the deviation and appropriate compensating controls should be put in place on the advice of the IT Department.

4.14. When the loss or theft of any mobile device which has access to College data is identified or suspected the College's **Data Protection Breach Regulations** apply and **must** be followed.

5. Responsibilities

The following bodies and individuals have specific information security responsibilities as provided in the College's Information Security Policy and Data Protection Policy:

5.1. The **Finance Bursar** is accountable to the Governing Body for management of the information security risks to the College's Fellows, employees, Junior Members and other members.

5.2. The **Finance Committee** has responsibility for overseeing the management of the information security risks to the College's Fellows, employees, Junior Members and other members.

5.3. The **Domestic Bursar** is responsible for establishing and maintaining such arrangements as may be necessary to ensure the availability, integrity and confidentiality of the College's information.

5.4. The **Head of IT** is responsible for the implementation of information security arrangements for the computer and digital information systems operated internally by the College. The Head of IT is responsible for the provision of expert technical advice in relation to computer and digital information security arrangements with any third-party partners or suppliers.

5.5. The **DPO** is (as set out in more detail in the Data Protection Policy) responsible for monitoring internal compliance, advising on the College's data protection obligations and acting as a point of contact for individuals and the ICO.

5.6. **Users** are responsible for making informed decisions to protect the information that they process.

6. Compliance

The College regards any breach of data privacy legislation, of these Regulations or of any other policies or regulations introduced by the College from time to time to comply with data privacy legislation as a serious matter which may result in disciplinary action.

7. Review and development

These Regulations **shall** be reviewed and updated annually by the Finance Bursar and the Data Protection Officer to take account of guidance from the Information Commissioner's

Office and national legislation and **shall** be approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee.

8. Related policies and regulations

These Regulations should be read in conjunction with related policies and regulations, including the **Information Security Policy**, the **Data Protection Policy**, the **IT Password Policy**, **Network Acceptable Use Regulations**, and the **Data Protection Breach Regulations**.

MERTON COLLEGE NETWORK ACCEPTABLE USE REGULATIONS

1. Approval and binding effect

1.1. These Regulations were **approved** by the Governing Body of Merton College ("the College") on Monday 3 December 2018.

1.2. Any amendments to these Regulations require the Governing Body's approval. The Governing Body approved amendments to this Policy on 21 March 2021 and 19 June 2023.

1.3. This Policy is to be reviewed **annually** to ensure any new developments are covered and protected.

1.4. All members of the College, all employees or other staff of the College, and all other Users (as defined below) are bound by these Regulations and **must** comply with them. For the avoidance of doubt any reference to employees or staff shall include permanent, temporary, contract and other support staff as applicable ; and "members" shall include both Fellows and Junior Members.

2. Definitions

2.1. "College network" means a physical or virtual data network service where the configuration and gateway are within the control of Merton College or a suitably connected third party.

2.2. "DPO" means the College's Data Protection Officer.

2.3. "Users" are Fellows, employees, students, consultants, contractors, agents and other authorised users accessing Merton College IT systems and applications.

2.4. 'MUST' and 'SHALL' mean that the item is an absolute requirement.

'MUST NOT' and 'SHALL NOT' mean that the item is absolutely prohibited.

'SHOULD' means that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

'SHOULD NOT' means that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

3. Scope and purpose

3.1. These Regulations outline the College's approach to the acceptable use of the College and University networks to ensure that the College's security objectives are met. Anyone who connects a computer or other device to the College network must abide by the Regulations provided here.

3.2. These Regulations are applicable across the College and individually apply to all individuals who connect their computers and other devices to the College network.

4. Use of the College Network

4.1. Anyone who connects a computer or other device to the College network **must** comply with the University's Regulations Relating to the use of Information Technology Facilities (IT Regulations 1 of 2002) as amended from time to time.[1]

4.2. In particular, Users **must not** use College network facilities or IT for any of the following:

4.2.1. any unlawful activity;

4.2.2. the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material unless specifically approved for academic related reasons;

4.2.3. the creation, transmission, or display of material which is designed or likely to harass another person in breach of the University's Harassment Policy;

4.2.4. the creation or transmission of defamatory material about any individual or organisation;

4.2.5. the sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;

4.2.6. the sending of any message appearing to originate from another legal or natural person, or otherwise attempting to impersonate another person;

4.2.7. the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;

4.2.8. automatic forwarding of emails received at any email address within the ox.ac.uk domain to any email address outside that domain;

4.2.9. the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;

4.2.10. private profit, except to the extent authorised under the user's conditions of employment or other agreement with the University or a college; or commercial purposes without specific authorisation;

4.2.11. gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;

[1] https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002

4.2.12. the deliberate or reckless undertaking of activities such as may result in any of the following: (a) the waste of staff effort or network resources, including time on any system accessible via the university network; (b) the corruption or disruption of other Users' data; (c) the violation of the privacy of other Users; (d) the disruption of the work of other Users; (e) the introduction or transmission of a virus into the network.

4.3. Any password, authorisation code, etc. given to a user shall be for that user's use only, and must be kept secure and not disclosed to or used by any other person.

4.4. Distributed file sharing programs which are commonly used to distribute copyrighted material must not be used, including but not limited to BitTorrent, Kazaa, eMule, uTorrent, Limewire, Thunder, Vuze, and Ares.

5. Mobile Devices

5.1. The security of mobile devices shall be the responsibility of the user. If purchased by the College the responsibility shall be that of the assigned user.

5.2. The College shall not be responsible for the payment of any mobile fines (roaming, data charges) incurred, which shall be the responsibility of the user.

5.3. Users of mobile devices connected to the College network or used to access College data shall comply with the College's Mobile Device Security Policy.

6. Responsibilities

The following bodies and individuals have specific information security responsibilities as provided in the College's Information Security Policy and Data Protection Policy:

6.1. The **Finance Bursar** is accountable to the Governing Body for management of the information security risks to the College's Fellows, employees, Junior Members and other members.

6.2. The **Finance Committee** has responsibility for overseeing the management of the information security risks to the College's Fellows, employees, Junior Members and other members.

6.3. The **Domestic Bursar** is responsible for establishing and maintaining such arrangements as may be necessary to ensure the availability, integrity and confidentiality of the College's information.

6.4. The **Head of IT** is responsible for the implementation of information security arrangements for the computer and digital information systems operated internally by the College. The Head of IT is responsible for the provision of expert technical advice in relation to computer and digital information security arrangements with any third-party partners or suppliers.

6.5. The **DPO** is (as set out in more detail in the Data Protection Policy) responsible for monitoring internal compliance, advising on the College's data protection obligations and acting as a point of contact for individuals and the ICO.

6.6. **Users** are responsible for making informed decisions to protect the information that they process.

7. Compliance

The College regards any breach of data privacy legislation, of these Regulations or of any other policies or regulations introduced by the College from time to time to comply with data privacy legislation as a serious matter which may result in disciplinary action.

8. Review and development

These Regulations **shall** be reviewed and updated annually by the Finance Bursar and the Data Protection Officer to take account of guidance from the Information Commissioner's Office and national legislation and **shall** be approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee.

9. Related policies and regulations

These Regulations should be read in conjunction with related policies and regulations, including the **Information Security Policy**, the **Data Protection Policy**, the **IT Password Policy**, **Mobile Device Security Regulations**, and the **Data Protection Breach Regulations**.

MERTON COLLEGE IT PASSWORD POLICY

1. Approval and binding effect

1.1. The following Policy was **approved** by the Governing Body of Merton College ("the College") on 19 April 2023.

1.2. Any amendments to this Policy require the Governing Body's approval.

1.3. This Policy will be reviewed **annually** to ensure that any new developments are covered and protected.

1.4. All members of the College, all employees of the College, all departments within the College, and all other Users (as defined below) are bound by this Policy and are required to comply with it.

2. Definitions

2.1. “DPO” means the College’s Data Protection Officer.

2.2. "Passphrase" is a series of unrelated words that can be used as a password. Three words are much easier to remember than a series of random characters, letters and numbers, yet they are much harder to hack.

"Password" is a secret series of characters that enables a User to access a system, computer, file or application.

"Phishing" is a cybercrime in which a target or targets are contacted by email, telephone or text message by someone posing as a legitimate institution to lure individuals into providing sensitive data such as personally identifiable information, banking and credit card details, and passwords.

"National Cyber Security Centre" The NCSC is the UK's technical authority for cyber threats. It is part of the Government Communications Headquarters (GCHQ) and has several roles in NIS.

"NIS" is intended to establish a common level of security for network and information systems. These systems play a vital role in the economy and wider society, and NIS aims to address the threats posed to them from a range of areas, most notably cyber-attacks.

"Users" are Fellows, employees, students, consultants, contractors, agents and other authorised users accessing Merton College IT systems and applications.

2.3. ‘MUST’ and ‘SHALL’ mean that the item is an absolute requirement.

‘MUST NOT’ and ‘SHALL NOT’ mean that the item is absolutely prohibited.

‘SHOULD’ means that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

‘SHOULD NOT’ means that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

3. The Scope and Purpose of this Policy

3.1. This Policy outlines the approach of Merton College to Password management and provides the guiding principles and responsibilities to ensure the College's security objectives are met. It is intended to provide a single point of access for all Users who require information and guidance on this subject.

3.2. All Users access a variety of IT resources, including computers and other hardware devices, data storage systems, and other accounts. Passwords are a key part of IT's strategy to make sure only authorised people can access those resources and data.

3.3. All Users who have access to any of those resources are responsible for choosing strong Passwords and protecting their log-in information from unauthorised people.

3.4. The purpose of this Policy is to make sure all College resources and data receive adequate Password protection. This Policy covers all Users who are responsible for one or more accounts or have access to any resource that requires a Password.

3.5. The importance of constantly updating system Passwords and the responsibility each individual User has for their log-in details are addressed in this Policy and the implications of other Users accessing another's account are made clear.

3.6. If a computer system or data held within a drive are misused, altered or deleted the User logged on will be held solely responsible.

3.7. Support and guidance for departments is offered by the College's IT Department which in turn is supported by the central University of Oxford Information Security team, "InfoSec".

4. Password creation

4.1. All Passwords **should** be reasonably complex and difficult for unauthorised humans or computers to guess. Users **must** use multi-factor authentication (two-step verification) wherever supported.

4.2. Users **should** choose Passwords that are at least sixteen characters long and contain a combination of upper- and lower-case letters, numbers, punctuation marks and other special characters.

4.3. In addition to meeting those requirements, users **should** also use common sense when choosing Passwords. They **must not** reuse old Passwords and basic combinations that are easy to crack. For instance, choices like "password," "password1" and "Pa$$w0rd" are equally bad from a security perspective.

4.4. A Password **should** consist of a memorable passphrase that is easy for the user to remember. For example "Surfing-Housing-Kittens1!" is a Passphrase that satisfies complexity requirements but is easier to remember than random characters.

4.5. Users **must** choose unique Passwords for all their College accounts and **must not** use a Password they already use for a personal account.

4.6. Default Passwords — such as those created for new users when they start or those that protect new systems when they're initially set up — **must** be changed as quickly as possible.

4.7. If the security of a Password is in doubt– for example, if it appears that an unauthorised person has logged in to the account — the Password **must** be changed immediately and the incident **must** be treated as an actual or suspected data breach and reported in accordance with College's Data Protection Breach Regulations.[1]

5. Protecting Passwords

5.1. Users **must not** share their Passwords with anyone else, including co-workers, managers, administrative assistants, IT staff members, etc. Everyone needing access to a system will be given their unique Password.

5.2. Users **must not** share their Passwords with any outside parties, including those claiming to be representatives of a business partner with a legitimate need to access a system.

5.3. Users **should** take steps to avoid phishing scams and other attempts by hackers to steal Passwords and other sensitive information. All Users will receive training on how to recognise these attacks.

5.4. Users **must not** put Passwords into writing and keep them at their workstations or anywhere where they could readily be connected with their accounts. See 4.4 for advice on creating memorable but secure Passphrases.

5.5. Users **must** report any suspicious account activity or if they suspect that their account may have been compromised to the Merton IT Department immediately. An actual or suspected data breach **must** be reported in accordance with the College's Data Protection Breach Regulations (see also 4.7).

6. Implementation, Review, and Amendment

6.1. All Heads of Department **must** ensure that their staff are aware of this Policy. This should be undertaken as part of induction and supervision.

6.2. The DPO in co-operation with the Finance Bursar, the Sub-Warden, and the Senior Tutor **must** ensure that the Fellows and Junior Members of the College are aware of these Regulations and their requirements.

6.3. This Policy **shall** be reviewed and updated annually by the Finance Bursar and the DPO and approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee

[1] Any member of the College who discovers, suspects or receives a report of a breach (or suspected breach) **must** inform the DPO (or if the DPO is not available the Finance Bursar or the Domestic Bursar) and the Head of IT immediately.

Any member of the College's staff who discovers, suspects or receives a report of a breach (or suspected breach) **must** their Head of Department and the Head of IT immediately. They **must** also inform the DPO.

7. References

National Cyber Security Centre advice for system owners responsible for determining Password policies and identity management within their organisations : https://www.ncsc.gov.uk/collection/passwords/updating-your-approach

8. Useful Contacts

Data Protection Officer: dpo@merton.ox.ac.uk - 01865 276310 (College Lodge)

IT Department: it-support@merton.ox.ac.uk - 01865 276310 (College Lodge)

Head of IT: head.of.it@merton.ox.ac.uk - 01865 276310 (College Lodge)

MERTON COLLEGE IT ADMINISTRATOR USAGE POLICY

1. Approval and binding effect

1.1. The following Policy was **approved** by the Governing Body of Merton College ("the College") on 19 June 2023.

1.2. Any amendments to this Policy require the Governing Body's approval.

1.3. This Policy will be reviewed **annually** to ensure that any new developments are covered and protected.

1.4. All members of the College and all employees or other staff of the College and all other Users (as defined below) are bound by these Regulations and must comply with them. For the avoidance of doubt any reference to employees or staff shall include permanent, temporary, contract and other support staff as applicable ; and “members” includes both Fellows and Junior Members.

1.5. Failure to comply with this Policy may result in disciplinary action being taken as appropriate.

2. Definitions

2.1. “Administrator Access” is to be understood for the purposes of this Policy as a level of access above that of a normal user. This definition is intentionally vague to allow the flexibility to accommodate varying systems and authentication mechanisms.

2.2. “Access Control” is the process that limits and controls access to resources of a computer system.

2.3. “Access Privileges” are systems permissions associated with an account, including permissions to access or change data, to process transactions, create or change settings, etc.

2.4. “Administrator Account” is a use account with privileges that have advanced permissions on an IT system that are necessary for the administration of this system.

2.5. “DPO” means the College’s Data Protection Officer.

2.6. “Privileged Accounts” are system or application accounts that have advanced permissions (as compared to regular user account permissions) on such systems or applications. Examples of user accounts with privileges include: administrative and super user accounts.

2.7. “Service or Application Accounts” are user ID’s created on IT systems or applications, which are associated with specific access privileges on such systems and applications. These accounts are not associated with a person but an IT system, an application (or a specific part of an application) or a network service.

2.8. "Users" are Fellows, employees, students, consultants, contractors, agents and other authorised users accessing Merton College IT systems and applications.

2.9. ‘MUST’ and ‘SHALL’ mean that the item is an absolute requirement.

'MUST NOT' and 'SHALL NOT' mean that the item is absolutely prohibited.

'SHOULD' means that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

'SHOULD NOT' means that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

3. Scope and Purpose

3.1. This Policy outlines the approach of Merton College to the granting of Administrator Access, the usage of Administrator Accounts, Administrator Account restrictions, Administrator Account review and the revocation of Administrator Accounts. It is intended for use by all Users employed by Merton College with Administrator Access. It is intended to provide a single point of access for all IT Administrators who require information and guidance on this subject.

3.2. In a traditional Microsoft Windows environment, members of the Power Users, Local Administrators, Domain Administrators and Enterprise Administrators groups would all be considered to have Administrator Access.

3.3. In a traditional UNIX or Linux environment, Users with root level access or the ability to sudo would be considered to have Administrator Access.

3.4. In an application environment, Users with 'super-user' or system administrator roles and responsibilities would be considered to have Administrator Access.

3.5. This Policy applies to any User account in that utilisation of access privileges is reserved solely for the intended business purpose.

4. Policy

4.1. Granting of Administrator Access.

4.1.1. The College will provide access privileges to internal systems (including networks, systems, applications, computers and mobile devices) based on the following principles:

4.1.1.1. Requests for Administrator Accounts and access privileges **must** be formally documented and appropriately approved.

4.1.1.2. Requests for privileged accounts (such as vendor accounts, application and service accounts, system administration accounts, shared / generic accounts, test accounts and remote access) **must** be formally documented and approved by the system owner.

4.1.1.3. Administrator Accounts **must** be uniquely identifiable accounts linked to individual Users and **must** be authenticated every time privileged access is granted on a system.

4.2. Administrator Accounts usage.

4.2.1. Administrator Accounts **must** only be used when performing administrative duties in an official capacity.

4.2.2. Accounts **must** be logged out once the task is complete.

4.2.3. Administrator Accounts **must not** be shared with any other User other than the delegated Administrator.

4.2.4. Separate accounts for normal day to day activities **must** be provided alongside Administrator Accounts.

4.3. Administrator Account restrictions.

4.3.1. Administrator Accounts **must not** be used to access any online resources.

4.3.2. An email account **must not** be associated with Administrator Accounts.

4.4. Administrator Account review.

Should an Administrator's job-role change, the Administrator Access privileges **must** be reviewed to ensure that the Administrator has only the lowest level of privileges necessary to carry out their day-to-day role.

4.5. Revocation of Administrator Accounts.

When an Administrative member of staff leaves the company, the Administrator Account **must** be disabled for a period of 6 months and then deleted.

5. Implementation and Review

5.1. All Heads of Department **must** ensure that their staff are aware of this Policy. This should be undertaken as part of induction and supervision.

5.2. The DPO in co-operation with the Finance Bursar, the Sub-Warden, and the Senior Tutor **must** ensure that the Fellows and Junior Members of the College are aware of these Regulations and their requirements.

5.3. This Policy **shall** be reviewed and updated annually by the Finance Bursar and the DPO and approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee

6. Useful Contacts

Data Protection Officer:	dpo@merton.ox.ac.uk
	01865 276310 (College Lodge)
IT Department:	it-support@merton.ox.ac.uk
	01865 276310 (College Lodge)
Head of IT:	head.of.it@merton.ox.ac.uk
	01865 276310 (College Lodge)

MERTON COLLEGE IT SOFTWARE INSTALLATION POLICY

1. Approval and binding effect

1.1. The following Policy was **approved** by the Governing Body of Merton College ("the College") on 19 June 2023.

1.2. Any amendments to this Policy require the Governing Body's approval.

1.3. This Policy **must** be reviewed **annually** to ensure that any new developments are covered and protected.

1.4. All members of the College, all employees of the College, all departments within the College, and all other Users (as defined below) are bound by this Policy and are required to comply with it. For the avoidance of doubt any reference to employees or staff shall include permanent, temporary, contract and other support staff as applicable ; and "members" includes both Fellows and Junior Members.

1.5. The College regards breach of this Policy as a serious matter which may result in disciplinary action.

2. Definitions

2.1. "DPO" means the College's Data Protection Officer.

2.2. "Users" are Fellows, employees, students, consultants, contractors, agents and other authorised users accessing Merton College IT systems and applications.

2.3. 'MUST' and 'SHALL' mean that the item is an absolute requirement.

'MUST NOT' and 'SHALL NOT' mean that the item is absolutely prohibited.

'SHOULD' means that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

'SHOULD NOT' means that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

3. Scope and Purpose

3.1. Installation of unauthorised computer programs and software, including files downloaded and accessed on the Internet, can easily and quickly introduce serious, fast-spreading security vulnerabilities. Unauthorised software programs, even those seemingly provided by reputable vendors and trusted companies, can introduce viruses and Trojan programs that aid hackers' attempts to illegally obtain sensitive, proprietary and confidential data. Protecting the College's computers, systems, data and communications from unauthorised access and guarding against data loss is of

paramount importance; adherence to the following this Policy serves a critical role in the process.

3.2. This Policy applies to all computers or other devices which are connected to any College-provided system or network and are not self-managed. A computer or other device is self-managed if it has not been configured by the College's IT Department or is not automatically configured by a service provided by the College's IT Department. A computer or other device which has been purchased for a Fellow by the College from the Fellow's research allowance is usually self-managed. Users who have self-managed computers or other devices are responsible for configuring them as strongly and safely as practically possible.

3.3. This Policy outlines the approach of Merton College to IT software installation and provides the guiding principles and responsibilities to ensure the College's security objectives are met. It is intended to provide a single point of access for all Users who require information and guidance on this subject.

3.4. This Policy's purpose is to ensure every User agrees to abide by, specific guidelines for software, program and application installation and use on College-provided computers, systems and networks.

3.5. All use of the College's user accounts, desktop computers, laptop, servers, Internet and messaging services must conform to the guidelines presented in this Policy.

4. Policy

4.1. The College's IT Department tests and approves the use of specific software programs and applications only, including updates and patches to existing installed applications.

4.2. Software programs, applications and updates on all College systems and for those Users requiring those programs and applications **must** be approved and installed by the College's IT Department.

4.3. Employees and other Users **must** obtain written approval from the IT Department prior to requesting any unauthorised software or using any unapproved application on any College-provided equipment or systems.

4.4. Unauthorised applications **must not** be installed and used.

4.5. The College provides software programs and applications to increase productivity, enabling electronic communications and transacting business. Software programs and applications are provided as required to employees, contractors, temporary workers, volunteers and other authorised agents only to perform and fulfil job responsibilities. Software programs and applications are neither provided nor supported for non-business activities; the College's software programs and applications **must not** be used for personal activities.

4.6. The College's computer systems, networks and information technology services are provided to fulfil job tasks and responsibilities. The College places a priority on ensuring all installed software and applications are properly tested and licensed. Users

must not install software programs and applications, including software purchased for personal use.

4.7. Users **must not** download, install, copy, access, execute or otherwise employ any of the following:

- Illegal software or programs
- Unlicensed applications
- Unapproved or unlicensed operating systems
- Pirated software
- Software purchased for personal or home use.

4.8. The College provides IT software applications and programs as productivity enhancement tools. All College-provided software and licences remain the College's property.

4.8.1. If requested, users **must** surrender in a timely manner software licences, software media and other software and application materials provided by the College and discontinue their use.

4.8.2. Users **must not** make illegal copies of software, applications or programs.

5. Implementation and review

5.1. All Heads of Department **must** ensure that their staff are aware of this Policy. This should be undertaken as part of induction and supervision.

5.2. The DPO in co-operation with the Finance Bursar, the Sub-Warden, and the Senior Tutor **must** ensure that the Fellows and Junior Members of the College are aware of these Regulations and their requirements.

5.3. This Policy **shall** be reviewed and updated annually by the Finance Bursar and the DPO and approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee

6. Useful Contacts

Data Protection Officer:	dpo@merton.ox.ac.uk 01865 276310 (College Lodge)
IT Department:	it-support@merton.ox.ac.uk 01865 276310 (College Lodge)
Head of IT:	head.of.it@merton.ox.ac.uk 01865 276310 (College Lodge)

MERTON COLLEGE, OXFORD

Gift Acceptance Policy

Merton College, Oxford, is a registered charity (no. 1139022) which, as part of its ongoing activities, seeks to raise philanthropic funds for annual expenditure, endowment, and capital projects in accordance with its charitable objects.

Background and purpose
This Gift Acceptance Policy has been approved by the Governing Body of the College to provide all who may be concerned with the solicitation and acceptance of gifts (including College Officers, the Development and Alumni Relations Committee ('Development Committee'), and the Development Office) with guidance on the acceptance or refusal of philanthropic support and sponsorship of the College and its activities.

Gift solicitation
Merton College seeks funding from individuals and organisations both in the UK and internationally who have an active relationship with the College or from those individuals and organisations that have been carefully identified as having a potential interest in supporting a specific activity or initiative.

Gifts to the College are currently solicited by a range of fundraising methods which include, but are not limited to, the following:

- Face-to-face solicitation
- Telephone fundraising
- Direct mail appeals
- Email and digital appeals
- Legacy promotion

Acceptance of gifts
Responsibility for the acceptance and refusal of gifts rests ultimately with the Governing Body of the College even when decision making has been delegated. The Governing Body must be able to demonstrate that it has acted in the best interests of the College in each case.

The Governing Body is responsible for approving this policy which sets out the framework within which gifts and legacies to the College may be accepted. The policy will be kept under review by the Development Committee as required and in any event reviewed not less frequently than every three years.

The Development Director will be responsible for providing information to the Governing Body through the Development Committee about the solicitation and acceptance of gifts. The Development Director will regularly provide the Development Committee and the Governing Body with a report of all new major gifts made or pledged in support of the College. The Governing Body may also refer donations or seek guidance from the University's Committee to Review Donations.

The College accepts gifts in accordance with the following principles that are common to all charities.

- Consistency with charitable objects: Gifts to be consistent with the College's charitable objects.
- Academic independence: Gifts to be accepted on the basis that donors have no influence over the academic freedom and independence of the College.
- Reputational risk: the College will balance the benefits of accepting gifts against reputational risks to the institution.
- Procedure for acceptance: Gifts to be accepted in a timely fashion with due consideration given to speed and accuracy, balancing this against the timeframe within which a donor may wish to make a donation, in line with the practices and procedures document reviewed by the College's Benefactions Committee.
- Anonymity: Gifts to be accepted only if the identity of the donor is known to the College. While donors may reserve the right to remain anonymous in published donor lists, it is important that the identity of the donor is known to the College so that it may undertake due diligence appropriate to their gift. This would also apply if a donation is received through a third-part intermediary.

Delegated authority for gift acceptance
The Governing Body delegates authority for the acceptance of gifts to the Development Committee, Warden (or Sub-Warden), Development Director, or Finance Bursar according to the following levels:

- Gifts of £250,000-£499,999: Development Committee
- Gifts of £100,000-£249,999: Warden, Development Director, and Finance Bursar
- Gifts of £25,000-£99,999: Development Director

The Governing Body must approve the acceptance of any gift of £500,000 or more.

Gifts under £25,000 are considered part of the College's Annual Fund fundraising activity and may be accepted by the Development Director or Development Office staff.

Ethical screening
The College, through the Development Committee, will agree and review an ethical screening procedure for gifts on a regular basis which will be implemented by the Development Office across its fundraising programmes and activity.

The main areas for attention are as follows:

- Where there is any possibility that the donation might be associated with illegal activities (including under the Proceeds of Crime Act, the Bribery Act or anti-terror financing legislation).
- Where there is any possibility that acceptance of the funding or any of its terms may not be in the best interests of the College in relation to any of the following: its beneficiaries, its academic freedom and independence, any conflict of interest, future financial liabilities, reputational risk or cost, dependence on conditions, the vulnerability of donors, and deterrence of other donors from future support.

Refusal of donations

The Governing Body must act in the best interest of the College when deciding whether to accept or refuse a particular donation.

The Governing Body will refuse the offer of a donation when:

- the purpose of the donation is not consistent with the College's charitable objects;
- there is doubt about the legality of the source.

The Governing Body may decide to refuse the offer of a donation in circumstances such as, but not limited to, the following:

- the purpose of the donation does not align with the College's fundraising objectives;
- if there is doubt about the appropriateness of the source.

In the event of a donation being declined by the Governing Body, the College, through the Development Office, will keep a record to indicate why it was refused and any such refusal will be communicated officially and appropriately to the donor(s) at the earliest possible opportunity.

MERTON COLLEGE

INVESTMENT POLICY

ADOPTED BY THE GOVERNING BODY ON 19 JUNE 2023

ON THE RECOMMENDATION OF THE FINANCE COMMITTEE AND THE INVESTMENT SUB-COMMITTEE

Objective

An endowment for Merton College was first created in 1264 when Walter de Merton, sometime Chancellor of England and later Bishop of Rochester, established "The House of the Scholars of Merton", an act of philanthropy that has been built upon by successive generations of benefactors. The endowment now exists to provide distributions in support of the College's charitable objects, as one of the colleges within the University of Oxford, which are, for the public benefit, to advance education, learning, research and religion through the provision of a college in Oxford or elsewhere. In pursuit of these objects, the College aims to achieve the highest outcomes in education, learning and research at national and international level; and to maintain the College Chapel as a place of public worship pursuing the highest standards of liturgical, homiletical, and musical excellence.

In pursuit of this purpose, the endowment's investment objective is to preserve, and preferably grow, the real value of its assets over the long-term, after providing for annual distributions of up to 3.5% per annum to meet the spending requirements of the College. We aim to do this while taking acceptable levels of risk, and adhering to the College's policy on Socially Responsible Investment. The current target total return for the portfolio is to achieve at least UK CPI plus the agreed distribution rate (currently 3.5% per annum), net of all fees and costs, over a rolling five year period.

Our investment policy is to hold a globally diversified portfolio of investments across a range of asset classes. It is constructed to seek to maximise the probability of achieving the investment objective noted above, that is attaining a level of total return that at least preserves the long-term real value of our assets. We aim to do this while providing funds to meet the College's spending requirements, minimising the risk of permanent loss of capital and maintaining good stewardship over assets in the portfolio.

Asset classes within the portfolio are generally outsourced to external managers with the current exception of the management of the properties directly held in the portfolio for which management is provided by the Land Agent. The portfolio is administered by the Finance Bursar and overseen by the Investment Sub-committee which provides recommendations to the Finance Committee and thereby to Governing Body.

Beliefs

Several core investment beliefs drive asset allocation:

- Our long-term investment horizon underpinned by our governance structure allows us to tolerate short-term volatility, which is a comparative advantage in designing and implementing an investment strategy.

- Our ability to take risk over the longer term also allows us to seek to maximise risk-adjusted returns from global economic activity and to have a portfolio invested with no innate geographic bias.

- Property is a source of added value for the endowment and is an asset class where the College's long term perspective can create competitive advantage. Nevertheless, we take the view that the portfolio should be managed to ensure adequate diversification given that excessive concentration in a single asset poses a significant threat, should the value of that asset be permanently impaired or destroyed.

- We can be flexible as to the nature of the vehicles in which we invest. However, we will not knowingly invest in structures or assets which create potential unlimited financial liability or significant adverse operational, reputational or legal liability.

- Inflation can significantly impact real long-term purchasing power. Hence, most of the portfolio is invested in assets that exhibit some protection in real terms. These may include private or public corporate equity, property and infrastructure.

- The benefits of active management (if any) are outweighed by its costs over the medium to long term in deep, liquid markets.

- By engaging in the broad set of extra-financial considerations – including environmental, social and governance (ESG) issues – the alignment between the objectives of the College endowment and society at large can be improved without materially affecting the risk/return profile of the College's portfolio.

- We are willing to accept currency risk as part of our focus on maximizing risk adjusted returns from global activity whilst we recognize that our expenditures are predominantly sterling based.

Governance

The **Governing Body**'s role, with advice and recommendations from the Finance Committee and Investment Sub-committee, is:

- To have ultimate responsibility, as trustees of the College, for the proper investment of the College's endowment.

- To agree the overall spending and investment objectives for the investment portfolio.
- To approve the broad investment policy.
- To approve the overall investment return objective.
- To agree the acceptable expected risk tolerances consistent with the overall return objective.
- To determine the broad structure of asset management arrangements and to ensure adequate resources are deployed to manage and monitor the investment portfolio.
- To examine, and approve, any investment transactions brought to it by the Finance Committee on the recommendation of the Investment Sub-committee.

The **Finance Committee**'s role is:

- To oversee the management of the College's investments and investment properties in consultation with the Investment Sub-committee.
- To draw up and circulate to the Governing Body every year a report on the investment policy and the investments made in that period, showing the proportions maintained between each class of investment, and the investment returns obtained on each investment class and by each investment manager or fund.
- To consider and make recommendations to the Governing Body in relation to long-term spending plans and strategy.
- To consider and, if thought fit, to transmit to the Governing Body recommendations made by the Investment Sub-committee.

The Finance Committee shall have the power, having regard to advice from the Investment Sub-committee, to buy and sell investments within the framework set out in the investment policy approved by the Governing Body and may delegate this power as appropriate to an investment manager pursuant to Statute 8.3.

The **Investment Sub-Committee**'s role is:

- To advise on the framing of the College's investment policy with the aim of securing the effective management of the College's endowment funds in pursuit of the College's objectives.
- To review the implementation of the College's investment policy.
- To advise on any areas of the College's strategy which may affect the overall performance of the College's endowment funds.

- To advise on the spending rate from the College's endowment funds which allows the College to achieve both its short and long term objectives.

- To advise on the appointment of the Investment Fund Managers (including private equity, hedge fund and/or other alternative asset fund managers, if any), and then monitor and challenge the performance of such managers.

- To receive at each meeting and consider a report from the Finance Bursar and, as appropriate, from the College's Investment Fund Manager and/or consultant.

- To advise the Finance Committee on whether the costs of managing the College's endowment are fair and reasonable.

- To report in writing to the Finance Committee on such matters as it deems appropriate at least once in every year.

Asset Allocation

Asset allocation ranges for the overall portfolio will be as follows:

Asset	**Minimum**	**Maximum**
Cash and bonds	2% [1]	20%
Public equities	30%	60%
Private equity	0%	20%
Property [2]	20%	50%
Alternatives	0%	10%

[1] Sufficient to provide for at least the next two quarters of distributions without recourse to the invested asset base.
[2] Asset allocation is constrained by the College's intrinsic exposure to land and property which cannot easily or rapidly be reduced. Allocation to other assets is constrained in the short term accordingly.

Asset Mix

The portfolio will be invested in accordance with the allocations set out above, with the overall mix designed to meet the investment parameters set out in this Investment Policy, and subject to regular review by the Investment Sub-committee.

Currency

Portfolios are to be denominated and valued in Pounds Sterling.

Volatility

The College is a long-term, largely unconstrained, investor and therefore able to withstand volatility.

Leverage

The College may use leverage where appropriate. Leverage is permitted in funds, partnerships, and businesses in which we invest, although we are generally reluctant to invest in market strategies where leverage comprises a major component of returns.

Liquidity

At least 20% of the whole portfolio should be readily realisable within three months. The liquidation period shall be deemed from time of instruction to receipt of proceeds.

Income Requirements

No specific income targets have been set.

Liabilities

The manager shall not enter any contracts or investments where the portfolio may be subject to unlimited liability.

Active vs Passive

Funds allocated to public equities and debt will be invested in index-tracking or passive investment vehicles at the lowest available costs unless there is a specific justification for investing in an actively managed vehicle at higher cost.

College Policy on Socially Responsible Investment

The College is committed to ensuring that it makes investment decisions responsibly and with integrity. To this end, the College will follow certain principles and practices to guide the investment decision-making process as part of the College's overall strategy on sustainability. Within this context, the Investment Sub-committee will assist the College in the implementation of the College's policy on socially responsible investment in the ways set out below.

a. When investing directly in the securities of individual companies, the Investment Sub-committee will screen investments on ethical grounds and, where the activities of a company are on ethical grounds inconsistent with the educational and/or research objectives of the College, then the Investment Sub-committee may choose not to invest even though this decision may reduce returns.

b. When investing through passive investment vehicles where investments are determined by the composition of financial markets (such as equity trackers), then the Investment Sub-committee will consider, where appropriate, passive investment strategies that positively select holdings on ethical grounds, provided that the Investment Sub-committee judges that so doing will not have a negative impact on expected returns.

c. When the endowment assets are invested in active funds, private equity funds or private equity fund-of-funds, where investment decisions are delegated to a third party, then the Investment Sub-committee will make the initial selection of any manager bearing in mind the manager's approach to integrating ESG criteria into their investment process. Fund managers will be actively screened on the basis of their adherence to internationally accepted ethical standards, such as the UK Stewardship Code. The selected asset managers will be periodically interviewed about their values and their approach to integrating ESG criteria into their investment process when exercising voting rights, to the extent they hold equity in either public or private companies, such reviews to consider material and not de minimis holdings.

d. The Investment Sub-committee will ensure that any investment advisers appointed to provide advice will understand and accept the ethical standards expected in management of the portfolio.

As part of its regular reporting to the College, the Investment Sub-committee will review compliance with the above practices to ensure that the College invests its endowment in line with its policy on sustainability.

FELLOWSHIPS AND ASSOCIATIONS

1. Bylaw VII.23(e) provides that in considering whether to recommend to the Governing Body the election of any person to a Professorial Fellowship, a Julia de Lacy Mann Fellowship in Category B or a Sir Henry Savile Fellowship or that the College to be associated with any University post, the Fellowship and Appointments Committee shall consult in accordance with a policy approved from time to time by the Governing Body.

2. This Policy is made for the purposes of Bylaw VII.23(e) and was approved by the Governing Body on 21 June 2021. It was amended on 4 October 2023 to take account of the abolition of the Research Committee.

3. **Eligibility for Professorial Fellowships.** Under Statute 4.2(a)(ii) Professorial Fellows shall be elected amongst those holding specified teaching, research or administrative posts within the University. Under Bylaw III.5 those eligible for election as Professorial Fellows are persons holding teaching, research, or administrative posts declared by Regulations made for the University as qualifying them to hold professorial fellowships.

4. **Eligibility for Julia de Lacy Mann Fellowships in Category B.** Under Bylaw III.15(a) Julia de Lacy Mann Fellowships in Category B are tenable by exceptional early-career researchers holding significant external awards for independent research in the University who do not hold a Fellowship of another College, Society or Hall of the University.

5. **Eligibility for Sir Henry Savile Fellowships.** Under Bylaw III.15(e) Sir Henry Savile Fellowships are tenable by persons of distinction employed by the University in professorial-level research or teaching posts (Category A) or by persons employed by the University in academic-related or administrative posts declared by Regulations made for the University as qualifying them to hold professorial fellowships (Category B).

6. The Fellowship and Appointments Committee shall consult with other Boards as follows:

Bids for association	
With Associate Professorships (APTF and APNTF)	• Academic Needs and Leave Sub-Committee • Warden and Tutors' Committee • Finance Committee (where the association entails an increase in the College's payroll)
With Chairs	• Academic Needs and Leave Sub-Committee
Proposals to elect to Julia de Lacy Mann Fellowships	
Category B	• Academic Needs and Leave Sub-Committee
Proposals to elect to Professorial or Sir Henry Savile Fellowships	
Holders of qualifying research posts	• Academic Needs and Leave Sub-Committee
Holders of qualifying academic-related or administrative posts	• Finance Committee
Holders of qualifying teaching posts	• Academic Needs and Leave Sub-Committee • Warden and Tutors' Committee

7. In all cases where a proposal relates to a teaching or research post, the Fellowship and Appointments Committee shall also consult members of the Governing Body with academic interests in the relevant area.

8. The Fellowship and Appointments Committee shall take care to present a compelling and well-grounded case for its recommendations.

9. **Honorary Fellowships.** The Governing Body on 14 March 2022 adopted the following policy in relation to Honorary Fellowships :

    a. An Honorary Fellowship of the College ought to be recognised as a mark of considerable distinction and elections should be made very selectively.

    b. All other things being equal, the College will give preference in elections to members of the College and those closely associated with it. A systematic review of the College's members should be regularly undertaken to establish a list of potential candidates, regard being had inter alia to promoting the College's diversity objectives and this list should be scrutinised whenever it is proposed to elect an Honorary Fellow.

MERTON COLLEGE

GOVERNING BODY

TRUSTEES' DECLARATIONS

NAME:

DATE:

A. REGISTER OF INTERESTS

All members of the Governing Body should complete this form annually. A nil return should be made if appropriate. The information provided will be held in the Sub-Warden's Office as part of the College's Register of Interests under Bylaw I.6 and will be available for inspection by members of the Governing Body on reasonable notice to the Sub-Warden.

Fellows are also asked to use this form to notify the Sub-Warden of changes to their relevant interests whenever these occur. Fellows are reminded that they must also declare conflicts of interest whenever they arise in meetings of the Governing Body or College Committees.

1.	Current employment(s) and any previous employment in which you continue to have a financial interest	
	Any relevant[1] employments held by a member of your immediate family or any person with whom you have a close personal relationship[2]	
2.	All roles held within the collegiate University (other than any Faculty or Departmental committees whose business only affects your Faculty or Department)	
	Any relevant[1] roles within the collegiate University held by a member of your immediate family or any person with whom you have a	

[1] **Relevant**: i.e. where, in your opinion (and to the best of your knowledge), there is potential for a conflict to arise between the interests of this person and the interests of the College, whether this person's interests are personal and individual or arise from this person's duty to or membership of another person or institution and whether the interests concerned are financial or not.

[2] For the purposes of this Declaration a **member of your immediate family** or person with whom you have a **close personal relationship** could include: (i) your child (including stepchild and whether legitimate or not), parent, grandchild, grandparent, brother or sister; (ii) your spouse, civil partner or cohabiting partner or the spouse, civil partner or cohabiting partner of anyone listed in (i); (iii) a person carrying on business in partnership with you or with a person listed in (i) or (ii); (iv) an institution, body corporate or trust which you control.

MERTON COLLEGE

GOVERNING BODY

TRUSTEES' DECLARATIONS

	close personal relationship[2]	
3.	Appointments (including voluntary appointments) not included in 1 and 2 above: e.g. directorships, trusteeships, membership of statutory bodies or authorities, tribunals etc.	
	Any relevant[1] appointments held by a member of your immediate family or any person with whom you have a close personal relationship[2]	
4.	Membership of professional bodies, special interest groups, or mutual support organisations	
	Any relevant[1] memberships held by a member of your immediate family or any person with whom you have a close personal relationship[2]	
5.	Investments in unlisted companies, partnerships and other forms of business, major shareholdings [i.e. where you own or are beneficially interested in more than 1% of the issued share-capital]	
	Any relevant[1] investments held by a member of your immediate family or any person with whom you have a close personal relationship[2]	
6.	Gifts or hospitality worth more than £100 offered to you by external bodies within the last 12 months	
7.	Any conflicts not covered by 1 to 6 above	

I confirm that I have declared all relevant interests and that I understand that I am under a duty to disclose any other potential conflict of interest that may arise after submission of this form.

MERTON COLLEGE

GOVERNING BODY

TRUSTEES' DECLARATIONS

B. DISQUALIFICATION (SEE ANNEX A)

I confirm that I am not disqualified from acting as a charity trustee and that I will inform the College promptly if, after the date of this declaration, one or more of the reasons for disqualification set out in Annex A applies to me.

C. FIT AND PROPER PERSON (SEE ANNEX B)

I make the declaration set out in Annex B.

D. CONSENT TO PROCESSING

I consent to the processing of my personal data for the purposes and in the manner described in Bylaw I.6 and in the preamble to this form.

Signature_____

MERTON COLLEGE

GOVERNING BODY

TRUSTEES' DECLARATIONS

MERTON COLLEGE OXFORD

ANNEX A: DISQUALIFICATION REASONS (CHARITIES ACT 2011, s.178)

You are automatically disqualified from acting as a trustee if:

1. You have an **unspent** conviction for any of the following:
    a. an offence involving **deception or dishonesty**;
    b. a **terrorism** offence
        i. to which Part 4 of the Counter-Terrorism Act 2008 applies;
        ii. under sections 13 or 19 of the Terrorism Act 2000;
    c. a **money-laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002;
    d. a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010;
    e. an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011;
    f. an offence of **misconduct in public office**, **perjury** or **perverting the course of justice**;
    g. **In relation to the above offences**, an offence of: **attempt**, **conspiracy**, or **incitement** to commit the offence; **aiding**, or **abetting**, **counselling** or **procuring** the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting) in relation to the offence.
2. You are on the **sex offenders register** (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
5. You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have **previously been removed as a trustee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been **removed from management or control** of any body under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)

MERTON COLLEGE

GOVERNING BODY

TRUSTEES' DECLARATIONS

9. You are **disqualified from being a company director**, or have given **a disqualification undertaking**, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity

10. You are currently declared **bankrupt** (or subject to **bankruptcy restrictions** or an interim order)

11. You have an **individual voluntary arrangement** (IVA) to pay off debts with creditors

12. You are subject to a **moratorium period** under a **debt relief** order, or a debt relief restrictions order, or an interim order

13. You are subject to an **order made under s.429(2) of the Insolvency Act 1986** (Failure to pay under a County Court Administration Order).

MERTON COLLEGE

GOVERNING BODY

TRUSTEES' DECLARATIONS

ANNEX B: DECLARATION FOR FIT AND PROPER PERSONS

I declare that:

- I am not disqualified from acting as a charity trustee
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent)
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- I have not used arrangements notified under the Disclosure of Tax Avoidance Schemes ("DOTAS") rules in Part 7 of the Finance Act 2004 in respect of which a reference number has been issued under section 311 of the Finance Act 2004, where the arrangements featured charitable reliefs or which used a charity, and where my tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- I have not used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of the Finance Act 2013 or section 10 of the National Insurance Contributions Act 2014, as enacted or as amended from time to time) where such counteraction has become final.
- I have not been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and I am not:
    - a promoter[3] named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of the Finance Act 2014; or
    - a promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 of the National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final; or
    - a promoter of arrangements notified under DOTAS, in respect of which a reference number has been issued under section 311 of the Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- I am not an undischarged bankrupt.
- I have not made compositions or arrangements with my creditors from which I have not been discharged.
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.
- I have not been disqualified from serving as a Company Director.
- I will at all times seek to ensure the charity's funds, and charity tax reliefs received by the College, are used only for charitable purposes.

[3] The meaning of a 'promoter ' in this context is explained in the Promoters of Tax Avoidance Schemes guidance: https://www.gov.uk/government/publications/promoters-of-tax-avoidance-schemes-guidance

MERTON COLLEGE

POLICY ON EXTERNAL CHARITABLE DONATIONS

1. The charitable objects of the College are "to advance education, learning, research and religion by the provision of a College" and the statutes of the College grant the Governing Body of the College the powers necessary for or conducive to the maintenance of the College for the advancement of these objects.

2. The College is therefore not a general grant-giving charity and its power to make donations is limited to those which either directly advance its objects or which are conducive to their advancement.

3. The College can therefore consider making donations to external bodies only in the following circumstances:

3.1. Where the proposed donation has a direct impact on advancing the College's charitable objects.

3.2. Where the body or organisation to which the donation is made is directly connected with the College (e.g. its benefices) and the donation is conducive to the College's objects.

3.3. Where the donation supports a service which is of direct benefit to or otherwise clearly supports the educational activities or proper welfare of members or employees of the College and is conducive to the College's objects.

Michaelmas Term 2021

POLICY ON SUSTAINABILITY AND BIODIVERSITY COMMITMENTS

The Governing Body agreed on 13 March 2023 to adopt 2035 as its target date for achieving net zero carbon and biodiversity net gain in the College and across the College estates.

MERTON COLLEGE

SUSTAINABILITY STRATEGY

1. Approval

1.1. This Sustainability Strategy was **approved** by the Governing Body of Merton College ("the College") on 23 June 2025.

1.2. Revisions to this Strategy require the Governing Body's approval.

1.3. The Sustainability Forum has the duty of monitoring and challenging this Sustainability Strategy and of making recommendations concerning it to the appropriate College Boards and, in relation to general principles or the revision of the Sustainability Strategy, to the Governing Body : Bylaw VII.36A.

2. Introduction

2.1. This Sustainability Strategy sets out the College's commitment to playing its part in ensuring that there is a sustainable environment in which the College can continue to pursue its long tradition of excellence as a place of work, study, and community life.

2.2. The climate and nature crises are among the biggest challenges faced by current and future generations. It is important that we all act to reduce our impact on the environment. The College wants to lead by example to become an institution and community that not only mitigates its impact on the environment but actively improves it.

2.3. The College is committed to minimising its environmental impact and contributing to tackling climate change by reducing and eliminating the carbon emissions associated with its operations. It is also committed to reducing and, where possible, reversing its contribution to biodiversity loss.

2.4. The University of Oxford's Environmental Sustainability Strategy sets out two ambitious targets : to achieve net zero carbon and biodiversity net gain by 2035[1]. The College has aligned itself with these targets through the adoption of its Policy on Sustainainability and Biodiversity Commitments by which the Governing Body has identified 2035 as its target-date for achieving net zero carbon and biodiversity net gain in the College and across the College's estates.

2.5. Achieving these targets will require considerable change in how the College and its community operate, and help from the whole community will be needed to achieve them. Working towards a net-zero and nature-positive future will not only allow the College and its community to play an appropriate part in addressing the climate and biodiversity crises, it will bring significant health, social, and other benefits to the College and its members.

2.6. The nature of the College's operations means that some carbon emissions will continue to be unavoidable. For this reason, there will to some extent be a need to offset the College's emissions, but offsetting will only be used when the College's emissions have been reduced as far as possible, and if offsetting is needed, the College commits to following the Oxford Offsetting Principles.

[1] https://sustainability.admin.ox.ac.uk/environmental-sustainability-strategy

3. Getting there

3.1. Seven key action-areas have been identified ; each action-area is guided by high-level commitments alongside specific actions. The key action-areas are :

- Energy use
- Biodiversity
- Travel
- Food
- Waste
- Water
- Investments

3.2. As set out in paragraph 1.3, the Sustainability Forum, which has representation from the whole College community, has the duty of monitoring and challenging this Sustainability Strategy and of making recommendations concerning it to the appropriate College Boards and, in relation to general principles or the revision of the Sustainability Strategy, to the Governing Body.

3.3. A Sustainability Duty has been introduced (Bylaw VI.39A) into the College's decision-making processes to ensure that due regard is had to the College's Sustainability and Biodiversity Commitments. Decisions and recommendations must include include both a statement that due regard has been had to the Sustainability and Biodiversity Commitments and a reasonable assessment of the positive or negative effect of a decision or recommendation on achieving them.

4. Energy Use

4.1. The College currently purchases zero-carbon electricity. This does not mean, however, relaxing the College community's efforts to reduce its electricity use, as current production-capacity for renewable energy in the United Kingdom is not yet 100% of total demand. The College is fortunate to have beautiful and historic buildings, many of them listed, but this also means that limited retrofitting work can be carried out.

4.2. The College should reduce its gas consumption immediately, which will require help from the whole College community in reducing energy- demand. The College is collecting data to measure the carbon impact of its energy use and will present this data regularly to help drive change.

4.3. **Goal**

To reduce emissions for gas and electricity to net zero by 2035. This includes the College buildings and central sites owned and operated by the College.

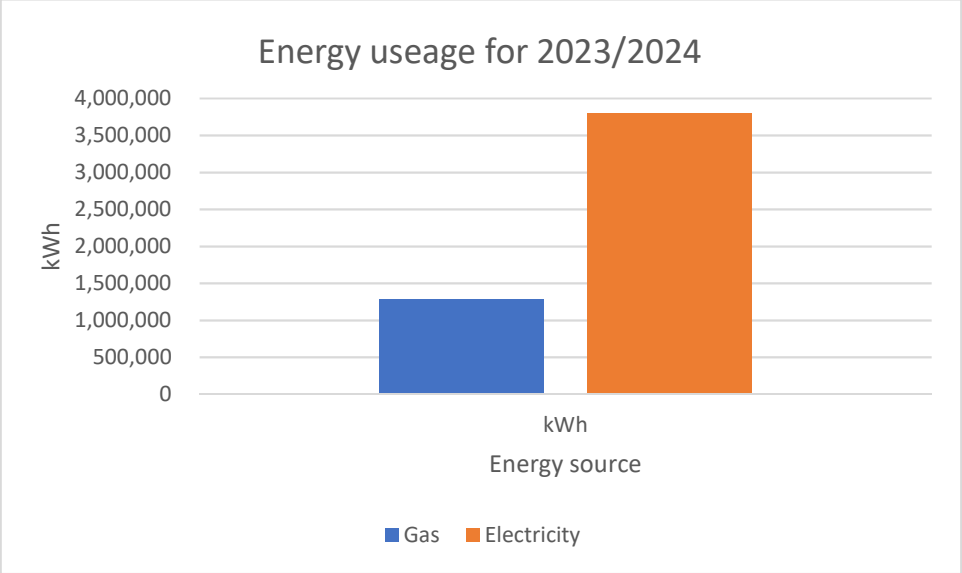
4.4. **Actions taken so far**

- Energy survey of the College estate.
- Switching to a zero-carbon tariff for electricity.
- Programmed installation of insulation, secondary glazing, and double-glazed windows.
- Replacement of many manually-read meters with automatic meter-reading (AMR) which records consumption-data more accurately.
- Installation of high-efficiency electric heating in students' rooms.
- Upgrades to lighting-fixtures and controls with LED-lighting installed in College accommodation and the Chapel as well as lighting-controls and timers.

- The use of gas in the College kitchen has been ended, with the kitchen now using induction-hobs.
- Upgrades to white goods including washing-machines to ensure they are A+++ standard, thereby reducing usage of energy and water.

4.5. Data

Table 1. Energy use at Merton College for 2023/2024



*Figures contain some estimated energy data

4.6. Short-term actions

- Continue annual monitoring and reporting of energy use.
- Incorporate energy-efficiency measures and renewables into retrofits, refurbishments and maintenance of College buildings where appropriate.
- Switch all remaining applicable lighting to LED lighting.
- Roll-out of a large-scale engagement-programme to encourage energy-saving across the College.
- Implement enhanced heating-controls to ensure optimum use of heating.

4.7. Long-term actions

- Investigate the installation of renewables.
- Investigate further opportunities for decarbonisation, including by means of heat-pumps or heat-networks.
- Ensure that energy-efficiency and sustainability are at the centre of the College's programme of refurbishment and maintenance, including upgrades to doors, installation of secondary glazing and increasing the level of insulation.
- Consider adopting the University Sustainability Design Guide[2] for any new builds.

5. Biodiversity

5.1. The College's impact on biodiversity needs to be accounted for, negative impacts mitigated, and positive impacts enhanced, to achieve an overall gain in biodiversity from its activities.

[2] https://sustainability.admin.ox.ac.uk/files/estatesservicessustainabilitydesignguidepdf

5.2. The College has an impact on biodiversity both directly through the management and development of the College's buildings and estates and indirectly through its operations and supply-chain, including sourcing, consumption and disposal of food, water and materials. Direct impacts will be measured via biodiversity-audits ; indirect impacts will be estimated from supplier information, aligned with methods used by the University. Indirect impacts on biodiversity are much greater and harder to quantify.

5.3. The University's biodiversity-audit of colleges (2021) reported a good presence of biodiversity across the College's Oxford sites and estimated that 163.38 tonnes of carbon is stored in vegetation there. It is important to continue to manage these sites for biodiversity and to enhance carbon-sequestration. The College's Head Gardener and her team have undertaken a number of important actions including restoring two wildflower meadows which have both seen a significant increase in biodiversity.

5.4. **Goals**

- Identify and address the impacts of the College's operations on biodiversity and enhance biodiversity on the College main sites and estates.

- Achieve biodiversity net gain from direct and indirect impacts by 2035.

5.5. **Actions taken so far**

- Two wildflower-meadow restoration-projects undertaken in Great Meadow and Music Meadow, with the aim of creating and connecting a network of green spaces for flora and fauna.
- Biodiversity audit carried out in 2021.
- Nesting-boxes for birds, hedgehogs, and solitary bees positioned around the College.
- Biodiversity walks and lectures given to raise awareness.
- Peat-free compost including potting-compost is produced on site, increasing soil-health.
- Bedding-plants grown in-house, removing the need for transport and associated emissions and securing plant health.
- Surplus plants swapped with other colleges.
- Management of grassy areas to allow wildflowers to naturalise.

5.6. **Data**

Table 2. Biodiversity Audit results for Merton College 2021

Asset	Quantity	Unit
Trees		
Total trees recorded	184	count
Species richness	90	No. of species
Earthworms		
Soil-feeding	65	No. of worms
Deep-living	2	No. of worms

Surface-feeding	2	No. of worms
Insects		
Total abundance	1362	count
Flies – Diptera	1156	count
Beetles (including ladybirds and weevils	37	count
Hymenoptera (including ants, bees, and wasps)	137	count

5.7. **Short-term actions**

- Undertake an updated biodiversity-audit.
- Further increase engagement in the planting of native pollination-friendly plant-species.
- Provide signs at Music Meadow and Great Meadow, explaining the benefits of a meadow ecosystem.
- Continue adding new native species to Music Meadow and Great Meadow, for example, Cowslip, Snake's Head Fritillary, and Marsh Marigold.
- Investigate installation of a pond.
- Review the use of pesticides [there may not be any used].
- Investigate creating green corridors with other colleges.
- Change the mowing-regime to enhance wild areas.

5.8. **Long-term actions**

- Identify and address the impacts on biodiversity from our operations and supply-chain.
- Increase biodiversity through the planting choices for any new buildings.
- Create a strategy for monitoring and improving biodiversity and carbon-sequestration the College's landholdings.

6. Travel

6.1. Academic staff, students, College staff, and guests all generate considerable travel-emissions. While travel will always be associated with the College's need to maintain teaching, research, and development, it is important to be mindful of the carbon-emissions generated by travel.

6.2. Unnecessary travel should be reduced and policies should encourage and enable the College community to make sustainable travel-choices, for example by substituting travel by rail or other alternatives for short-haul flights, where possible.

Figure 1. University of Oxford Travel Hierarchy

6.3. Goal

To reduce travel-related emissions relating to the College.

6.4. Actions taken so far

- Bicycle and electric car purchase-schemes for Fellows and staff .
- Interest-free loans for season tickets to allow staff to travel via bus or train rather than drive.
- EV available for the Land Agent to conduct regular farm-visits.
- Increased storage for students over vacations.

6.5. Data

Data will be collected from surveys of Fellows, students, and staff, as well as monitoring flights taken on College business.

6.6. Short-term actions

- Ensure options for sustainable travel to the College are advertised to outside visitors.
- Conduct surveys of travel (i) by Fellows and staff on College business and in commuting and (ii) by students.
- Raise awareness of resources for cyclists among the College community, such as bike-doctor days and cycle-safety training.

6.7. Long-term actions

- Consider how to monitor Scope 3 travel-emissions
- Provide more infrastructure to enable staff and students to make active travel choices such as bicycle-racks, pumps and repair-kits, and safe bicycle-storage facilities.

- Consider participation in any University active travel schemes including bus schemes.

7. Food

7.1. Food-production is responsible for a large amount of greenhouse-gas emissions and is a leading cause of biodiversity-loss.[3] Food waste is a large producer of emissions because of the methane released when food breaks down in landfill.

7.2. The College is committed to gaining an accurate understanding of food-emissions and of the impact on biodiversity of food-consumption and food-waste in College.

7.3. The Head Chef and his team make great efforts to ensure that the food served in the College is sustainably sourced. This includes using seasonal suppliers, fish certified by the Marine Stewardship Council, and coffee certified by the Rainforest Alliance.

7.4. **Goal**

To reduce emissions related to food and food-waste within the College, to increase sustainable food-use, and to continue to monitor and reduce food-waste.

7.5. **Actions taken so far**

- Award of Marine Stewardship Council certification (the first Oxford college to receive this certification).
- Seasonal fruits and vegetables served as much as possible.
- Food deliveries consolidated where possible to reduce the number of deliveries.
- Waste from food-preparation composted in the Fellows' Garden.
- Food-waste collected and separated and sent to a local anaerobic-digestion plant.
- Meals pre-booked to avoid food-wastage.
- Food-waste weighed, monitored, and communicated with signs in the Hall.

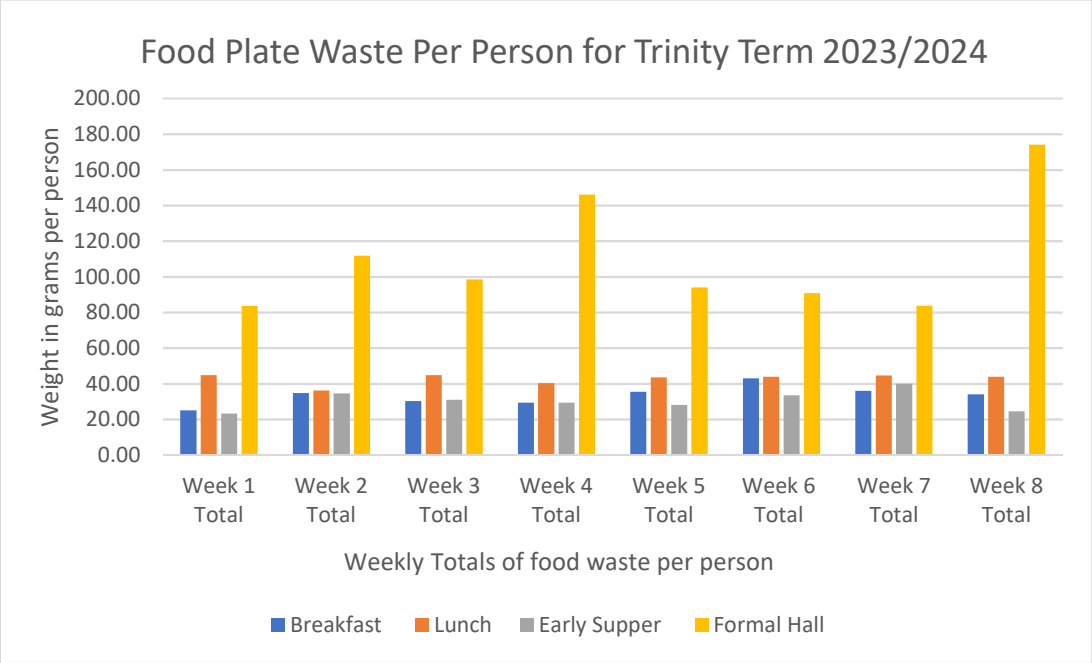
Figure 2. Merton food waste reduction poster

[3] https://ourworldindata.org/food-ghg-emissions

- Hosted two UNIQ+ students to explore options for reducing food-waste in the College Kitchen.

7.6. **Data**

Table 3. Food plate waste from Merton College Trinity Term 2023/2024



7.7. **Short-term actions**

- Continue where possible to make sustainable choices for the procurement of food.
- Continue to encourage the Kitchen to take account of sustainability in the composition of menus.
- Provide bins for food-waste in College accommodation.
- Explore options for making excess food available for donation after service.
- Improve and continue to monitor data on food-waste.
- Engage with Fellows, students, staff, and visitors, as well as suppliers, on the College's commitment to serving sustainable food.
- Arrange a sustainable Formal Hall highlighting sustainable food-choices.

7.8. **Long-term actions**

- Review use of food-matrix tool.
- Investigate on-site growing of food, such as vegetables, herbs, and more fruit.
- Ensure suppliers understand the College's commitment to sustainable procurement.

8. Waste

8.1. The College produces a substantial amount of waste every year from all its sites which has an impact on the environment. Its aim should be to decrease non-recyclable waste and increase recycling-rates, maximising the waste that can be recycled.

8.2. It is important to remember that recycling is only one of the "4 R's": rethink, reduce, reuse and recycle.

8.3. Goal

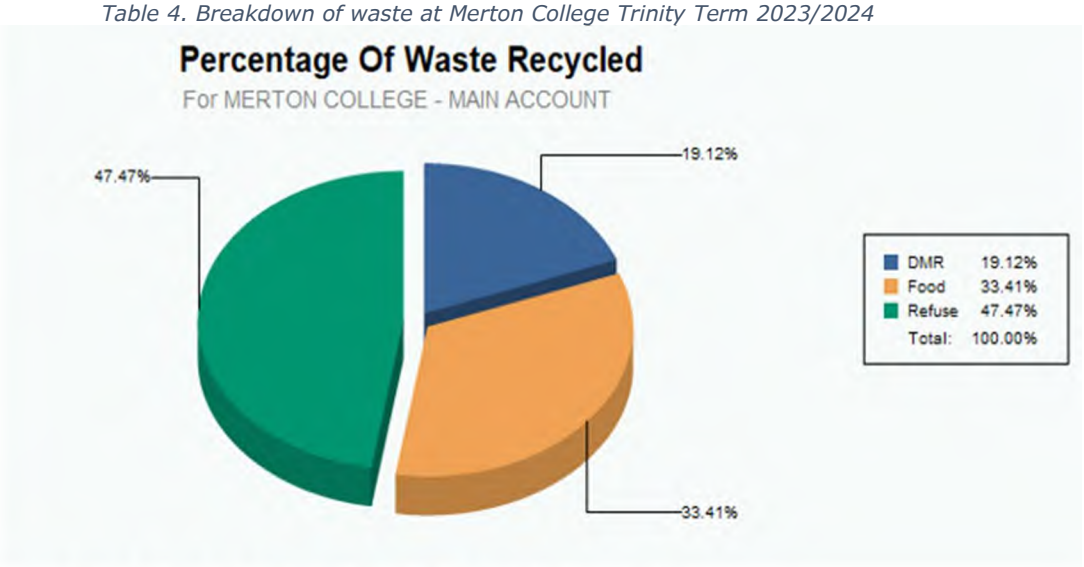
- To monitor and report statistics for waste over the next 10 years to achieve a year-on-year reduction in non-recycled waste

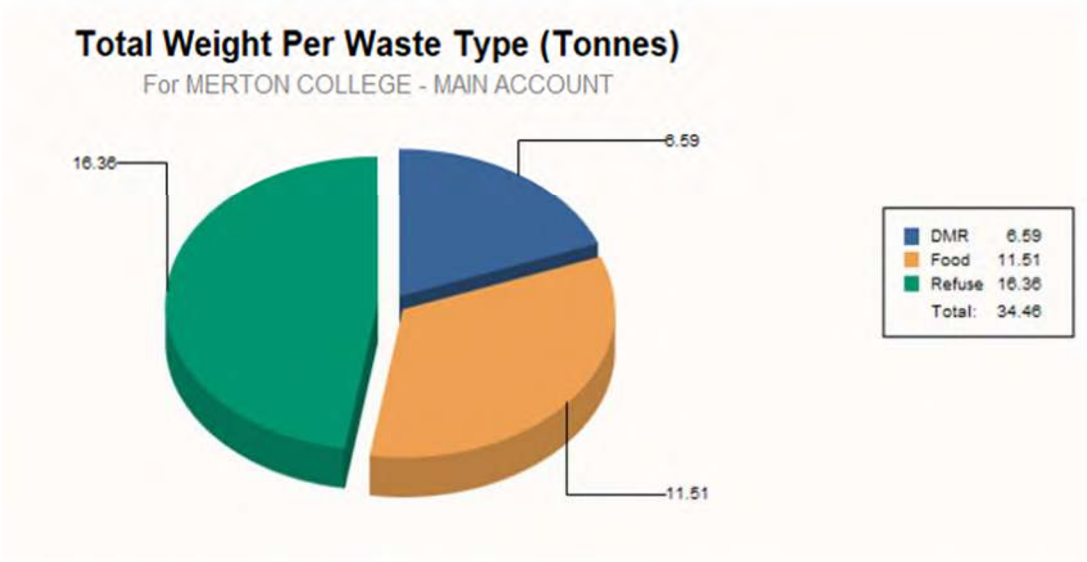
8.4. Actions taken so far

- Separate recycling-bins are available across the College in accommodation, offices, and communal spaces.
- Garden-waste is composted and reused.
- Reduction in single-use plastics in packaging procured by the College.
- British Heart Foundation donation-boxes are located in the College to reduce waste.
- Recycling of hard-to-recycle items such as printer-cartridges, pens, batteries, and plastic films.

8.5. Data

Table 4. Breakdown of waste at Merton College Trinity Term 2023/2024





8.6. **Short-term actions**

- Improved recycling for hard-to-recycle items such as white goods.
- Use of bio-degradable or compostable containers.
- End use of disposable cups in the College bar and at coffee-machines.
- Install refillable water-stations throughout the College.
- Where possible prioritise the procurement of pre-used and upcycled products.

8.7. **Long-term actions**

- Calculate recycling rates and develop plans to increase these rates.
- Eliminate single-use plastic across the College site including investigating refillable containers for cleaning-products.
- Encourage suppliers to have returnable or reusable containers and to reduce unnecessary plastics and packaging.
- Enable and encourage on-site residents to reduce domestic and miscellaneous waste.

9. Water

9.1. Water is a vital resource that may become unpredictable through the effects of climate change, such as drought and flooding.

9.2. Not only is water an important resource to conserve, but there are carbon emissions associated with water-use from the energy used to pump, heat, and treat the water used.

9.3. **Goal**

To monitor and report the College's water use over the next 10 years and to reduce year-on-year water usage in its current buildings and gardens.

9.4. **Actions taken so far**

- Water-saving devices fitted in toilets.
- Rain-harvesting at the T.S. Eliot Lecture Theatre building.
- Seep-hoses used in shaded areas.
- Dishwasher in the College Kitchen upgraded to reduce water-consumption.
- Drought resistant plants (rather than those requiring regular watering) planted in the College gardens.

9.5. **Data**

Date will be collected for water invoices and monitored.

9.6. **Short-term actions**

- Accurately record water-consumption
- Continue to install water-saving devices in existing facilities
- Run awareness campaigns to reduce water-use by Fellows, students, and staff.
- Increase the number of water-butts in the gardens.
- Installation of water saving shower heads.

9.7. **Long-term actions**

- Invest in water-recycling technologies in buildings and gardens.
- Ensure appliances have the highest wateruse efficiency-standards.

10.Investments

10.1. The College has significant landholdings, including farms, as well as a portfolio of other investments. The College's approach to its investments is set out in its Investment Policy, which is regularly reviewed.

10.2. The College has undertaken a natural capital and biodiversity audit of its estates which has highlighted areas where changes can be made to improve the estates' biodiversity. It will allow the College to model the effects on overall carbon-emissions of changes to its estate-management strategy or the introduction of new projects such as renewable-energy schemes.

10.3. **Goals**

To continue to have regard to the College's Sustainability and Biodiversity Commitments and to ensure that the College estates have a positive impact on biodiversity and the local environment.

10.4. **Actions taken so far**

- Audited the College's estates to obtain a baseline of natural capital and biodiversity, based on current use and occupancy.
- Running a pilot project on one agricultural estate which is being managed for biodiversity.
- Moved equity-holdings to the L&G Future World ESG Developed and Emerging Market Indices Fund.
- Engaging with Private Equity providers on ESG approaches.

10.5. **Data**

Table 5. Estimated Carbon Emissions of Merton Land Holdings from Savills in 2021

	Rural Portfolio	Urban Portfolio
Estimated total emissions per year tCO2e	8820.29	4764.30
Estimated total sequestration per year tCO2e	3276.22	179.41
Estimated Carbon Balance per year tCO2e	5544.07	4584.90

10.6. **Short-term actions**

- Have due regard to the College's Sustainability and Biodiversity Commitments in managing relationships with the College's tenants and investment-managers.
- Review the Investment Policy.

10.7. **Long-term actions**

- Review new tenancies to encourage tenants to consider opportunities to improve biodiversity and reduce carbon-emissions.
- Invest in properties to increase energy-efficiency and reduce their environmental footprint.
- Consider opportunities for renewable-energy initiatives on the College estates.
- Regularly update and review natural capital and biodiversity audits.
- Keep the Investment Policy under review.

MERTON COLLEGE

POLICY ON REPORTING SERIOUS INCIDENTS TO THE CHARITY COMMISSION

1. Approval

1.1. This Policy was **approved** by the Governing Body of Merton College ("the College") on 21 May 2025.

1.2. Revisions to this Policy require the Governing Body's approval.

1.3. This Policy must be reviewed **annually** by the Governing Body with the advice of the Statutes and Bylaws Committee, having due regard to the Serious Incident Guidance and any other relevant guidance published by the Commission.

2. Scope and purpose

2.1. The Commission requires charities to report serious incidents, to make prompt, full, and frank disclosure to the Commission, and to let the Commission know how they are dealing with incidents they have reported.

2.2. Under Bylaw I.10, the Governing Body has delegated to SIRC authority to report to the Commission serious incidents affecting the College and authority to deal with the Commission in relation to any report made.

2.3. The purpose of this Policy is to enable the Governing Body and SIRC to meet the Commission's requirement to report serious incidents and to provide appropriate guidance to the Governing Body and SIRC in the discharge of their duties.

3. Definitions

In this Policy the following terms have the following meanings:

Bylaw	A College Bylaw made for the College by the Governing Body under College Statute 2.7.
College Employee	Includes academic and non-academic employees of the College, permanent, temporary, contract, agency and other support staff.
College Members	For the purposes of this Policy : the Warden, the Fellows, and the Junior Members.
Commission	The Charity Commission for England and Wales.
Fellow	A person holding any category of Fellowship of the College as defined by Statute 4.2 and Bylaw III.11(a).
Junior Member	A Junior Member of the College as defined by College Statute 6.1, i.e., a person who has been presented by the College for matriculation or who has migrated to the College and is engaged in an approved course of study within the University or who has been admitted to the College to pursue an approved course of study.

People who come into contact with the College through its work A Person who comes into contact with the College through its work	Includes (but not necessarily limited to) College Members, College Employees, Relevant Other Staff, choristers, alumni, applicants for admission to the College, visitors, guests, those attending services in the College Chapel, those attending concerts, participants in summer schools and conferences, tourists, and in some cases the families of those mentioned here.
Relevant Other Staff	Consultants, self-employed contractors, casual workers, agency workers, apprentices, volunteers and interns working for the College. For the purposes of this policy, this term includes Visiting Scholars.
Safeguarding	The range of measures in place to protect from abuse and mistreatment of any kind (including neglect) the People who come into contact with the College through its work. **N.b.** that this is the definition of "safeguarding" used by the Commission for the purposes of charity law and of reporting-obligations to the Commission as regulator. It includes, but is wider than, safeguarding in relation to children and adults at risk as understood in that context under UK legislation and practice guidance.
Serious Incident Guidance	"How to report a serious incident in your Charity. Guidance for charity trustee about serious incidents : how to spot them and how to report" (together with the accompanying examples table), published by the Commission on 2 June 2014 and subsequently updated.
SIRC	An ad hoc committee established by Bylaw I.10, consisting of the Warden, the Sub-Warden, the Finance Bursar, and the Dean and Keeper of the Statutes (as Keeper of the Statutes and Bylaws).
Visiting Scholar	A person appointed by the Governing Body as a Visiting Scholar under Bylaw VI.13.

4. Serious Incidents

4.1. A serious incident affecting the College is an adverse event, whether actual or alleged, which results in or risks:

- significant harm to People who come into contact with the College through its work ;
- significant loss of the College's money or assets ;
- significant damage to the College's property ;
- significant harm to the College's work or reputation.

4.2. Serious incidents may occur outside the physical boundaries of the College.

4.3. **"Significant".** In considering whether to report an incident, consideration must be given to the question of whether the incident is judged to meet the threshold of being "significant". The Serious Incident Guidance defines "significant" as "significant in the context of your charity, taking account of its staff, operations, finances, and/or reputation".

4.3.1. Relevant considerations in determining whether harm, loss, or damage should be regarded as significant may include :

4.3.1.1. the degree of actual, alleged or potential harm to the person affected, or to the College's work, reputation or resources ;

4.3.1.2. the seniority of those whose conduct is alleged to have caused harm ;

4.3.1.3. whether the incident has been reported to the police or other public authorities, and, if so, whether they are investigating it or taking any other action ;

4.3.1.4. whether there has been systemic or repeated failure of the College's internal policies or safeguards, or whether the incident is a single episode that has been detected and dealt with or remedied appropriately ;

4.3.1.5. the context for the College generally is that of a charity of international reputation which has been in existence for over 760 years, which carries out its charitable objects of advancing education, learning, research, and religion at world-class level, which has an endowment of approximately £330 million, which has a Governing Body of about 55 and about 100 other Fellows (including Honorary and Emeritus Fellows), about 625 people on its payrolls, about 575 Junior Members of whom 300 are undergraduates, and about 5,000 living alumni worldwide ;

4.3.1.6. the context for the College in relation to questions of significant reputational harm to the College is the very longstanding public prominence of the College and its capacity to attract considerable media-attention even in relation to minor incidents ; consideration should include whether an incident would be likely to give rise to lasting and serious reputational damage in the minds of reasonable people who are not unduly hasty in giving credence to sensational or provocative reporting.

4.3.2. Questions of significant harm to individuals must be considered on a case-by-case basis. Serious psychological, physical, or material detriment should normally be considered significant harm.

4.4. **Categories of Serious Incident.** The main categories of reportable incident are (following the Serious Incident Guidance) :

4.4.1. Protecting people and Safeguarding incidents : incidents that have resulted in or risk significant harm to People who come into contact with the College through its work.

4.4.2. Financial crimes : fraud, theft, cyber-crime, and money-laundering.

4.4.3. Large donations from an unknown or unverifiable source or suspicious activity using the College's fund.

4.4.4. Significant financial loss.

4.4.5. Links to terrorism or extremism including proscribed organisations, individuals subject to an asset freeze or kidnapping of staff or students.

4.4.6. Other significant incidents : e.g. insolvency, forced withdrawal of banking services without an alternative, signficant data breaches or incidents involving partners that materially affect the College.

4.5. **Safeguarding.** I.e., the range of measures in place to protect from abuse and mistreatment of any kind (including neglect) People who come into contact with the College through its work. This is the definition of "safeguarding" used by the Commission for the purposes of charity law and of reporting-obligations to the Commission as regulator. It includes, but is wider than, safeguarding in relation to children and adults at risk as understood in that context under UK legislation and practice guidance.

4.5.1. The College recognises that the definition of Safeguarding is very broad.

4.5.2. In summary, the Commission expects the College to report Safeguarding incidents satisfying the following criteria:

4.5.2.1. Incidents of alleged or actual abuse or mistreatment of People who come into contact with the College by by a College Member, College Employee or Relevant Other Staff which risk significant harm ;

4.5.2.2. other incidents (actual or alleged) of abuse or mistreatment of People who come into contact with the College through its work which are connected with the College's activities, and which risk/result in significant harm;

4.5.2.3. breaches of policies or procedures that have put at significant risk of harm People who come into contact with the College through its work;

4.5.2.4. incidents involving actual or alleged criminal conduct, unless it is minor.

4.5.3. The College is not expected to report every internal staffing incident not involving Fellows or senior College Employees (e.g., an allegation that one relatively junior College Employee has bullied another), at least where it is not considered or found to be part of a systemic failure.

4.5.4. The College is not expected to report day-to-day misconduct (such as drunkenness, minor one-off theft, or minor damage to property).

4.5.5. Having regard to the above, examples of situations where it may be appropriate for a report to be made might include:

4.5.5.1. Assault, including sexual assault, said to have been committed by a College Member, College Employee or Relevant Other Staff against a Person who comes into contact with the College through its work (including another College Member, College Employee or Relevant Other Staff) ;

4.5.5.2. harassment, discrimination, abuse or bullying said to have been committed by a College Member, College Employee or Relevant Other Staff against a Person who comes into contact with the College through

its work (including another College Member, College Employee or Relevant Other Staff) ;

4.5.5.3. significant failure by the College to apply or follow its Statutes, Bylaws or procedures, including, for example, disciplinary procedures, fitness to study procedures, harassment procedures, or procedures for investigating student complaints ;

4.5.5.4. the death or serious injury of any person on College premises or in the course of contact with the College through its work.

5. Reporting Serious Incidents

5.1. The duty of SIRC, as defined by Bylaw I.10, is to determine whether any incident of which it is made aware is a serious incident that ought to be reported to the Commission and to report such incidents.

5.2. In determining whether an incident is a serious incident that ought to be reported, SIRC is required to have regard to guidance published by the Commission and to such legal and other professional advice as it may think appropriate to obtain in the circumstances.

5.3. SIRC must therefore have regard to the Serious Incident Guidance in determining whether an incident is a serious incident that ought to be reported. The Serious Incident Guidance should be regarded as incorporated into this Policy.

5.4. Reports of actual or alleged incidents should be made promptly, that is as soon as reasonably possible after they happen or the College becomes aware of them.

5.5. Notwithstanding the delegation to SIRC by Bylaw I.10, the Governing Body has ultimate responsibility for ensuring that the College makes a report where one is required and that it does so in a timely manner. The Governing Body recognises that if no report is made about something serious affecting the College and the Commission later becomes involved, the Governing Body must be able to explain why the decision was taken not to make a report at the time.

5.6. College Members, College Employees, or Relevant Other Staff who become aware of an incident or a suspected incident that they consider might be reportable to the Commission as a serious incident must bring it to the attention of a member of SIRC.

5.7. Bylaw I.10 provides for SIRC to report to the Governing Body and to consider inter alia whether the Governing Body should be summoned to meet in advance of its next scheduled meeting:

- If SIRC decides to report an incident as a serious incident :
    - it must first inform the Governing Body in writing and must also consider whether it would be expedient for the Governing Body to be summoned to meet in advance of its next scheduled meeting ;
    - it must present to the next meeting of the Governing Body a written report of its dealings with the Commission, including a copy of the serious incident report filed with the Commission.
- If SIRC considers an incident and determines that it is not a serious incident that ought to be reported to the Commission, it is required to present to the next meeting

of the Governing Body a written report of its determination and the considerations that led to it.

5.8. In the College's annual return to the Commission it must make a declaration confirming that there were no serious incidents during the previous financial year that should have been reported to the Commission but were not. If incidents have occurred and have not been reported at the time, the College must report these to the Commission before filing the annual return so as to be able to make the declaration.

MERTON COLLEGE

SEXUAL HARASSMENT (COLLEGE EMPLOYEES) POLICY

1. Approval and Binding Effect

1.1. This Policy was **approved** by the Governing Body of Merton College on 23 June 2025.

1.2. Any amendments to this Policy require the Governing Body's approval.

1.3. This policy does not form part of any contract of employment or contract to provide services, and the College may amend it at any time. This Policy must be reviewed annually by the Governing Body with the advice of the Statutes and Bylaws Committee and of such other Boards and College Officers as the Statutes and Bylaws Committee or the Governing Body deems appropriate.

1.4. All College Members, College Employees, and Relevant Other Staff are covered by and must comply with this Policy. Members of the Governing Body and those in positions of authority within the College, such as College Officers and Heads of Department are expected to familiarise themselves with this Policy. College Officers, Heads of Department, and all other managers, have a duty to implement this Policy and to make every effort to ensure that Sexual Harassment and Victimisation do not occur in the teams and activities for which they are responsible and that, if they do occur, any concerns are investigated promptly and effectively.

1.5. Engaging in Sexual Harassment or Victimisation may lead to disciplinary action including termination of employment and/or expulsion from the College.

2. Scope

2.1. The College does not tolerate Sexual Harassment or Victimisation. The College seeks to ensure that the working environment of the College is safe and supportive for all College Employees.

2.2. All College Employees are entitled to be treated with dignity and respect. This includes freedom from Sexual Harassment and Victimisation, feeling safe and supported, and having access to redress if Sexual Harassment or Victimisation occurs.

2.3. Sexual Harassment is unlawful under the Equality Act 2010 and the College is required by law to take reasonable steps to prevent the Sexual Harassment of all College Employees.

2.4. This Policy covers behaviour which occurs in any of the following situations :

2.4.1. in a College Employee's normal workplace while they are at work ;

2.4.2. outside a College Employee's normal workplace or normal working hours but where the situation relates to work : examples include (but are not limited to) working-lunches, business-trips, or social functions ;

2.4.3. outside a College Employee's workplace and working-hours but involving a co-worker or some other person connected to the College ;

2.4.4. outside a work-situation where the incident is relevant to a person's suitability to carry out a role.

2.5. This Policy does not provide a separate procedure for complaints of Victimisation which should be made through the applicable Grievance Procedure.

3. Definitions

3.1. In this Policy the following terms have the following meanings :

Board	A Committee, Sub-Committee, or Forum of the College as set out in Chapter VII of the Bylaws.
Bylaw	A College Bylaw made for the College by the Governing Body under Statute 2.7.
College Officer	As defined by College Statute 5.2 and Bylaws IV.1 and 2 but (for the purposes of this Policy) including the Warden in relation to a complaint about the conduct of the Sub-Warden.
College Employee	Includes academic and non-academic employees of the College, permanent, temporary, contract, agency and other support staff, and includes Junior Members who are employed by the College in any capacity.
College Members	For the purposes of this Policy : the Warden, the Fellows, and the Junior Members.
Equality Act 2010	The Equality Act 2010 as subsequently amended.
Fellow	A person holding any category of Fellowship of the College as defined by Statute 4.2 and Bylaw III.11(a).
Formal Complaint	A Formal Complaint under the Sexual Harassment Complaints Procedure.
Grievance Procedure	The grievance procedure provided for College Employees in the Staff Handbook or in Statute IX and Bylaw VIII as applicable.
Investigator	The person appointed to investigate a Formal Complaint.
Junior Member	A Junior Member of the College as defined by Statute 6.1, i.e., a person who has been presented by the College for matriculation or who has migrated to the College and is engaged in an approved course of study within the University or who has been admitted to the College to pursue an approved course of study.
Protected Act	Any of the following : • Making a claim or complaint under the Equality Act 2010 (for example for discrimination or harassment);

	• helping another person to make a claim by giving evidence or information in connection with proceedings under the Equality Act 2010 ; • making an allegation that someone has breached the Equality Act 2010 ; • doing anything else in connection with the Equality Act 2010.
Relevant College Officer	The College Officer identified as the Relevant College Officer in paragraph 5.4.
Relevant Other Staff	Consultants, self-employed contractors, casual workers, agency workers, apprentices, volunteers and interns working for the College.
Senior Colleague	One of the Heads of Department identified and trained for this role. The names of the Senior Colleagues are displayed on posters in the Staff Common Room and elsewhere around the College. Further provision about the Senior Colleagues is set out in paragraph 3.7.
Sexually Harass	To engage in Sexual Harassment.
Sexual Harassment	Unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person ; and/or treating someone less favourably because they have submitted to or refused to submit to unwanted conduct of a sexual nature or that is related to gender reassignment or sex. Further provisions relating to the definition of Sexual Harassment are set out in paragraphs 3.2 and 3.3.
Sexual Harassment Complaints Procedure	The procedure provided in section 6 of this Policy to deal with College Employees' complaints of Sexual Harassment.
Statute	One of the College Statutes approved by The Queen-in-Council on 15 July 2015.
Staff Harassment Adviser	A Fellow of the College who has been appointed by the Governing Body to be one of the Advisers on Staff Harassment Policy. The names of the Staff Harassment Advisers are displayed on posters in the Staff Common Room and elsewhere around the College. The names are also available from the Human Resources Department or the Warden's Office.

	Further provision about the role of the Staff Harassment Advisers is made in paragraph 3.8.
Third Party	A person who is not a College Employee.
Victimisation	Subjecting a person to detriment because they have done or are suspected of doing or intend to do a Protected Act; it is not necessary for the person actually to have done the Protected Act for detrimental treatment to amount to Victimisation. Further provisions relating to the definition of Victimisation are set out in paragraph 3.4.
Warden	Includes an Acting Warden appointed under Statute 3.4.
Working Days	Days other than : Saturdays, Sundays, Bank Holidays in England and Wales, or days within the College's Christmas and Easter closures.
You	Within the Sexual Harassment Complaints Procedure : a College Employee who believes that they have been Sexually Harassed and who may wish to make a Formal Complaint.

3.2. Sexual Harassment is defined above and may include (but is not limited to) unwanted conduct of the following kinds:

3.2.1. sexual comments or jokes (sometimes referred to as "banter") ;

3.2.2. displaying sexually-graphic pictures, posters, or photographs ;

3.2.3. suggestive looks, staring, or leering ;

3.2.4. sexual propositions or advances ;

3.2.5. making promises in return for sexual favours ;

3.2.6. sexual gestures ;

3.2.7. intrusive questions about a person's private or sex-life ;

3.2.8. a person discussing their own sex-life ;

3.2.9. sexual posts or contact in online communications including on social media ;

3.2.10. spreading sexual rumours about a person ;

3.2.11. sending sexually-explicit emails, text-messages, or social-media messages ;

3.2.12. touching, hugging, massaging, or kissing.

3.3. Behaviour may amount to Sexual Harassment :

3.3.1. whether it is in person or by digital or other remote means ;

3.3.2. where it is sexual in nature whether or not it was sexually motivated ;

3.3.3. whether it is by someone of the same or a different sex ;

3.3.4. whether or not the person harassed was the intended target of the behaviour.

3.4. A single incident can amount to sexual harassment.

3.5. Victimisation may include (but is not limited to) :

3.5.1. failing to consider someone for promotion because they have made a complaint of Sexual Harassment ;

3.5.2. dismissing someone because they accompanied a colleague to a meeting about a complaint of Sexual Harassment ;

3.5.3. excluding someone from work-meetings because they gave evidence as a witness for another College Employee about a complaint of Sexual Harassment.

3.6. The intention of someone who commits Sexual Harassment is not likely to be relevant and a person may be Sexually Harassed even if they were not the intended target. For example, a person may be Sexually Harassed by pornographic images displayed on a colleague's computer in the workplace.

3.7. Senior Colleagues

3.7.1. The role of a Senior Colleague is to take appropriate steps to see if a matter can be resolved through informal action if they are approached by a College Employee under paragraph 6.2 below. In some cases, this may include to asking the parties to consider entering into a mediation or conciliation process.

3.7.2. The Domestic Bursar in consultation with the Head of Human Resources must identify no fewer than two Heads of Department to be available to College Employees as Senior Colleagues and must ensure that they are appropriately trained and supported. The Domestic Bursar must try to ensure diversity among the Heads of Department identified so as to favour the approachability of the Senior Colleagues.

3.7.3. The names of the Senior Colleagues must be displayed on posters in the Staff Common Room and elsewhere around the College.

3.8. Staff Harassment Advisers

3.8.1. The role of the Staff Harassment Advisers is to listen non-judgmentally to the concerns of College Employees who believe that they have been Sexually Harassed and to provide them with support by:

3.8.1.1. guiding them through this Policy and the Sexual Harassment Complaints Procedure, clarifying the options open to them, and assisting them to resolve the matter informally where possible ;

3.8.1.2. where requested, supporting them through the resolution process, whether formal or informal ;

3.8.1.3. dealing with all cases in the utmost confidentiality, except where there is an unacceptable risk to a Junior Member, a College Employee, or the College ; and

3.8.1.4. referring them to other advisers where necessary or to other agencies or support-systems as appropriate.

3.8.2. Staff Harassment Advisers must not :

3.8.2.1. approach the alleged harasser in an attempt to mediate or resolve the matter ;

3.8.2.2. act as a representative or advocate ; or

3.8.2.3. act as a party to any stage of a Formal Complaint.

3.8.3. The names of the Staff Harassment Advisers must be displayed on posters in the Staff Common Room and elsewhere around the College.

4. Training

4.1. The College provides regular training about Sexual Harassment to all College Employees, members of the Governing Body, and Junior Members to ensure that they understand what Sexual Harassment is, how it may occur, that it will not be tolerated, and how it will be dealt with.

4.2. The College ensures that those involved in the management of College Employees and in the administration of this Policy have the training they need to implement this Policy, including preventing the occurrence of Sexual Harassment in the workplace and the procedures to follow if an allegation is reported.

5. Sexual Harassment by Third Parties

5.1. Sexual Harassment by a Third Party occurs when a College Employee is subjected to Sexual Harassment by someone (a) who is not a College Employee but (b) whom the College Employee has encountered in connection with their work.

5.2. Sexual Harassment of College Employees by a Third Party is unlawful and will not be tolerated. The College will take reasonable steps to prevent College Employees from being Sexually Harassed by Third Parties.

5.3. Steps taken by the College to prevent College Employees from being Sexually Harassed by Third Parties may include : attaching signs at appropriate entries to the College's premises, informing suppliers and contractors that the College does not tolerate Sexual Harassment, training and guidance for Third Parties who are College Members.

5.4. College Members who are not College Employees are Third Parties. The College nonetheless has jurisdiction over them under its Statutes and Bylaws and they are subject to this Policy ; complaints may be made about them under the Sexual Harassment Complaints Procedure.

5.5. College Employees who are subjected to Sexual Harassment by a Third Party are encouraged to report this as soon as possible to the Domestic Bursar who will consider in consultation with other College Officers and Heads of Department how the College should respond.

5.6. If any Third Party Sexually Harasses any College Employees or College Members, the College will take steps to remedy any complaints and to prevent it happening again. Such steps may include warning the Third Party about their behaviour, banning them from the College's premises, reporting any criminal acts to the police, and sharing information with the University or another College or other Colleges as relevant.

5.7. Sexual Harassment of a Third Party by a College Employee or a College Member may lead to disciplinary action up to and including dismissal or expulsion.

6. Sexual Harassment Complaints Procedure

6.1. Outline

6.1.1. This Sexual Harassment Complaints Procedure is provided to enable You to make a Formal Complaint where You believe you have been Sexually Harassed by another College Employee or by a College Member.

6.1.2. Before making a Formal Complaint, however, You may wish to try to resolve the issue through informal action. Paragraph 6.2 contains information about what to do if that is the case. You should also make sure you keep notes about what happened and when so that you can refer back to them.

6.1.3. If a criminal offence may have also have been committed (for example assault), You may seek advice from the Domestic Bursar or the Head of Human Resources and/or You can approach the Police directly.

6.1.4. If You have already made a complaint about an incident of Sexual Harassment under another College policy or procedure, You cannot use this Procedure to make another complaint about the same incident.

6.2. Informal Action before a Formal Complaint

6.2.1. This section sets out what to do if You wish to try to resolve the issue through informal action.

6.2.2. You are not required to approach the person about whom You would like to complain although You are entitled make it clear to the person concerned that their behaviour is not wanted and that they must stop.

6.2.3. If You do not feel comfortable approaching them directly but would nevertheless like to try to resolve the issue through informal action, You should approach a Senior Colleague. The names of the Senior Colleagues whom You can approach are displayed on posters in the Staff Common Room and elsewhere in the College. You can ask one of the Staff Harassment Advisers to support You. There is more information about the role of Senior Colleagues in paragraph 3.7 above.

6.2.4. Before approaching a Senior Colleague, if You are not certain whether an incident or series of incidents amounts to Sexual Harassment, You can initially approach a Staff Harassment Adviser for confidential advice.

6.2.5. In some situations, it may be appropriate for the Senior Colleague to ask the parties to consider entering into a mediation or conciliation process. Although mediation or conciliation may be attempted at any time before or after a Formal Complaint, it may be particularly helpful if it is considered at an early stage before the formal procedure is invoked.

6.3. Formal Complaints

6.3.1. If informal action does not resolve the issue or if You think that it would be inappropriate to try to resolve the issue through informal action, You can make a Formal Complaint.

6.3.2. If You make a Formal Complaint, You will be taken to consent to its investigation and to the making of inquiries in pursuit of that investigation.

6.3.3. Complaints must be dealt with confidentially by all parties except where it is necessary to disclose information to carry out a fair investigation. To enable an investigation to be carried out fairly, Your identity will usually need to be disclosed to any person who is the subject of the complaint.

6.3.4. All parties involved in a complaint must act reasonably and fairly and treat the College's procedures with respect.

6.4. **Making a Formal Complaint**

6.4.1. Unless You are a Junior Member, You must follow this Sexual Harassment Complaints Procedure if You wish to make a Formal Complaint that You have been Sexually Harassed by another College Employee or by a College Member. You can ask one of the Staff Harassment Advisers to support You. If You are a Junior Member and also a College Employee, You may use procedures that are available to You as a Junior Member if they would also be appropriate, and paragraph 6.1.4 will apply if You choose to do that.

6.4.2. You must make Your Formal Complaint in writing and send it to the Relevant College Officer. If You find it difficult to put Your Formal Complaint in writing yourself, You can ask someone you trust to write down what you tell them so that you can send it to the Relevant College Officer as Your Formal Complaint. If You ask someone You trust to write down what You tell them, You must make sure that they understand and accept that they must keep what they learn confidential in accordance with paragraph 6.3.3.

6.4.3. Paragraph 6.5 identifies the information that Your Formal Complaint should contain. Paragraph 6.6 identifies the Relevant College Officer.

6.5. **Contents of Your Formal Complaint**

6.5.1. Your Formal Complaint should include the following information about the Sexual Harassment that You say occurred :

6.5.1.1. Your name and contact-details ;

6.5.1.2. the name of the person about whom You are complaining ;

6.5.1.3. the nature of the behaviour about which You are complaining expressed as clearly and succinctly as possible ;

6.5.1.4. the dates and times when the Sexual Harassment occurred and who was present ;

6.5.1.5. the names and contact-details of any witnesses to the Sexual Harassment ;

6.5.1.6. details of any action already taken by You to stop the Sexual Harassment;

6.5.1.7. a summary of the effect on You of the Sexual Harassment.

6.5.2. Your Formal Complaint should be accompanied by any relevant evidence.

6.6. **Sending Your Formal Complaint to the Relevant College Officer**

6.6.1. If You are a College Employee to whom Statute IX and Bylaw VIII apply :

6.6.1.1. You must send Your Formal Complaint to the Sub-Warden unless Your complaint is about the Sub-Warden or a Junior Member.

6.6.1.2. If Your complaint is about the Sub-Warden, You must send Your Formal Complaint to the Warden.

6.6.1.3. If Your complaint is about a Junior Member (including where the Junior Member is also a College Employee), You must send Your Formal Complaint to the Principal of the Postmasters.

6.6.2. If You are a College Employee to whom Statute IX and Bylaw VIII do not apply:

6.6.2.1. You must send Your Formal Complaint to the Domestic Bursar unless Your complaint is about the Domestic Bursar.

6.6.2.2. If Your complaint is about the Domestic Bursar, You must send Your Formal Complaint to the Finance Bursar.

6.6.2.3. If Your complaint is about a Junior Member (including where the Junior Member is also a College Employee), You must send Your Formal Complaint to the Principal of the Postmasters.

6.7. On receipt of Your Formal Complaint, the Relevant College Officer will consider in consultation with You what interim appropriate action may be necessary. This may include making temporary arrangements to ensure that You are not brought into contact with the person about whom you have complained or suspending them until Your Formal Complaint has been resolved.

6.8. As a general principle, the decision whether to progress a complaint is up to You, but the College has a duty to protect all staff and may pursue the matter independently if, in all the circumstances, the Relevant College Officer considers it appropriate to do so.

6.9. **Appointing an Investigator**

6.9.1. Within five working days of receipt of Your Formal Complaint, the Relevant College Officer must appoint an Investigator and write to You to notify you of the identity of the proposed Investigator.

6.9.2. An Investigator should normally be a Fellow or a senior College Employee (for example, the Head of Human Resources), as appropriate. An Investigator must not have been involved in any attempt at resolving the issue through informal action nor had any other involvement with the subject-matter of Your Formal Complaint.

6.9.3. You must be given an opportunity to object to the proposed Investigator.

6.9.4. If You wish to object to a proposed Investigator You must write to the Relevant College Officer within five working days of being notified and must give reasons for Your objection.

6.9.5. The Relevant College Officer must appoint another Investigator if, in their opinion, Your objections disclose good reasons for doing so.

6.10. **Investigation**

6.10.1. The duty of the Investigator is to investigate Your Formal Complaint independently and impartially and then to make a report to the Relevant College Officer as further set out below.

6.10.2. The Investigator must make appropriate and proportionate inquiries in pursuit of their duty. The Investigator may request additional information, including documents, from You and/or from any other person, and hold interviews with You, any witnesses You have identified, and any other person.

6.10.3. If You are interviewed by the Investigator during their inquiries, You may be able to have someone to accompany You if You wish.

6.10.4. The Investigator must keep appropriate notes of all interviews and meetings conducted by them and for that purpose may have a note-taker present at any interview or meeting. The Investigator must ensure that the note-taker understands and accepts that they are bound by confidentiality.

6.10.5. The Investigator must also meet the alleged harasser to hear their account of events or if a meeting is not possible must seek their account by other appropriate means. They have a right to be told the details of the allegations against them, so that they can respond.

6.10.6. The Investigator must provide interviewees with the notes of their interviews as soon as possible after they have taken place and must allow them an opportunity to comment on any inaccuracies or omissions.

6.10.7. The Investigator must complete their investigation as expeditiously as the subject-matter and fairness allow.

6.10.8. Within ten working days after the end of their investigation, the Investigator must produce a report in writing for the Relevant College Officer, setting out the details of their investigation and including as an appendix copies or notes of any evidence relied upon. A copy of the report and the Investigator's findings (but not necessarily the appendices) will be given to You and to the alleged harasser.

6.11. **Decisions**

6.11.1. The Relevant College Officer must consider the Investigator’s report and decide whether to uphold, partially uphold or not uphold Your Formal Complaint and what action should be taken.

6.11.2. The Relevant College Officer must take the decisions which seem to them most appropriate in all the circumstances. Among the decisions they may take are the following :

6.11.2.1. To take no further action. This may be appropriate where Your Formal Complaint has not been upheld and there are no other circumstances of the kind referred to in paragraphs 6.11.2.2 and 6.11.2.3 below.

6.11.2.2. To take no further action other than, where appropriate, to suggest steps that would help to restore a reasonable working relationship between the parties. This may be appropriate where Your Formal Complaint has not been upheld but a continuing need for the parties to work together makes this appropriate.

6.11.2.3. To require steps to be taken to resolve the issues that have arisen, for example by requiring that a person undertake specific training or implementing practical arrangements to improve working relationships. The decision will normally provide for the situation to be monitored for an appropriate period. This outcome may be appropriate where (a) Your Formal Complaint has not been upheld but (b), although the person against whom You complained has been found not to have Sexually Harassed You, one of the parties has behaved in a way which, if left unaddressed, is likely to lead to further issues between them or where there are other issues requiring management attention.

6.11.2.4. To institute appropriate disciplinary proceedings against the person who is the subject of Your Formal Complaint. This outcome may be appropriate where the Relevant College Officer upholds Your Formal Complaint or where (a) Your Formal Complaint has not been upheld but (b) although the person against whom You have complained has been found not to have Sexually Harassed You, their behaviour appears to be serious enough to merit disciplinary proceedings on other grounds.

6.11.2.5. To institute disciplinary action against You if Your Formal Complaint is not upheld and the Relevant College Officer concludes that You did not make it in good faith.

6.11.3. The Relevant College Officer may take into account any aggravating factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take.

6.11.4. Within ten working days of receiving the Investigator's report:

6.11.4.1. The Relevant College Officer must write to You to notify You of the decisions they have taken under paragraph 6.11.1 above and of the reasons for taking them.

6.11.4.2. The Relevant College Officer must also notify their decisions to anyone who was the subject of the Formal Complaint and to any College Officer who ought to be made aware of it.

6.12. **Recourse against decisions of the Relevant College Officer**

6.12.1. If You are not satisfied with the decisions of the Relevant College Officer You may raise a grievance under the relevant Grievance Procedure.

6.12.2. If the person about whom You have complained is not satisfied with the decisions of the Relevant College Officer, they may :

6.12.2.1. if they are a College Employee, appeal under the appeal stage of the relevant Grievance Procedure ; or

6.12.2.2. if they are a Junior Member, request a review within ten working days of being notified of the decisions of the Relevant College Officer. The procedure provided under Stage Three of the Junior Members' Complaints Procedure applies to the review as if the person seeking the review were a dissatisfied complainant under the Junior Members' Complaints Procedure.

7. Witnesses to Sexual Harassment or victimisation

7.1. Staff who witness sexual harassment or victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:

7.1.1. intervening where they feel able to do so ;

7.1.2. supporting the victim to report it or reporting it on their behalf ;

7.1.3. reporting the incident where they feel there may be a continuing risk if they do not report it ;

7.1.4. co-operating in any investigation into the incident.

7.2. All witnesses will be provided with appropriate support and will be protected from Victimisation.

8. Monitoring of Formal Complaints

8.1. The Human Resources Department must be provided with and keep an anonymised record of :

8.1.1. the number of Formal Complaints made, the general area of each one, of their outcomes (dismissed, partially upheld, upheld), of any grievances raised and appeals or requests for review made under paragraph 6.12 above and of their outcomes (dismissed, partially upheld, upheld) ;

8.1.2. the number of reports received under paragraph 5.5 above of Sexual Harassment by Third Parties and what responses the College made.

8.2. The Sub-Warden and the Domestic Bursar must present a joint report to the Governing Body at the beginning of Michaelmas Term each year containing the information recorded during the previous academic year pursuant to paragraph 8.1.

8.3. The Domestic Committee must monitor the treatment and outcomes of any complaints of Sexual Harassment or Victimisation received by the College to ensure that they have been properly investigated and resolved, that those who report or act as witnesses are not Victimised, that repeat offenders are dealt with appropriately, that cultural clashes are identified and resolved and that workforce-training is targeted where needed.

MERTON COLLEGE

POLICY CONCERNING RELATIONSHIPS BETWEEN STUDENTS AND FELLOWS OR STAFF OF THE COLLEGE

1. Approval and Binding Effect

1.1. This Policy was **approved** by the Governing Body of Merton College on 23 June 2025.

1.2. Any amendments to this Policy require the Governing Body's approval.

1.3. This Policy must be reviewed by the Governing Body at least every five years with the advice and recommendations of the Statutes and Bylaws Committee and the Warden and Tutors' Committee.

1.4. All Fellows and Staff of the College are subject to this Policy and must comply with it. Failure to comply with this policy constitutes misconduct which may result in disciplinary action up to and including dismissal.

2. Scope

2.1. The College recognises the value of positive professional relationships between Students and Fellows or Staff. Such relationships are central to Students' educational development and welfare.

2.2. Intimate Relationships or relationships of financial dependence between Students and Fellows or Staff who have Responsibility for them can cause significant problems because of conflicts of interest, the imbalance of power and authority, perceived favouritism, and the emotional or practical consequences of relationships coming to an end. This Policy is intended to ensure that these problems do not arise.

2.3. This Policy deals only with consensual relationships. It does not supersede or limit the scope of the College's Harassment Policies.

3. Definitions

In this Policy the following terms have the following meanings :

College Employee	Includes academic and non-academic employees of the College, permanent, temporary, contract, agency and other support staff, and includes Junior Members who are employed by the College in any capacity.
Fellow	A person holding any category of Fellowship of the College as defined by Statute 4.2 and Bylaw III.11(a).
Intimate Relationship	Includes sexual or romantic relationships, marriage or life partnerships, regardless of gender, gender identity or sexual orientation, including brief relationships and one-off occurrences and whether they are conducted in person and/or online and/or via electronic or any other form of of communication.
Junior Member of the College	A Junior Member of the College as defined by Statute 6.1, i.e., a person who has been presented by the College for

	matriculation or who has migrated to the College and is engaged in an approved course of study within the University or who has been admitted to the College to pursue an approved course of study.
Prohibited Relationship	A relationship of the kind described in paragraph 4.2 between a Fellow or member of Staff and a Student for whom they have Responsibility.
Relevant Other Staff	Consultants, Visiting Scholars, self-employed contractors, casual workers, agency workers, apprentices, volunteers and interns working for the College.
Responsibility for a Student	• any direct teaching, professional, pastoral, welfare, or administrative responsibility for or authority over a Student, whether temporary or permanent ; • in relation to a Student : lecturing, teaching, overseeing projects or fieldwork, supervising, and setting and/or marking of examinations or other assessments ; • acting as a mentor or College Adviser to a Student ; • making decisions affecting a Student in relation to admission to the College or University, internships, or work-placements.
Staff	Both College Employees and Relevant Other Staff.
Status	In relation to a Student, enrolled status as a student.
Student	For the purposes of this Policy only, "Student" includes: • Junior Members of the College including those with Suspension of Status ; • Student Members of the University ; • Applicants for admission to the College or University ; • Those holding offers for admission to the College or University.
Student Member of the University	As defined by the Statute II.4 and II.5 of the University's Statutes.
Suspension of Status	A period during which a Junior Member will not be considered to be on course and will not hold enrolled status as a student. Suspension of Status is sometimes referred to colloquially as "rustication" or "intermission".
University	The University of Oxford.

4. Policy

4.1. Prohibited Relationships.

4.1.1. If a Fellow or member of Staff has Responsibility for a Student :

4.1.1.1. they **must not** have an Intimate Relationship with that Student;

4.1.1.2. they **must not** have a relationship with that Student which results in that Student becoming financially dependent on them or vice versa.

4.1.2. A Fellow or a member of Staff who becomes aware of a significant possibility that a Prohibited Relationship within paragraph 4.2.1 above may in future develop between them and a Junior Member **must** declare the situation to the Senior Tutor or the Head of Human Resources and **must** cease to exercise any Responsibility for the Junior Member in question (including, where appropriate, by declaring any conflict of interest and withdrawing from meetings).

4.1.3. Fellows and members of Staff **must not** engage in Intimate Relationships with Students who are under the age of 18 whether or not they have Responsibility for them.

4.1.4. Fellows and members of Staff **must not** accept or assume Responsibility for any Student with whom they have an Intimate Relationship or with whom they previously had an Intimate Relationship.

4.1.5. If a Fellow or member of Staff experiences behaviour by Students for whom they have Responsibility that could reasonably be interpreted as flirtatious or as making advances towards an Intimate Relationship they **must** report this to the Senior Tutor or the Head of Human Resources. This may result in protective measures to separate those concerned or otherwise minimise the possibility of conflicts of interest, complaints or questions over academic integrity or professional behaviour.

4.2. Relationships which are not Prohibited Relationships.

4.2.1. Fellows and members of Staff are strongly encouraged to be cautious before embarking on an Intimate Relationship, or a close personal relationship, with a Student for whom they do not have and are not likely to have Responsibility.

4.2.2. Fellows and members of Staff who embark on Intimate or close personal relationships with Students for whom they do not have and are not likely to have Responsibility **must** consider whether it would be prudent to declare the relationship to the Senior Tutor or the Head of Human Resources having regard to the fact that such relationships may give rise to complaints or concerns rooted in real or perceived inequalities of power, accusations of bias, favouritism or exploitation, adverse effects if a Student becomes practically or emotionally dependent on them, and questions about the nature of consent ; and that the risks of such complaints are likely to be heightened if there is a significant age difference between the Student and the Fellow or member of Staff or if the Student is taking their first degree or if the Student has particular welfare needs.

4.2.3. Junior Deans for Welfare are not prohibited from having Intimate Relationships with Junior Members of the College but they **must** disclose any Intimate

Relationship to the Head of Welfare and avoid having Responsibility for those Junior Members except in emergencies.

4.2.4. All Fellows and Staff are expected to exercise properly-informed professional judgment as to the appropriate limits of their professional relationships with all Students, having due regard to their responsibilities and to the risks, including the risk of harassment.

MERTON COLLEGE

POLICY ON THE BURIAL OF ASHES OF MEMBERS OF THE COLLEGE AND OF THE COLLEGE STAFF

1. Approval and amendment

1.1. This Policy was approved by the Governing Body of Merton College on 23 June 2014 and amended on 8 October 2025.

1.2. Any amendments to this Policy require the Governing Body's approval on the recommendation of the Chapel and Patronage Committee and after consideration by the Statutes and Bylaws Committee.

2. Burial of ashes

2.1. The Governing Body's permission is required for the burial of ashes. Requests must be made to the Chaplain for consideration by the Chaplain and the Garden Master who have the responsibility of making a recommendation to the Governing Body on each request.

2.2. The College normally permits the burial of the ashes of Fellows, employees of the College, current and former Junior Members (as defined by Statute 6.1), and Life Members (as defined by Bylaw V.12(a)) in the meadow area in the Grove outside the Chapel.

2.3. The Chaplain, a minister of any faith tradition, or the family of the deceased may inter the ashes.

2.4. The ashes must be poured into a hole in the ground and not be buried in a container of any kind. The scattering of ashes is not permitted.

2.5. The name of the deceased and their association with the College will be entered in a Book of Remembrance which is kept in the Sacristy.

2.6. The burial of ashes will be recorded in *Postmaster*.

2.7. No fee will be charged but donations to the College will be invited.

APPENDIX C
DRAFT BRAAM BEQUEST BYLAWS

CHAPTER III

Insert into Bylaw III.7 as follows:

RESEARCH FELLOWSHIPS UNDER BYLAW III.6(a)(i)

[Statute 4.2(a)(iii) and 4.6; Bylaw III.6(a)(i)]

12.(a) The Governing Body may on the recommendation of the Fellowship and Appointments Committee under Bylaw VII.20(e) elect to a Research Fellowship under Bylaw III.6(a)(i):

(i) any person who shall undertake to perform any literary, scientific, or educational work in the College or the University or with the permission of the College or University elsewhere; which work shall be specified in the resolution by which that person is elected;

(ii) any academic already working in the University with no existing College attachment, and already holding awards at the level of a Royal Society Research Fellowship or British Academy Readership, provided that there shall be no more than three such Fellows at any one time.

(b) (i) A Research Fellowship under Bylaw III.6(a) may be designated "Senior" or given such other name or designation as may appear to the Governing Body to be warranted at the time of the election.

(ii) (a) One Research Fellowship, which shall be funded from the Braam Bequest, shall be designated "the Peter Braam Senior Research Fellowship" and shall be held by the person appointed to perform the duties provided for the holder of that Fellowship as Secretary of the Braam Bequest Committee by Bylaws IV.10 and VIH.

(b) Notwithstanding any other provisions of the Bylaws relating to the election of Research Fellows, any recommendation to the Governing Body for the election of any person to the Peter Braam Senior Research Fellowship shall be made by the Braam Bequest Committee as provided in Bylaws VIH and VII.10.

(c) A Research Fellow under Bylaw III.6(a) shall submit annually to the Research Committee for consideration under Bylaw VII.27(d)(ii)(*c*) a report on his or her research activity.

CHAPTER IV

Amend Bylaw IV.1 as follows:

COLLEGE OFFICERS
[Statute 5.2]

1. (a) The statutory College Officers under Statute 5.2(a) to (g) are the Sub-Warden, the Senior Tutor, the Tutors and Lecturers, the Chaplain, the Librarian, the Bursars, and the Principal of the Postmasters.

   (b) For the purposes of Statute 5.2(h) the College Officers other than those listed in Bylaw IV.1(a) above shall be (in alphabetical order) as follows:
   The Archivist;
   The College Advisers on Staff Harassment Policy;
   The College Doctor(s)
   The Dean;
   The Dean of Graduates;
   The Deputy Principal of the Postmasters;
   The Development Director;
   The Equality Adviser;
   The Garden Master;
   The Harassment Advisers to Junior Members;
   The Information Technology Officer;
   The Junior Chaplain(s);
   The Junior Deans for Welfare;
   The Keeper of the Statutes and Bylaws;
   The Prevent Officer;
   The Reed Rubin Organist and Director of Music;
   The Research Convenor;
   The Secretary of the Braam Bequest Committee;
   The Secretary to the Harmsworth Trust;
   The Senior Treasurer of the Amalgamated Clubs;
   The Senior Treasurer of the Junior Common Room;
   The Steward of Common Room;
   The Wine Steward.

[…]

Insert after Bylaw IV.25 the following:

THE SECRETARY OF THE BRAAM BEQUEST COMMITTEE
[Statute 5.2(h), Bylaw IV.1(b)]

26.(a) There shall be a Secretary of the Braam Bequest Committee who shall be the person elected to hold the Peter Braam Senior Research Fellowship.

(b) The Secretary of the Braam Bequest Committee shall provide leadership for the activities funded by the Braam Bequest, shall champion the purposes of the Braam Bequest, shall ensure that the researchers funded by the Braam Bequest are drawn together as a community, and shall ensure that the work developed by such researchers is appropriately disseminated.

(c) (i) The Secretary of the Braam Bequest Committee shall convene the Braam Bequest Committee and the selection panels constituted for the purposes of the Braam Bequest and perform the other duties assigned to the Secretary by Bylaws VI H and VII.10 *provided that* an existing Peter Braam Senior Research Fellow shall not be permitted to participate in any business relating to the selection of a Peter Braam Senior Research Fellow. Bylaws VIH.7(b)(iii), VII.10(e), and VII.10(f) make provision for the non-participation of a Peter Braam Senior Research Fellow in the selection of his or her successor.

(d) The Secretary of the Braam Bequest Committee shall submit to the Braam Bequest Committee and the Governing Body annually a report on his or her work as Secretary.

(e) The Secretary of the Braam Bequest Committee shall receive a stipend as determined from time to time by the Governing Body. This stipend shall be wholly funded from the Braam Bequest.

And renumber the following Bylaws accordingly.

CHAPTER VI

***Insert* into Chapter VI the following:**

CHAPTER VI H

THE BRAAM BEQUEST

1. (a) The College acknowledges with gratitude the munificence of Dr Peter Braam in making a bequest to the College in support of research and study in Human Wellbeing.

   (b) The fund held by the College by reason of the bequest shall be known as the Braam Bequest.

   (c) The College recognises **Dr Peter Braam** and the following persons who co-operated with Dr Braam in developing his vision for the Braam Bequest as **Founders of the Braam Bequest**:

   Mr Charles Alexander, Official Fellow and Finance Bursar
   Mr Andrew Mackie, Official Fellow and General Counsel to the University
   Dr Julie Maxton, Executive Director of the Royal Society; Registrar of the University and Fellow of University College 2006-2011
   Professor Ewan McKendrick QC (Hon.), Fellow of Lady Margaret Hall and Professor of English Private Law; Registrar of the University 2011-2018
   Dr Kate Orkin, Peter J. Braam Junior Research Fellow in Global Wellbeing 2015- 2018
   Professor David Paterson D.Sc., FRSB, FRSNZ (Hon.), Professorial Fellow and Professor of Cardiovascular Physiology
   Professor Dame Jessica Rawson DBE, D.Litt., FBA, Honorary Fellow, Professor of Chinese Art and Archaeology, Warden 1994-2010
   Professor Sir Martin Taylor FRS, Professor of Pure Mathematics, Warden 2010- 2018

2. The Braam Bequest shall be administered by the College through the Braam Bequest Committee as provided in Bylaw VII.10 and in accordance with the Founders' Statement at Appendix [C] to these Bylaws.

3. (a) The funds remitted to the College for the Braam Bequest shall be held by the College as a permanent endowment for the purposes of the Braam Bequest.

   (b) In the event that the funds held for the purpose of the Braam Bequest are no longer able to support more than three researchers the Braam Bequest Committee may recommend to the Governing Body that the funds be totally expended and the administration of the Braam Bequest wound up.

4. (a) The duties of the Secretary of the Braam Bequest Committee are provided for in Bylaw IV.10.

   (b) The duties of the Braam Bequest Committee are provided for in Bylaw VII.10.

5. (a) The principal purpose of the Braam Bequest shall be the provision of grants in support of early career research fellows, of the Peter Braam Senior Research Fellow, and of such other research fellows as it may be expedient to appoint both to advance research in accordance with the strategic plan for the Braam Bequest approved by the Governing Body from time to time pursuant to Bylaw VII.10(g)(v) and to provide leadership for the research funded by the Braam Bequest.

   (b) Subject to Bylaw VIH.5(a) above, the income of the Braam Bequest may at the discretion of the Braam Bequest Committee also be applied towards grants in support of post-doctoral researchers and graduate students.

   (c) Subject to Bylaws VIH.5(a) and (b) the Braam Bequest Committee may make grants towards the provision of working accommodation for the Peter Braam Senior Research Fellow or of any other researcher who is in receipt of a grant from the Braam Bequest where the provision of such working accommodation would enable the successful completion of their research; but the making of such grants shall be regarded as merely ancillary and not as a principal purpose of the Braam Bequest.

   (d) No grant shall normally be made from the Braam Bequest to support any person who does not have a substantive association with a College, Society or Hall of the University and with a Faculty or Department of the University.

   (e) It shall be a condition of all grants made to support researchers in the University that the recipients shall share their research regularly and actively with members of the College at all levels through lectures or seminars and also as otherwise provided from time to time by the Braam Bequest Committee.

   (f) (i) Each researcher (including the Peter Braam Senior Research Fellow) who is funded from the Braam Bequest shall submit annually to the Braam Bequest Committee a report on his or her research during the past year.
   (ii) Researchers funded from the Braam Bequest who are employed by the College shall also submit copies of their reports to the Research Committee.

   (g) The College shall employ such staff as may be strictly necessary to support the administration of the Braam Bequest and the costs of and overheads relating to such staff shall be paid entirely from the Braam Bequest so as to ensure that the College is not required to meet any part of such costs from its other resources.

6. (a) The Braam Bequest shall be invested on the same basis and overseen in the same manner as the College's other endowed funds and shall be drawn down at the rate from time to time determined by the Governing Body for such funds.

   (b) In making recommendations for spending the Braam Bequest Committee shall bear in mind general financial conditions, the long-term nature of the Braam Bequest, and the ambition to provide for the needs of succeeding generations of researchers.

(c) In the event that the growth of the Braam Bequest exceeds any reasonable commensurate expenditure in the principal areas of support, the Braam Bequest Committee shall be empowered to make recommendations to the Governing Body for the application of the surplus, having in mind the aims and purposes of the Braam Bequest and the need to secure so far as possible its perpetuity.

(d) Funds disbursed from the Braam Bequest in support of researchers shall ordinarily be used to pay for all normal academic costs relating to the posts held by such researchers including (but not limited to) their stipends or salaries, related on-costs, associated research overheads, and expenses of research (including, as appropriate, per diem living expenses and travel expenses). The Braam Bequest Committee shall have power to make grants towards other costs where it is expedient to do so for the purpose of implementing the programme.

(e) A reasonable amount shall be transferred annually from the Braam Bequest to be spent on overhead costs incurred in the administration of the Braam Bequest and in relation to the work of researchers who are supported by the Braam Bequest.

(f) Any and all costs incurred by the College in relation to the Braam Bequest after the funds have been transmitted to the College shall be paid in full from the Braam Bequest, taking into account any costs already covered by way of payments in respect of overheads and including any costs incurred as a result of any University scheme for the taxation of funds held by the Colleges.

7. (a) The Braam Bequest Committee shall cause to be advertised such posts and other opportunities for support as may be in accordance with the strategic plan approved by the Governing Body

(b) (i) Except as provided below the Braam Bequest Committee shall make such arrangements as may be expedient for the constitution of selection panels.

(ii) (a) Where any post advertised is to be held in the College the selection panel shall normally be chaired by the Warden and arrangements shall made in co-operation with the Research Committee and the Fellowship and Appointments Committee.

(b) Where the posts advertised are not to be held in the College the Braam Bequest Committee shall nominate the chair of the selection panel from among its own members.

(c) Every selection panel shall contain at least one member of the Governing Body.

(iii) Except where a selection panel is constituted to select the Peter Braam Senior Research Fellow, the Peter Braam Senior Research Fellow shall be the Convenor of the selection panels and shall attend their meetings and contribute to their deliberations.

(iv) The other members of any selection panel (of whom there shall normally be no more than three) shall be selected for their expertise in the research-field in which the holder of the post in question will be working.

(v) Selection panels shall be convened as often as may be necessary to ensure the efficient management of the selection process and the selection

panels shall recommend to the Braam Bequest Committee the names of the candidates whom they consider most fit to be selected.

CHAPTER VII

Insert into Bylaw VII.2 the following:

2. (a) There shall be the following permanent Committees of the Governing Body:
(i) The Braam Bequest Committee
(ii) The Buildings Committee

And renumber the following paragraphs of Bylaw VII.2 accordingly.

Insert after Bylaw VII.9 the following:

THE BRAAM BEQUEST COMMITTEE

10.(a) The members of the Braam Bequest Committee shall be the Warden, the Finance Bursar, the Peter Braam Senior Research Fellow, an additional member of the Governing Body, the Registrar of the University, and two External Members.

(b) One of the External Members shall be a member of the Congregation of the University employed in an academic post in the University; and the other shall if possible be a person who is neither (i) an employee of the University nor (ii) a Fellow or employee of any of its Colleges, Societies or Halls, but if no suitable candidate can be found shall be a member of the Congregation of the University employed in an academic post in the University.

(c) (i) Those members of the Braam Bequest Committee who are not members ex officio shall be appointed on the basis of their breadth of knowledge, their high reputations as academics, and with the aim of ensuring that a diversity of academic disciplines is represented.
(ii) Members of the Braam Bequest Committee shall demonstrate a commitment to the principles embodied in the Founders' Statement at Appendix [C] to these Bylaws.
(iii) To facilitate the representation of a diversity of academic disciplines no appointed member of the Braam Bequest Committee shall be working within the same Academic Division of the University as another appointed member. In considering the appointment of a person who is not working within the University, the Fellowship and Appointments Committee shall determine the Academic Division within which that person would be working were he or she working within the University, and this Bylaw shall apply as if he or she were in fact working within it.

(d) Notwithstanding Bylaw VII.6(b)(i) the appointed members of the Braam Bequest Committee shall be eligible to serve a second term of three years (not two).

(e) (i) The Warden shall chair the Braam Bequest Committee.
(ii) Subject to Bylaw VII.10(e)(iii) below, the Secretary of the Braam Bequest Committee shall be its Convenor and shall convene the Braam Bequest Committee not less often than once a Term.
(iii) Notwithstanding Bylaw VII.10(f)(i) below, when the business of the Braam Bequest Committee is or includes any of the matters set out in Bylaw

VII.10(g)(vi) below (selection of a Peter Braam Senior Research Fellow), the Committee shall be convened by the additional member of the Governing Body appointed to the Committee under Bylaw VII.10(a) above.

(f) (i) Subject to Bylaw VII.10(i) below, the Peter Braam Senior Research Fellow shall hold the office of Secretary of the Braam Bequest Committee as provided in Bylaw IV.10.

(ii) The existing Peter Braam Senior Research Fellow shall not be permitted to participate in any business under Bylaw VII.10(g)(vi) below (selection of a Peter Braam Senior Research Fellow) and shall withdraw from meetings of the Braam Bequest Committee while it is discussed.

(g) It shall be the duty of the Braam Bequest Committee:

(i) To administer the income from the Braam Bequest in accordance with Bylaw [VI H].

(ii) To report to the Governing Body annually in writing on the administration and allocation of the income from the Braam Bequest and the activities of those in receipt of funds from it.

(iii) To receive annually and consider a report in writing from the Secretary of the Braam Bequest Committee and transmit that report to the Governing Body.

(iv) To receive annually and consider a report in writing from each researcher who is funded from the Braam Bequest (including the Peter Braam Senior Research Fellow).

(v) To make and thereafter to review not less often than every three years (in consultation with the Research Committee) a strategic plan for projects to be supported by the income from the Braam Bequest; to present that plan to the Governing Body for approval each time it is reviewed; and to make consequential recommendations to the Governing Body accordingly.

(vi) To recommend to the Governing Body as often as shall be necessary a suitable person to be elected to the Peter Braam Senior Research Fellowship; and to that end (in co-operation with the Research Committee) to make such arrangements as may be expedient for the advertisement of the Fellowship and the selection of candidates.

(vii) To recommend to the Governing Body suitable persons to be employed by the College as researchers whether whilst holding Research Fellowships under Bylaw III.6 or otherwise; and to that end (in co-operation with the Research Committee and, where the person selected is to be elected a Research Fellow, the Fellowship and Appointments Committee) to make such arrangements as may be expedient for the advertisement of posts and for the selection of candidates; and to make arrangements for the persons selected to share their research regularly and actively with members of the College during their tenure.

(viii) To recommend to the Governing Body suitable researchers working within the University to be the recipients of grants towards their research; and to that end to make such arrangements as may be expedient for the advertisement of available grants or posts benefiting from such grants and for the selection of candidates; and to make arrangements for the recipients of such grants to share their research regularly and actively with members of the College during their tenure.

(ix) To arrange for the publication and wide dissemination of calls for ideas in order to stimulate the advancement of new and original research-projects.

(h)(i) The strategic plan to be formulated by the Braam Bequest Committee under Bylaw VII.10(g)(v) above shall be formulated in accordance with the Founders' Statement at Appendix [C] to these Bylaws.

(ii) In the event that the Governing Body does not accept the draft strategic plan the Braam Bequest Committee may request that the Governing Body's objections be considered by and commented upon by a suitable independent person selected by the Braam Bequest Committee and those comments submitted to the Governing Body with the rejected draft strategic plan for further consideration.

(iii) If the Governing Body again rejects the draft strategic plan after considering the comments of the independent person selected under Bylaw VII.10(h)(ii) above, the Braam Bequest Committee shall submit to the Governing Body a further draft strategic plan to which Bylaw VII.10(h)(ii) above shall not apply.

(i) (a) Any provision of this Bylaw relating to the Peter Braam Senior Research Fellow shall apply only once the College shall have received funds which are sufficient to provide for the appointment and support of such a Fellow.

(b) Until the College shall have the funds to provide for the appointment of the Peter Braam Senior Research Fellow the additional member of the Governing Body appointed to the Committee under Bylaw VII.10(a) above:

(i) shall be the Secretary of the Braam Bequest Committee; and

(ii) shall make the annual report to the Braam Bequest Committee and the Governing Body provided for in Bylaw VII.10(g)(iii) above.

And renumber subsequent Bylaws in Chapter VII accordingly.

***Insert** after existing appendices the following:*

APPENDIX [C]
BRAAM BEQUEST: FOUNDERS' STATEMENT

Peter Braam Bequest on Human Wellbeing

"But the greatest error of all the rest is the mistaking or misplacing of the last or furthest end of knowledge. For men have entered into a desire of learning and knowledge, sometimes upon a natural curiosity and inquisitive appetite; sometimes to entertain their minds with variety and delight; sometimes for ornament and reputation; and sometimes to enable them to victory of wit and contradiction; and most times for lucre and profession; and seldom sincerely to give a true account of their gift of reason to the benefit and use of men: as if there were sought in knowledge a couch whereupon to rest a searching and restless spirit; or a terrace for a wandering and variable mind to walk up and down with a fair prospect; or a tower of state, for a proud mind to raise itself upon; or a fort or commanding ground, for strife and contention; or a shop, for profit or sale; and not a rich storehouse for the glory of the Creator and the relief of man's estate." **(Francis Bacon, Lord Verulam [1605]).**

Building on the existing Braam Junior Research Fellowship and Scholarship, Dr Peter Braam has made a very generous bequest to Merton College for a programme in support of research and study in Human Wellbeing

Human Wellbeing is not an area of research per se. It rather concerns the application of knowledge – drawn from all academic fields of study - to improve the human situation. It must address the needs of humanity, especially the needs of the poorest or least privileged societies or segments of humanity.

The main thrust of the programme is to provide a cohort of Early Career Fellowships (ECFs) in Human Wellbeing, a small number of these (typically three) being held at Merton College, the others in other Colleges. All ECFs in the programme are to be affiliated to at least one University faculty or department. The ECFs are, therefore, to have three affiliations: as members of a College; as members of at least one University faculty or department; and as members of the Peter Braam Community.

The programme is to be led by the Peter Braam Senior Research Fellow (the Secretary of the Braam Bequest Committee), who will be a member of the Governing Body of Merton College. The Secretary is to be charged with providing coherence and leadership for the programme. In addition, if funds permit, there may be further senior appointments and also some post-doctoral and graduate studentships. This structure in many ways resembles that of a virtual Research Institute.

The programme is to be operated through the establishment of a Committee, intended to run as a small grant-making body. The Committee is to have up to seven members: the Warden and Finance Bursar together with the Peter Braam Senior Research Fellow are to be ex officio members of the Committee which is to contain at least one further member of the Governing Body of Merton College; thus

the majority of the members of the Committee are to be members of the Governing Body of Merton College. The Committee is to be subject to the Governing Body of Merton College and its role and procedures are to be defined by and subject to Bylaws of the College. The Committee is to report annually to the Governing Body.

The funds from the bequest are to be held by Merton College. They are to be invested on the same basis as the College's other permanently endowed funds, and are to be subject to the same draw-down rate. Each year the available funds are to be used to cover the cost of the Peter Braam Senior Research Fellow, the ECFs, and any other appointments; there is also to be provision to cover any administrative costs of the programme.

In summary, the Peter Braam programme on Human Wellbeing is charged with applying academic study in the most important areas and is especially to support work which demonstrates a high degree of originality and innovation. The operation of the programme is to involve members of Merton College at all levels and the overall direction of the programme is to lie in the hands of the Governing Body of Merton College.

APPENDIX D

BYLAW III.9 [FITZJAMES RESEARCH FELLOWSHIPS AND JUNIOR RESEARCH FELLOWSHIPS: NOMINATION FOR ELECTION]

NOMINATION OF A CANDIDATE FOR ELECTION TO THE GOVERNING BODY FROM AMONG THE EARLY CAREER RESEARCHERS AND FITZZJAMES EARLY CAREER RESEARCHERS

1. The provisions in this Appendix have effect pursuant to Bylaw III.9.

2. In this Appendix the following terms have the following meanings:

Bylaw	A Bylaw made for the College by the Governing Body under Statute 2.7.
Disqualified	Disqualified from acting as trustee of a charity under the Charities Act 2011, s.178.
ECR	An Early Career Researcher appointed under Bylaw VI.15.
Eligible Person	A Qualified Researcher other than one who (a) is Disqualified or (b) is not a Fit and Proper Person or (c) has notified the Panel that they wish not to be considered for the Nomination.
FECR	A Fitzjames Early Career Researcher appointed under Bylaw VI.14.
Fit and Proper Person	A fit and proper person to be involved in the general control and management of a charity as defined by H.M.R.C. so as to satisfy the management condition applicable to charities under the Finance Act 2010.
Governing Body Fellowship	A fellowship carrying membership of the Governing Body, i.e., a Junior Research Fellowship for ECRs or a Fitzjames Research Fellowship for FECRs, pursuant to Bylaws III.6(b) and (c), III.8. and III.10, and Statute 4.2(a)(iii).
Harmsworth Secretary	The Secretary to the Harmsworth Trust.
Meeting	The meeting of the Panel convened in accordance with paragraph 3(a) below.
Nomination	The nomination of an Eligible Person for election to a Governing Body Fellowship.

Panel	The Qualified Researchers when convened as a panel pursuant to paragraph 3(a) below to make a Nomination
Qualified Researchers	All ECRs and FECRs who are within their first year of appointment at the date of the Meeting.
Trinity Full Term	In any year, the period of Full Term within Trinity Term as published and defined by the University of Oxford.
Working Days	Days other than: Saturdays, Sundays, Bank Holidays in England and Wales, or days within the College's Christmas and Easter closures.

3. The process for making a Nomination is as follows:

(a) Harmsworth Secretary must convene a Meeting of the Panel on a Working Day in the first four weeks of Trinity Full Term giving at least ten Working Days' notice and at the same time draw to the Panel's attention:

(i) this Appendix; and

(ii) the Annexes to the College's Trustees' Declarations (dealing with being Disqualified and with being a Fit And Proper Person).[1]

(b) The quorum for the Meeting is two-thirds of the members of the Panel.

(c) At the Meeting, the Harmsworth Secretary must

(i) take a record of attendance;

(ii) draw the contents of this Appendix to the attention of those attending;

(iii) remind the Panel that the duty of a Governing Body Fellow is to be a trustee of the College as a charity;

(iv) instruct the Panel that a person who is Disqualified or is not a Fit And Proper Person must refuse to accept Nomination; and

(v) thereafter leave the Meeting.

(d) The Panel must decide collectively which Eligible Person they believe to be the person most fit to be elected to a Governing Body Fellowship.

(e) A Qualified Person may notify the Panel either before or at any stage during the Meeting that they wish not to be considered for the Nomination. A Qualified Person who notifies the Panel of this wish ceases to be an Eligible Person but does not thereby cease to be a member of the Panel.

[1] These may be found in Appendix B to the Bylaws.

(f) If in the course of the Panel's deliberations a consensus emerges with which at least a majority of the members of the Panel agree, the members of the Panel or at least the majority of them must sign a letter addressed to the Harmsworth Secretary declaring a Nomination.

(g) If the members of the Panel are unable within a reasonable time to reach consensus on a Nomination, they must use the following method of voting to arrive at a Nomination:

(i) The Harmsworth Secretary is informed and rejoins the Meeting.

(ii) Each member of the Panel writes down the names of the Eligible Persons and votes by ranking them in numerical order of preference, beginning at 1 for the most preferred and using each number only once.

(iii) When each member of the Panel has completed their ranking, the papers are gathered together and the rankings are tallied cumulatively by the Harmsworth Secretary in the sight of the Panel.

(iv) When the rankings have been tallied, the Eligible Person with the lowest cumulative ranking is offered the Nomination. If the Eligible Person who has been offered the Nomination refuses it, the Eligible Person with the next lowest cumulative ranking is offered the Nomination. This process continues until the Nomination is accepted.

(v) If there is a tie for the lowest cumulative ranking, the Panel votes again according to the process set out above except that the only candidates in this second round of voting are those who tied for the lowest cumulative ranking in the first round of voting.

(vi) If there is a tie for the lowest cumulative ranking in the second round of voting, the Panel continues to vote in repeated rounds until either there is no tie or a majority of the members of the Panel decide that the Panel cannot make a Nomination.

APPENDIX E [BYLAW IV.1(c)]

NAMED TUTORSHIPS AND LECTURERSHIPS AND THEIR CURRENT HOLDERS

Christine Blackwell Tutorship in Classics

Professor Rhiannon Ash

Courtenay Philips Tutorship in Organic Chemistry

Professor Paul McGonigal

Dominic Welsh Tutorship in Mathematics

Professor Alexander Scott

Douglas Algar Tutorship in Music

Professor Naomi Waltham-Smith

Jessica Rawson Tutorship in Modern Asian History

Dr Jennifer Altehenger

Mark Reynolds Tutorship in History

Dr Matthew Grimley

Michael Baker Tutorship in Physics

Professor Simon Hooker