

# THE QUEEN'S UNIVERSITY OF BELFAST



## CHARTER, STATUTES AND REGULATIONS

2025

## Charter, Statutes and Regulations

### Contents

Charter .....	3
Schedule .....	8
Statute I - The Members of the University.....	8
Statute II - The Chancellor .....	9
Statute III - The Pro-Chancellors.....	10
Statute IV - The President and Vice-Chancellor .....	11
Statute V - The Honorary Treasurer and the Senior Independent Governor .....	12
Statute VI - Officers of the University .....	13
Statute VII - Senate .....	14
Statute VIII - The Academic Council .....	17
Statute IX - Employment .....	19
Statute X - Institute of Professional Legal Studies .....	20
Statute XI - Convocation .....	21
Statute XII - The Students' Union.....	22
Regulations.....	24
Regulation Members of the University and the Definition of Staff - Supporting Statute I .....	25
Regulation Governing the Appointment to Office of the Chancellor - Supporting Statute II .....	26
Appendix (i): Chancellor's Charter.....	28
Regulation Governing the Appointment of The Pro-Chancellors - Supporting Statute III.....	30
Regulation Governing the Appointment of the President and Vice-Chancellor - Supporting Statute IV .....	32
Regulation Governing the Appointment of a Provost and Deputy Vice-Chancellor - Supporting Statute VI .....	34
Regulation Governing the Appointment of the Honorary Treasurer and the Senior Independent Governor - Supporting Statute V .....	35
Regulation for the Election of Six Members of Staff to Membership of Senate - Supporting Statute VII .....	37
Regulation Governing the Appointment of Lay Members to Senate - Supporting Statute VII .....	40
Regulation of Governing Power and Standing Orders of Senate and Committees of Senate - Supporting Statute VII.....	42
Regulation Governing the Recognition of Institutions - Supporting Statute VII .....	47
Regulation of Governing Power and Standing Orders of Academic Council - Supporting Statute VIII ..	49
Regulation Governing the Conferral of Honorary Awards - Supporting Statute VIII .....	53
Regulation for Flying the University Standard and Acknowledging Deaths .....	54

## **Charter**

Charles the Third

by the Grace of God of the United Kingdom of Great Britain  
and Northern Ireland and Our other Realms and Territories King,  
Head of the Commonwealth, Defender of the Faith;

### **TO ALL WHOM THESE PRESENTS SHALL COME, GREETING!**

WHEREAS in pursuance of the Irish Universities Act 1908 His Majesty King Edward the Seventh, in the year of our Lord One thousand nine-hundred and eight, was pleased to found by Royal Charter (hereafter referred to as the “original Charter”) a University under the name of “The Queen’s University of Belfast” (hereafter referred to as “the University”):

AND WHEREAS a humble petition has been presented unto Us by the Senate of the University praying that We would be graciously pleased to grant a new Charter to the University:

AND WHEREAS We have taken the said petition into our Royal Consideration and are minded to accede thereto:

NOW THEREFORE KNOW YE that We by virtue of Our Prerogative Royal and of Our especial grace, certain knowledge and mere motion have willed and ordained and by these Presents do for Us, Our Heirs and Successors will and ordain as follows:

1. The provisions of the New Charter of the University shall take effect from the fifth day of February Two thousand and twenty-five and from that date the provisions of the original Charter and of the existing Statutes shall be revoked, but nothing in this revocation shall affect the validity of any act, deed or thing lawfully done thereunder.
2. The Chancellor, the Pro-Chancellors, the President and Vice-Chancellor, along with members of the University are hereby continued and confirmed as one Body Corporate with perpetual succession and a Common Seal by the name and style of “The Queen’s University of Belfast” with a grant of armorial bearings recorded in Our College of Arms and with power in that name to sue, be sued, to take, purchase, hold, charge, sell, exchange, demise, or otherwise dispose of real and personal property, to invest, lend or borrow money and, subject to the provisions of this Our Charter, to perform such other acts as by law Bodies Corporate may do.
3. The objects of the University shall be the advancement and dissemination of learning and knowledge by teaching and research, and through the practice and inculcation of professional and other skills appropriate to the provision of higher education, and by the example and influence of its corporate life.
4. The University shall, subject to the provisions of this Our Charter and the Statutes, have the power to do anything lawful in furtherance of the objects (but not otherwise), including the following powers:
  - 4.1. to provide instruction in such branches of learning and through such means as the University may think fit and to make provision for research and the advancement and dissemination of knowledge in such manner and through such means as the University may determine;

- 4.2. to prescribe the conditions under which persons may be admitted by the University to any particular programme therein or to the use of the facilities provided by the University;
- 4.3. to confer degrees, diplomas, certificates and other academic distinctions and awards, in its own name or jointly with another institution, on persons who have pursued a course of study approved by the University and shall have passed examinations or other assessments prescribed by the University;
- 4.4. to confer honorary degrees, honorary titles and other distinctions on persons approved by the University, to be held subject to any provisions determined by the University;
- 4.5. to revoke or deprive persons of any degrees, diplomas, certificates, honorary degrees, honorary titles or other such distinctions conferred upon or granted by the University for good cause, as deemed by the University;
- 4.6. to institute and award fellowships, scholarships, bursaries and prizes and other such aids to study and research;
- 4.7. to prescribe rules of conduct to which the students of the University shall be subject and make arrangements as necessary to secure observance of such rules;
- 4.8. to provide for the printing, recording, broadcasting, publication and distribution of works of scholarship, research reports, teaching material and other works;
- 4.9. to demand, charge and receive fees in respect of any of the University's activities and to accept grants, legacies, endowments and other gifts, to procure and receive donations and contributions to the University and raise funds in such other manner as the University may deem fit;
- 4.10. act as trustees of any property, endowment, legacy, bequest or gift made to the University and to invest, delegate management of investments, manage, maintain, deal with and dispose of the property and assets of the University in such manner as the University may deem fit;
- 4.11. to borrow money, grant securities over, mortgage or charge the property of the University, or grant other such security as the University may deem fit and to give guarantees for the payment of any sums of money or the performance of any contract or obligation by any company, body, society or person if in the interests of the University to do so;
- 4.12. to acquire, construct, provide, lease, maintain, furnish, supervise, manage and licence property of any kind as necessary for the activities of the University, to include but not limited to accommodation for the residence, recreation and study of office holders, staff, students and guests and the University, and make arrangements to insure such property as it deems necessary;
- 4.13. to institute offices, employ staff, prescribe their conditions of service, make all necessary and reasonable provisions for and make payments of salaries, pensions or other sums to or for such persons and their dependents and to remove such persons from office, as required by the University;
- 4.14. to affiliate, co-operate, contract with and collaborate with other institutions, organisations, public bodies or authorities, private companies or associations for the purpose and in pursuit of the promotion of the objects of the University;

- 4.15. to merge with or incorporate into the University, or transfer all or any part of the undertakings of another institution, including its property, rights and liabilities;
- 4.16. within the limits applicable to a charity and as may be deemed consistent with the objects of the University as a place of education, learning and research, make provision for the sale or reward of goods and services, including but not limited to the sale of books, stationery and other learning resources, the exploitation of any asset, facility or resource of the University and the provision of research, design development, testing, advisory and consultancy services, either alone or with other persons or bodies, under such arrangement as the University may deem appropriate including through any trading companies of the University and upon such terms and conditions as the University may determine;
- 4.17. to establish or acquire wholly owned subsidiary companies to assist or act as agent for the University, to acquire or own shares or other securities in other companies or other entities and participate in the affairs and activities of such companies and entities;
- 4.18. to allow the delegation of powers by Senate as shall be provided for in the Statutes and Regulations;
- 4.19. to direct the use of the University seal;
- 4.20. to provide indemnity insurance for the members of Senate as charity trustees, in accordance with and subject to the conditions in Section 93 of the Charities Act (Northern Ireland) 2008 (or any other applicable legislation for the time being in force); and
- 4.21. to do all such other lawful acts which shall further the objects of the University.
5. There shall be a Chancellor of the University who shall be the ceremonial and ambassadorial head of the University.
6. There shall be Pro-Chancellors of the University, the number of which shall be determined from time to time by Senate. One of the Pro-Chancellors, shall preside over the meetings of Senate and shall in the absence of the Chancellor or during a vacancy in the office of Chancellor, exercise and perform, subject to the Statutes, the functions of the Chancellor.
7. There shall be a President and Vice-Chancellor of the University who shall be the Chief Executive and Chief Academic Officer of the University and who shall, in the absence of the Chancellor or during a vacancy in the office of Chancellor, confer Degrees, Diplomas, Certificates and other academic distinctions.
8. There shall be such other holders of office in the University as the Statutes may prescribe and as Senate may from time to time determine.
9. There shall be a Senate of the University (in this Our Charter referred to as "Senate") which, subject to the provisions of this Our Charter and of the Statutes, shall be the governing body of the University and shall have custody and use of the Common Seal. Senate shall be responsible for the strategic oversight of the University and, subject to the powers of the Academic Council as provided in this Our Charter and the Statutes, shall have overall general control over the conduct of the affairs of the University and shall have all such other powers and duties as may be conferred upon it by the Statutes.
10. There shall be an Academic Council of the University (in this Our Charter referred to as the "Academic Council") which shall hold powers delegated to them by Senate in relation to the academic affairs of the University.

11. There shall be constituted, subject to the provisions of this Our Charter and of the Statutes, such other bodies as Senate may from time to time consider necessary for the administration of teaching and research and other work, duties and activities of the University.
12. There shall be a Convocation of the University whose constitution, powers, functions and membership shall be prescribed by the Statutes.
13. There shall be an organisation of students of the University whose constitution, powers and functions shall be prescribed by the Statutes.
14. Subject to the provisions of this Our Charter, the Statutes may prescribe or regulate as the case may be:
  - 14.1 The status, appointment and terms in office of all holders of office in the University.
  - 14.2 The constitution, powers, duties and functions (as the case may be) of Senate, and other delegated authorities.
  - 14.3 All such other matters as Senate may deem fit with respect to or for the governing of the University, its members and constituent parts or otherwise for the promotion of the objects of this Our Charter.
15. The Statutes set out in the Schedule to this Our Charter shall be the Statutes of the University and shall remain in force until they have been added to, amended or repealed in the manner prescribed in paragraph 16 of this Article.
16. Senate may by Special Resolution, add to, amend or revoke any of the provisions of this Our Charter or any of the Statutes. Such addition, amendment or revocation shall only have effect when approved by Us, Our Heirs or Successors in Council. This Article shall apply to the Charter or Statutes as added to, amended, or revoked in this manner. Where any proposed addition, amendment or revocation to Our Charter or the Statutes affects academic policy, Senate shall consult with Academic Council
17. Subject to the provisions of this Our Charter and of the Statutes, Senate may make Regulations for the purpose of furthering the objects of the University and for the good order and government of the University, provided that Regulations concerning academic matters may be made only on the recommendation of the Academic Council. Senate may, by Special Resolution, add to, amend, or revoke the Regulations of the University, provided that any such additions, amendments or revocations do not conflict with the provisions of this Our Charter or the Statutes.
18. For the purposes of this Our Charter, a "Special Resolution" means a Resolution passed at one meeting of Senate and confirmed at a subsequent meeting held not less than one calendar month nor more than six calendar months after the former meeting. Provided that notice of each meeting shall be given to each member of Senate not less than fourteen days before the meeting to be held and that the Resolution be passed at each meeting by not less than two-thirds of those present and voting.
19. The University shall not make any dividend, gift, division or bonus in money unto or between any of its members except by way of prize, award or special grant.
20. In case of conflict the provisions of this Our Charter shall prevail over the Statutes and Regulations, and the Provisions of the Statutes shall prevail over those of the Regulations.
21. Our Royal Will and Pleasure is that this Our Charter shall ever be construed benevolently and, in every case, more favourably to the University and the promotion of its objects.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the 5<sup>th</sup> day of February in the Two thousand and twenty-five year of Our Reign.

BY WARRANT UNDER THE KING'S SIGN MANUAL

**Revised and Approved by Senate on 14 October 2025**



*At the Council Chamber, Whitehall*

THE 5<sup>th</sup> DAY OF FEBRUARY 2025

BY THE LORDS OF HIS MAJESTY'S MOST  
HONOURABLE PRIVY COUNCIL

The Privy Council has approved the revised Statutes of The Queen's University of Belfast as set out in the Schedule to this Order.

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### **Schedule**

Revised Statutes of The Queen's University of Belfast

### **Statute I - The Members of the University**

1. The following persons shall be members of the University:
  - a) The Chancellor
  - b) The Pro-Chancellors
  - c) The President and Vice-Chancellor
  - d) The Pro-Vice-Chancellors
  - e) The Vice-Presidents
  - f) The Honorary Treasurer
  - g) The Members of Senate
  - h) The Members of Staff of the University
  - i) The Graduates and Honorary Graduates of the University
  - j) The Students of the University.
2. No person shall continue to be a member of the University unless they fall into one of the categories in paragraph 1.
3. A person shall enjoy the privileges of a Student only while they are pursuing a course of study approved by Senate or while being a Sabbatical Officer.



## **Statute II - The Chancellor**

1. The Chancellor shall be the ceremonial and ambassadorial head of the University.
2. The mode of appointment and terms of office of the Chancellor shall be prescribed by Regulation.
3. The Chancellor, or in their absence the President and Vice-Chancellor, a Pro-Chancellor, or a deputy appointed by the President and Vice-Chancellor, shall preside and confer Degrees, Diplomas, Certificates and other academic distinctions at all meetings of the University held for that purpose.
4. Senate may remove the Chancellor from office if the Chancellor is deemed, by Senate, to be incapable of performing the duties of the post or for other good cause.
5. The Chancellor may resign in writing, addressed to Senate, through the President and Vice-Chancellor.

### **Statute III - The Pro-Chancellors**

1. Senate shall determine from time to time the number of Pro-Chancellors.
2. The mode of appointment and terms of office of the Pro-Chancellors shall be prescribed by Regulation.
3. Where two or more Pro-Chancellors are appointed, Senate shall determine which should act as Chair and Deputy Chair of Senate in line with the regulations.
4. During the absence of the Chancellor, or during a vacancy in the office, or during their inability to act, the Chair of Senate shall exercise all the functions of the Chancellor. If the Chair of Senate is not available, the Deputy Chair of Senate shall preside.
5. Senate may remove the Pro-Chancellors from office if they are deemed, by Senate, to be incapable of performing the duties of the post or for other good cause.
6. A Pro-Chancellor may resign in writing, addressed to Senate, through the President and Vice-Chancellor.

## **Statute IV - The President and Vice-Chancellor**

1. The President and Vice-Chancellor shall be the Chief Executive and Accountable Officer of the University. Appointed by, and accountable to, Senate, the President and Vice-Chancellor shall fulfil three key roles:
  - (i) Chief Executive of the University, with overall responsibility for the leadership and management of the institution;
  - (ii) Accountable Officer of the relevant sponsoring Government Department;
  - (iii) Principal Ambassador, responsible for promoting the University, both nationally and internationally.
2. The mode of appointment and term of office of the President and Vice-Chancellor shall be prescribed by Regulation.
3. In the event of the absence of the President and Vice-Chancellor, or a vacancy in the office or their inability to act, the Provost and Deputy Vice-Chancellor shall assume all the duties of the President and Vice-Chancellor subject to the approval of the Governance and Nominations Committee until the Vice-Chancellor returns to post or a successor has been appointed and takes up post. The Governance and Nominations Committee may also decide to appoint another member of the University Management Board to act as President and Vice-Chancellor following an international competition if required.
4. The President and Vice-Chancellor may delegate any of their functions and may withdraw any such delegation at any time.
5. Subject to these Statutes and to any Regulations which may be made by Senate, the President and Vice-Chancellor shall have a general responsibility to Senate for maintaining and promoting the efficiency and good order of the University. In particular, the President and Vice-Chancellor shall exercise the powers and have the following duties:
  - (a) to prepare an Annual Report of the University for submission to Senate;
  - (b) to regulate the order to be observed at the conferring of Degrees and other academic distinctions and at other public ceremonials of the University;
  - (c) sign all Certificates of Degrees and Diplomas and other awards;
  - (d) in all cases of emergency to take such steps as they deem necessary for safeguarding the interests of the University;
  - (e) such other powers and duties as are set out in these Statutes or as Senate may from time to time determine.
6. The President and Vice-Chancellor may resign in writing, addressed to Senate, through the Chair of Senate.

## **Statute V - The Honorary Treasurer and the Senior Independent Governor**

1. The mode of appointment and terms of office of the Honorary Treasurer and role of the Senior Independent Governor shall be prescribed by Regulation.
2. The Honorary Treasurer and the Senior Independent Governor may resign in writing, addressed to Senate, through the President and Vice-Chancellor.

## **Statute VI - Officers of the University**

Senate and the President and Vice-Chancellor will determine the other officers of the University. Such officers shall include Pro-Vice-Chancellors, the Provost and Deputy Vice-Chancellor, Vice-Presidents and Registrar. The appointment of all such posts shall be compliant with Northern Ireland's employment legislation. The roles and responsibilities shall be determined by the President and Vice-Chancellor.

### **1. The Provost and Deputy Vice-Chancellor**

The President and Vice-Chancellor, after consulting with the Pro-Chancellors, may designate one of the Pro-Vice-Chancellors to the role of Provost and Deputy Vice-Chancellor who will assume the role of Chief Academic Officer and Chair of the Academic Council.

### **2. The Pro-Vice-Chancellors**

Senate shall determine from time to time the number of Pro-Vice-Chancellors.

The mode of appointment and term of office of the Pro-Vice-Chancellors shall be prescribed by policy.

A Pro-Vice-Chancellor may resign in writing, addressed to the President and Vice-Chancellor.

### **3. The Vice-Presidents**

Senate shall determine from time to time the number of Vice-Presidents.

The mode of appointment and term of office of the Vice-Presidents shall be prescribed by policy.

The President and Vice-Chancellor may designate one of the Vice-Presidents to the role of Registrar and delegate such functions as appropriate to enable that role.

A Vice-President may resign in writing, addressed to the President and Vice-Chancellor.

### **4. The Registrar**

The office of Registrar will be undertaken by one of the Vice-Presidents designated by the President and Vice-Chancellor after consulting with the Pro-Chancellors.

The Registrar shall be Secretary to Senate and to the Academic Council. Subject to these Statutes and to any Regulations which may be made by Senate. The Registrar is entitled to attend meetings of all Committees of Senate and of Academic Council. The Registrar shall be Secretary to all Senate sub-committees or shall appoint a deputy to act as Secretary to a sub-committee where appropriate.

While reporting to the President and Vice-Chancellor, the Registrar shall carry out such other duties as Senate may from time to time determine.

In the case of the absence of the Registrar, or vacancy in the office, or their incapacity to act, the President and Vice-Chancellor may appoint an Acting Registrar until such time as the Registrar returns to post or alternatively, a successor Registrar has been appointed and takes up post. The Registrar may resign in writing to the President and Vice-Chancellor.

## **Statute VII - Senate**

### **1. Senate shall be constituted as follows:**

#### **Ex-officio Members**

- a) The Chancellor  
The Pro-Chancellors  
The President and Vice-Chancellor  
The Honorary Treasurer  
The Senior Independent Governor  
The President of the Students' Union.

Ex-officio members of Senate shall hold office while they occupy the positions named.

#### **Other Members**

- b) Two members of the Academic Council, elected by the Academic Council under Regulations prescribed by the Academic Council;
  - c) Two members of the academic staff of the University, not being Pro-Vice-Chancellors, elected by the academic staff under Regulations prescribed by Senate;
  - d) Two members of professional services staff, elected by this category of staff under Regulations prescribed by Senate;
  - e) Two members of the Students' Union Council, elected by that Council;
  - f) The Chair of Convocation;
  - g) Up to ten lay persons appointed under Regulations prescribed by Senate,
2. All members of Senate (excluding the student representatives), which includes lay members, Pro-Chancellors, the Honorary Treasurer, the Senior Independent Governor, staff representatives, and Chair of Convocation shall hold office for no more than two four-year terms in total, which can be extended by one additional year, subject to the approval by Senate in extenuating circumstances.

The members of Senate included in Class 1e) as Students' Union Council, elected by that Council, shall hold office for no more than two years; the members are to overlap to provide continuity.

- 3. When appointing members, Senate shall use its best endeavours to ensure that the membership of Senate is representative of the diversity of the University's staff and student body.
- 4. Any member of Senate may resign in writing addressed to the Secretary to Senate.
- 5. Senate may remove a member from office if they are deemed, by Senate, to be incapable of performing the duties of the post or for other good cause.
- 6. Whenever a casual vacancy will occur among the members of Senate, the Registrar as Secretary to Senate shall put in place the necessary arrangements for the vacancy to be filled within two months of the vacancy.

7. No Act or Resolution of Senate shall be invalid by reason only of any vacancy in the body doing or passing it or by reason of want of qualification or invalidity in the election or appointment of any member of such body.
8. All members of Senate must subscribe to the Senate Charter in line with the Seven Principles of Public Life.

### **Powers of Senate**

9. Subject to the provisions of Our Charter and the Statutes, Senate shall have power to regulate and determine all matters concerning the University, shall exercise all the powers and discretions of the University, and shall by Regulation prescribe the form, custody and use of the Common Seal. In exercise of its powers, Senate shall have regard to the obligations under the Charter to provide and maintain equality of opportunity to all persons.
10. Senate may delegate any of its functions and may withdraw any such delegation at any time.
11. Senate shall have power to make and amend Statutes and Regulations for the general government of the University, subject to the condition that no Statute or Regulation shall be altered so as to change the status, powers, or constitution of any of the Authorities of the University until such Authority shall have had an opportunity of pronouncing an opinion upon the proposed change.

The Authorities of the University are:

The Chancellor  
The Pro-Chancellors  
The President and Vice-Chancellor  
The Honorary Treasurer  
Senate  
Academic Council  
Convocation

12. Senate may from time to time appoint Committees, including joint committees with the Academic Council, consisting wholly or partly of persons not being members of Senate, with such powers and duties as Senate thinks fit. Senate shall determine the standing orders, membership and, terms of reference as Senate thinks fit. Senate shall appoint Senate members onto Committees of Senate. When appointing members to committees, Senate shall use its best endeavours to ensure that the membership of the committees is representative of the diversity of the University's staff and student body.
13. Senate will delegate, through a Scheme of Delegation, responsibilities and authority as it sees fit including the signing of contracts and the application of the University Seal as required.

### **Meetings of Senate**

14. Senate shall hold at least four ordinary meetings in the academic year. All meetings will be held in accordance with regulation which Senate will, from time to time, determine.

### **Recognition of Institutions**

15. Senate may, on the recommendation of the Academic Council, recognise any organisation as an institution in which registered students of the University may pursue a course of study or part of a course of study leading to a Degree, Diploma, Certificate or other award of the

University, and any such recognition shall be subject to such terms and conditions as Senate may determine by Regulations.

16. Where the associations between the University and the Institution meet criteria established from time to time by Senate, the Institution may, with the approval of the Privy Council, be accorded the title of University College.



## Statute VIII - The Academic Council

### 1. The Academic Council shall consist of the following members:

#### Ex-officio members

- a) The President and Vice-Chancellor  
Provost and Deputy Vice-Chancellor (Chair)  
Pro-Vice-Chancellors  
Principals of University Colleges  
The Registrar  
Associate Pro-Vice-Chancellors  
Deans  
President of the Students' Union  
Heads of School  
Holders of such other posts as may be prescribed by Senate from time to time

Ex-officio members of the Academic Council included shall hold office while they occupy the positions named.

#### Other Members

- b) Representation from the academic staff of the University as may be determined from time to time by the Academic Council and to be elected as directed by the Academic Council. The number elected shall be of the order of, but shall not exceed, one half of the total membership of the Academic Council. These members shall hold office for such period as the Academic Council may determine in accordance with regulations prescribed by the Academic Council.
  - c) Such members of staff as may be co-opted from time to time by the Academic Council. The number co-opted shall not exceed six. These members shall hold office for such period as the Academic Council may determine in accordance with Rules prescribed by the Academic Council.
  - d) Three students of the University appointed under Regulations prescribed by Senate. These members shall hold office for one year.
2. The Provost and Deputy Vice-Chancellor or a Pro-Vice-Chancellor present, shall preside at meetings of the Academic Council.
3. Subject to the Charter, Statutes and Regulations, the Academic Council shall have control of the internal academic affairs of the University, the scope of which shall be prescribed from time to time by Senate.
4. The Academic Council may establish wholly or partly from its own members such committees as it thinks fit and may establish joint committees with Senate. The Academic Council shall have power to delegate to any such committee such of its functions as it may determine from time to time and may withdraw its delegation at any time.
5. Subject to the provisions of these Statutes and to Regulations, the Academic Council shall have power to regulate its own procedure and fix the times and places of its meetings.
6. Academic Council will institute Degrees, Diplomas, Certificates and other academic distinctions.

7. Academic Council will institute other forms of honorary distinction to be conferred not being Degrees, and such honorary distinctions shall be conferred in accordance with Regulations prescribed from time to time by Senate.
8. Academic Council will institute and award Fellowships, Studentships, Scholarships, Exhibitions, Bursaries, Prizes and other aids to study and research.
9. The Examiners of the University shall be appointed by the Academic Council in accordance with Regulations approved by Senate upon the recommendation of the Academic Council.
10. Examinations for Degrees and Diplomas, Certificates and other academic awards shall be conducted according to procedures to be prescribed by the Academic Council.
11. No student shall be admitted to any Degree, Diploma or Certificate or other award unless they have complied with all the conditions governing the completion of an approved course of study on the recommendation of the Academic Council.
12. No Act or Resolution of Academic Council shall be invalid by reason only of any vacancy in the body doing or passing it or by reason of want of qualification or invalidity in the election or appointment of any member of such body.

## Statute IX - Employment

1. Senate shall ensure that appropriate policies, procedures and appeal mechanisms, will be enacted, in compliance with employment legislation in Northern Ireland, as amended, to prescribe procedures for dealing with employee matters, including, but not limited to:
  - a) employee grievances;
  - b) conduct and discipline;
  - c) redundancy, redeployment and dismissal;
  - d) employee capability;
  - e) health and safety;
  - f) and any other such employee related processes as Senate shall from time to time require.
2. Any policy or procedure made under this Statute shall apply equally to all staff, and shall be construed in every case to ensure that members of academic staff have freedom (known as "Academic Freedom") within the law to question and test perceived wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges. Academic Freedom shall be construed consistent with Sections VI and VII of the Recommendation concerning the Status of Higher-Education Teaching Personnel adopted by the General Conference of the United Nations Educational, Scientific and Cultural Organisation (UNESCO) in Paris on 11 November 1997.

## **Statute X - Institute of Professional Legal Studies**

1. There shall be an Institute of Professional Legal Studies.
2. The constituent members of the Institute shall be the University, the Inn of Court of Northern Ireland, and Law Society of Northern Ireland.
3. There shall be a Governing Body of the Institute to be known as the Council of Legal Education (Northern Ireland), with such membership, powers and functions as Senate may from time to time determine.
4. There shall be a Director of the Institute appointed by the University with such duties and upon such terms and conditions as Senate may from time to time determine.
5. Subject to the provisions of these Statutes and to any Regulations made by Senate, the Council of Legal Education (Northern Ireland) shall have power to regulate its own procedure and determine the times and places of its meetings.

## **Statute XI - Convocation**

1. Convocation shall consist of the following members:
  - a) The Chancellor
  - b) The Pro-Chancellors
  - c) The President and Vice-Chancellor
  - d) Provost and Deputy Vice-Chancellor
  - e) The Registrar
  - f) The Vice-Presidents
  - g) The remaining members of Senate
  - h) The graduates of the University who are enrolled as members of Convocation
  - i) Members of staff and classes of persons as Senate may determine following consultation with Convocation.
2. Convocation shall elect a Chairperson and a Deputy Chairperson from amongst its members to hold office for such periods as Convocation may determine. The Chairperson, and in their absence the Deputy Chairperson, shall preside at meetings of Convocation. A retiring Chairperson and Deputy Chairperson shall be eligible for re-election for one further term of office.
3. The University shall provide a proper place for meetings of Convocation and the services of a Clerk.
4. The Clerk of Convocation shall keep a roll containing the names of all persons who are members of Convocation according to the provisions of the Charter and these Statutes, and the roll shall be conclusive evidence that any person whose name appears thereon at the time of their claiming to vote in Convocation is entitled to a vote and that any person whose name does not appear thereon is not so entitled.
5. All graduates of the University shall at graduation pay a registration fee to be determined by Senate from time to time and shall be enrolled as members of Convocation for life.
6. The ordinary meetings of Convocation shall take place on such days as Convocation shall determine, provided that at least one ordinary meeting shall be held in each year.
7. Convocation at an ordinary meeting may discuss and pronounce an opinion on any matter whatsoever relating to the University, and shall do so upon any matter referred to Convocation by Senate.
8. The Chairperson may at any time summon an extraordinary meeting of Convocation of their own motion. The Chairperson shall do so at the request of Senate or on the requisition in writing of two hundred members of Convocation stating the purpose for which the meeting is required.
9. There shall be a Standing Committee of Convocation which shall be elected in accordance with the Standing Orders of Convocation.
10. The Chair of Convocation shall be elected to serve as a member of Senate.
11. Subject to the provisions of these Statutes and to Regulations, Convocation may, by Standing Orders approved by Senate, regulate its own procedure and may record its own proceedings.
12. No Act or Resolution of Convocation shall be invalid by reason only of any vacancy in the body doing or passing it or by reason of want of qualification or invalidity in the election or appointment of any member of such body.

## **Statute XII - The Students' Union**

1. There shall a Students' Union which shall elect from its own number a Union Council, hereinafter to be known as "the Council".
2. The Council shall be elected from the Sabbatical Officers and those, whether graduates or undergraduates, who have registered and are pursuing systematic courses of study leading to a University degree, diploma, certificate or other approved award, as shall be prescribed by Regulations made by Senate from time to time.
3. Subject to these Statutes, the Constitution of the Students' Union shall be prescribed by Regulation made by Senate following consultation with the Council, which shall take account of the views of the membership of the Students' Union.
4. The Council shall consist of a President and such other officers and members elected from among the members of the Students' Union in such manner as the students may determine by Rules to be made by the Council after consultation with the membership of the Students' Union and with the approval of Senate. The Rules shall not be altered except with the approval of Senate.
5. The functions of the Council shall be:
  - a) To promote the general and particular interests of its members and to represent them in all matters affecting their interests both to the University and to persons and bodies outside the University;
  - b) To promote equality of opportunity and a safe and relaxed environment for all its members;
  - c) To support a range of student societies in the University and to provide competitively priced entertainments in a safe environment;
  - d) To represent the interests of its members in the arrangements made for the provision of commercial services, which will be staffed wherever practical by its members, for the benefit of its members;
  - e) To promote unity of spirit among its members and to enhance relations between its members and the members of other institutions of higher education and the entire community;
  - f) To communicate with all other organisations with whom the Union maintains contact for the attainment of these objects;
  - g) To formulate policy and deliver strategy on student matters;
  - h) To raise awareness in relation to issues arising as a result of the Union's representational role;
  - i) To promote the interests of its members in relation to:
    - freedom from harassment or intimidation;
    - reasonable access to funds/finance in accordance with the Students' Union Constitutional Rules;
    - the opportunity to participate in Union elections and activities;

- the opportunity of freedom of expression, the right of assembly and association and the right to participate in associations (subject in the case of University societies to Chapter 4 of the Students' Union Constitution) and subject to compliance with the law properly relating to the right to freedom of expression and the right to the freedom of peaceful assembly.

It is recognised that these functions may be amended/superseded by subsequent Students' Union Councils.

6. The Council shall be entitled to make representation to Senate on any matter affecting the interests of the students.
7. Subject to the provisions of these Statutes and to any Regulations or Resolutions of Senate, the Council, having consulted the membership of the Students' Union, may regulate its own procedure, appoint its own committees and officers, and the Council, its committees and officers may exercise such powers and additional functions as Senate may approve or delegate to them.

## **Regulations**



## **Regulation Members of the University and the Definition of Staff - Supporting Statute I**

1. The Members of Staff of the University are defined as those who hold a contract of employment with QUB and who fall under the following two general categories:

- i. Academic Staff

Academic Staff includes Professors, Lecturers, Research Staff, persons holding joint appointments of the University and such other classes of persons as Senate may, from time to time, determine. A 'Lecturer' includes Readers, Lecturers, Senior Lecturer, Teaching Fellows and their clinical equivalents. The term 'Research Staff' includes Research Fellows, Senior Research Fellows and Research Assistants and their clinical equivalents.

- ii. Professional Services Staff

Professional services staff means the members of the staff of the University, who are not academic staff, and includes academic-related, clerical, operational and technical staff.

2. The University may institute such offices and employ such staff as the purposes of the University may require.

## **Regulation Governing the Appointment to Office of the Chancellor - Supporting Statute II**

1. Pursuant to Statute II, Senate will appoint a Chancellor who will be the ceremonial and ambassadorial head of the University.
2. The Chancellor will hold office for five years and be eligible for reappointment, by Senate, for one further period of five years.
3. Reappointment will be subject to a recommendation from the Governance and Nominations Committee, following appropriate consultation with relevant stakeholders.
4. The Chancellor shall not be a student or member of staff of the University.
5. The Chancellor shall not be a serving member of an elected legislature.
6. The Chancellor shall:
  - Act as the titular head of the University.
  - Undertake ceremonial duties such as presiding at Graduation.
  - Perform ambassadorial duties, supporting the University globally as it seeks to fulfil its mission.
  - Advise the President and Vice-Chancellor, Senate, and University Management Board by providing counsel and guidance.
  - Comply with the Charter, Statutes and Regulations of the University and any applicable Regulations, policies, demonstrating this commitment through the signing of the Chancellor's Charter as per appendix (i).
7. Where a vacancy in the office will occur, a Special Committee will be established to bring forward a recommendation for the appointment of the Chancellor. The membership of the Committee will comprise:

The Pro-Chancellor and Chair of Senate (Chair)  
The Pro-Chancellors  
President and Vice-Chancellor  
Two lay members of Senate  
Two staff members of Senate (one of whom shall be an academic member of staff)  
Chair of Convocation  
Students' Union President

The Registrar will be Secretary to the Special Committee.
8. The lay and staff members of the Special Committee will be elected through a ballot conducted by the Registrar or their nominee. The principle of proportional representation will apply and each member will have a single transferable vote within each constituency.
9. The Special Committee will seek suggestions of names for consideration from:
  - i. Members of Senate
  - ii. Members of Staff
  - iii. The wider University community, through the University's website
  - iv. The University's Alumni, through the Alumni Database
  - v. Other relevant stakeholders as required.

10. When making a recommendation to Senate, the Special Committee will take account of:
  - i. The qualities and attributes required of the postholder, in the context of the University's global ambitions.
  - ii. The experience, expertise and interests of individuals under consideration, and attempt to balance these with the needs of Senate and the University.
  - iii. The University's aspiration that its officers reflect the diversity of its staff and student body.
11. When the Special Committee has concluded its deliberations, it will recommend to Senate the name of one individual to be appointed as Chancellor, having first ascertained the willingness of the individual to serve, if appointed.
12. In the event of Senate rejecting the recommendation, the Special Committee will be asked to reconsider the position in light of the views expressed by Senate and to bring forward a revised proposal to the next meeting.
13. The Chancellor shall not have any Conflicts of Commitment (Financial or otherwise) which interfere with undertaking the role of Chancellor and shall declare any conflict of interest or potential conflict of interest which may arise, in accordance with the relevant University policies.
14. The Chancellor may resign in writing, addressed to Senate, through the President and Vice-Chancellor.

## Appendix (i): **Chancellor's Charter**

### The Role of the Chancellor

There shall be a Chancellor of the University who will be the ceremonial and ambassadorial head of the University as outlined in Article 5 of the University Charter.

The Role of Chancellor shall be as prescribed in Statute II.

The Chancellor shall not be a student or member of staff of the University.

The Chancellor shall not be a serving member of an elected legislature.

The Chancellor shall:

- Act as the titular head of the University.
- Undertake ceremonial duties such as presiding at Graduation.
- Perform ambassadorial duties, supporting the University globally as it seeks to fulfil its mission.
- Advise the President and Vice-Chancellor, Senate, and University Management Board by providing counsel and guidance.

### Appointment of the Chancellor

The Chancellor of the University shall be appointed in accordance with the Regulation Governing the Appointment of the Chancellor [Statue II]

### Resignation and Removal of the Chancellor

The Chancellor of the University may resign or may be removed from office as prescribed in Statutes II and VII respectively and in the supporting Regulation.

### Commitments and Expectations

The Chancellor of the University shall:

- Comply by the Charter, Statutes and Regulations of the University and any applicable Regulations, policies, and procedures.
- Commit to acting in accordance with the University's values: Integrity, Connected, Ambition, Respect, and Excellence.
- Uphold the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
- Treat members of the University and visitors equally and respectfully regardless of gender, religion, community background, nationality, political opinion, race/ethnic origin, disability, marital status, care of dependants, sexual orientation, or age.
- Behave in a responsible manner and ensure that their actions do not have an adverse impact on the good name and standing of the University or is damaging to the reputation of the University.
- Respect the rights of all University members to lawful freedom of expression, the right of assembly and academic freedom.

On the advice of the President and Vice-Chancellor, the Chancellor shall:

- Represent the Students, Staff and Alumni of Queen's with integrity and impartiality and serve as a positive Ambassador and advocate for the University globally.

- Provide leadership locally and globally, promoting a positive impact on society through the University's research and education and promoting equality, peace and social justice in line with the University's Social Charter.

The Chancellor shall not have any Conflicts of Commitment (Financial or otherwise) which interfere with undertaking the role of Chancellor and shall declare any conflict of interest or potential conflict of interest which may arise, in accordance with the relevant University policies.

## **Regulation Governing the Appointment of The Pro-Chancellors - Supporting Statute III**

1. Pursuant to Statute III, Senate will appoint Pro-Chancellors, the number of which will be determined, from time to time, by Senate, however, the number will be no more than three at any given time.
2. Pro-Chancellors will hold office for four years and be eligible for reappointment, by Senate, for one further period of four years subject to the regulations regarding total length of service.
3. Reappointment will be subject to a recommendation from the Governance and Nominations Committee, following appropriate consultation with relevant stakeholders.
4. Where a vacancy in the office will occur, a Special Committee will be established to bring forward a recommendation for the appointment of Pro-Chancellor. The membership of the Committee will comprise:
  - i. President and Vice-Chancellor (Chair)
  - ii. A continuing Pro-Chancellor
  - iii. Two lay members of Senate
  - iv. Two staff members of Senate; (one of whom shall be an academic member of staff)
  - v. Students' Union President
  - vi. Two Independent Members

The Registrar will be Secretary to the Special Committee.

5. The lay and staff members of Senate will be elected through a ballot conducted electronically by the Registrar or their nominee. The principle of proportional representation will apply and each member will have a single transferable vote within each constituency.
6. The Special Committee will seek suggestions of names for consideration from:
  - i. Members of Senate
  - ii. Members of Staff
  - iii. The wider University community, through the University's website
  - iv. The University's Alumni, through the Alumni Database
  - v. Other relevant stakeholders as required.
7. When making a recommendation to Senate, the Special Committee will take account of:
  - i. The experience, expertise and interests of individuals under consideration, and attempt to balance these with the needs of Senate and the ambitions of the University.
  - ii. The University's aspiration that its officers reflect the diversity of its staff and student body.
  - iii. The potential for the individual to become Chair of Senate and the skills required for that position
8. When the Special Committee has concluded its deliberations, it will recommend to Senate the name(s) of individuals to be appointed as Pro-Chancellor, having first ascertained the willingness of the individual(s) to serve, if appointed.
9. In the event of Senate rejecting a recommendation, the Special Committee will be asked to reconsider the position in the light of the views expressed by Senate and to bring forward a revised proposal to the next meeting.
10. A Pro-Chancellor may resign in writing, addressed to Senate, through the Vice-Chancellor.

## Chair of Senate

11. The Pro-Chancellor with the longest service in the role shall be designated Chair of Senate and first Pro-Chancellor subject to approval by the Senate following a recommendation by the Special Committee after a review of previous performance. If two or more Pro-Chancellors are appointed at the same time, Senate will determine by ballot, which should act as Chair of Senate. To ensure leadership stability, the Pro-Chancellor designated as Chair will be appointed to that role for a period of four years. Only under exceptional circumstances, as agreed by Senate, will a Pro Chancellor continue in the role of Chair beyond four years and in any event such service will not extend further than one year. Pro-Chancellors will be subject to the total nine-year maximum term limit for Senate service.
12. The second Pro-Chancellor will be the Deputy Chair of Senate. To facilitate succession planning and to provide greater opportunity for experience prior to potentially becoming Chair of Senate consideration shall be given by the Governance and Nominations Committee on appointing a further (third) Pro-Chancellor at an appropriate juncture.

## **Regulation Governing the Appointment of the President and Vice-Chancellor - Supporting Statute IV**

1. Pursuant to Statute IV, Senate will appoint a President and Vice-Chancellor who will be the Chief Executive and Accountable Officer of the University. The duties and responsibilities of the President and Vice-Chancellor are set out in Statute IV.
2. The President and Vice-Chancellor will serve for an initial period of six years. Subject to satisfactory performance, assessed on an annual basis, a second term of six years may be offered. Performance will be assessed by the Remuneration Committee, having received a report from the Pro-Chancellors.
3. Where a vacancy in the office will occur, a Selection Committee will be established to bring forward a recommendation for the appointment of President and Vice-Chancellor. The membership of the Selection Committee will comprise:

Pro-Chancellor and Chair of Senate (Chair)  
The Pro-Chancellors  
Two lay members of Senate  
Two staff members of Senate (one of whom shall be an academic member of staff)  
Students' Union President  
Two Independent Members.

The Registrar will be Secretary to the Selection Committee. The Selection Committee may also be supported by appropriate expertise which may include an External Assessor and/or Executive Search Consultants, where appropriate.

4. All members of Senate will be invited to express an interest in membership of the Selection Committee and, where appropriate, the Search Committee. The Chair of Senate will take due account of these expressions of interest in approving the membership of both Committees. The Chair of Senate will also be entitled to alter the membership of the Committee in the event of a member being unable to participate and will also appoint the independent members in consultation with the Senate, provided the shortlisting process has not been completed.
5. The role of the Selection Committee will be:
  - i. to agree the recruitment documentation, including the job description and employee specification
  - ii. to determine the method of recruitment and assessment, including the work to be undertaken by the Search Committee
  - iii. to agree and conduct the selection and assessment process
  - iv. to conduct shortlisting of applications
  - v. to agree the terms of appointment with the preferred candidate, as approved by the Remuneration Committee
  - vi. to report and recommend the appointment for approval by Senate.
6. The Selection Committee may choose to be supported in this role by a Search Committee, especially established for this purpose. Where this is the case, the membership and role of the Search Committee will be approved by the Pro-Chancellor and Chair of Senate.
7. The following principles will underpin the selection process:
  - i. No member of the Selection Committee will be a member of the Search Committee.
  - ii. Membership of the Selection and Search Committees should, as far as possible, be representative of the diversity of the University's staff and student body.



- iii. Potential applicants who are members of Senate and/or the Academic Council should not participate in any discussion pertaining to the appointment.
  - iv. Members of the Selection and Search Committees will be required to confirm that they will not be applicants for the post.
  - v. This Regulation is supported by the University's Appointments Procedure and guidelines, as amended from time to time.
8. The President and Vice-Chancellor may resign in writing addressed to Senate, through the Chair of Senate.

## **Regulation Governing the Appointment of a Provost and Deputy Vice-Chancellor - Supporting Statute VI**

The President and Vice-Chancellor will chair the Selection Committee for the appointment of the Provost and Deputy Vice-Chancellor which will also involve an Officer of Senate and representation from the Academic Council to reflect the Provost's role as Chief Academic Officer and Chair of Academic Council.

## **Regulation Governing the Appointment of the Honorary Treasurer and the Senior Independent Governor - Supporting Statute V**

1. Pursuant to Statute V, Senate will appoint an Honorary Treasurer, who will, on behalf of Senate, oversee the financial affairs of the University in conjunction with relevant Committees of Senate. The Honorary Treasurer is a non-executive Officer of the University and a person of good standing appointed to support and strengthen the University's commitment to high standards of charity governance, transparency, and accountability.

The Honorary Treasurer will be a professional (Qualified Accountant, Solicitor, Barrister, Senior Executive) with significant financial management experience and act as a member of the University's Planning, Finance and Resources Committee. The Honorary Treasurer will liaise with the relevant members of the Executive Team in the fulfilment of their duties and will provide the Senate with ongoing updates on governance and financial accountability.

2. Pursuant to Statute V, Senate will separately appoint a Senior Independent Governor. The Senior Independent Governor is to be available to Senate and other University senior staff if they have concerns about the operation and/or conduct of the Senate. The Senior Independent Governor is required to maintain regular contact with Senate members to understand their issues and concerns. The Senior Independent Governor leads the performance evaluation of the Chair of Senate and concerns about the performance of the Chair of Senate should be raised with the Senior Independent Governor in the first instance. The Senior Independent Governor will support the Chair of Senate at Senate but shall remain independent and cannot chair committees. The Senior Independent Governor will receive such support as is required from the Registrar to support their role in governance oversight.
3. The roles of the Honorary Treasurer and the Senior Independent Governor will hold office for four years and be eligible for reappointment, by Senate, for one further period of four years subject to the maximum nine-year service rule.
4. Reappointment will be subject to a recommendation from the Governance and Nominations Committee, following appropriate consultation with relevant stakeholders.
5. Where a vacancy in the office will occur, a Special Committee will be established to bring forward a recommendation for the appointment of the roles of the Honorary Treasurer and the Senior Independent Governor. The membership of the Committee will comprise:

Pro-Chancellor and Chair of Senate (Chair)

The Pro-Chancellors

President and Vice-Chancellor

Two lay members of Senate

Two staff members of Senate; (one of whom shall be an academic member of staff)

Students' Union President

The Registrar will be Secretary to the Special Committee.

6. The lay and staff members of Senate will be elected through a ballot conducted electronically by the Registrar or their nominee. The principle of proportional representation will apply and each member will have a single transferable vote within each constituency.
7. The Special Committee will seek suggestions of names for consideration from:
  - a) Members of Senate
  - b) Members of Staff
  - c) The wider University community, through the University's website
  - d) Other relevant stakeholders as required.
8. When making a nomination to Senate, the Special Committee will take account of:

- a) The experience, expertise and interests of individuals under consideration, and attempt to balance these with the needs of Senate and the ambitions of the University.
  - b) The University's aspiration that its officers reflect the diversity of its staff and student body.
9. When the Special Committee has concluded its deliberations, it will recommend to Senate the name of one individual to be appointed as Honorary Treasurer and the name of one individual to be appointed as Senior Independent Governor, having first ascertained the willingness of the individuals to serve, if appointed.
10. In the event of Senate rejecting the recommendation, the Special Committee will be asked to reconsider the position in light of the views expressed by Senate and to bring forward a revised proposal to the next meeting.
11. In the absence, or incapacity to act, of the Honorary Treasurer or the Senior Independent Governor, or where a vacancy in the respective Office arises, the Pro-Chancellor Chair of Senate, in conjunction with the President and Vice-Chancellor, will appoint an acting Honorary Treasurer or Senior Independent Governor until the next meeting of Senate. At this meeting, Senate will confirm interim arrangements pending the appointment of a new Honorary Treasurer or Senior Independent Governor.

The Honorary Treasurer and the Senior Independent Governor may resign, in writing, addressed to Senate, through the President and Vice-Chancellor.

## **Regulation for the Election of Six Members of Staff to Membership of Senate - Supporting Statute VII**

### **Election**

1. The staff of the University will elect six members from their number, to membership of Senate, across three separate constituencies, as set out below:
  - i. Academic Council - two members, to be appointed by Regulations approved by Academic Council.
  - ii. Academic Staff - two members.
  - iii. Professional Services Staff - two members.

Those elected will hold office for up to four years and will be eligible for re-election of one further period of up to four years. In line with the Senate term limits there may be an extension of one year to a term of office in exceptional circumstances.

2. Election(s) in the Academic Staff and Professional Services Staff constituencies will be conducted by secure electronic vote, with voting open for a period of fourteen days. The election will be carried out in line with Paragraphs 3 to 21 below.

### **Electorate**

3. Election of Academic Staff - the electorate shall consist of all members of academic staff in post on the first day of the month in which an election is announced and who remain in that constituency until the opening of the relevant Poll.
4. Election of Professional Services Staff - the electorate shall consist of all members of Professional Services Staff in post on the first day of the month in which an electorate is announced and who remain in that constituency until the opening of the relevant Poll.

### **Returning Officer**

5. The Registrar will appoint a Returning Officer to be responsible for the conduct of the Election.

### **Request for Nominations**

6. The Returning Officer will issue notice of the Election to all staff, calling for nominations and providing nomination forms, six weeks before the date upon which the Poll will close. Every effort should be made to ensure that all relevant staff are made aware of arrangements for the Election. As a minimum, notice should be issued through an All Staff email and be included on the University's website.

### **Nominations**

7. Nominations must be lodged with the Returning Officer within two weeks of the Election being announced.
8. Nominations must be supported by at least fifteen members of the relevant electorate, as defined in Paragraphs 3 and 4 above, and shall be accompanied by evidence in writing, and signed by the candidate, of his or her acceptance of the nomination.

9. Candidates will be required to submit a supporting statement, including brief biographical details, not exceeding 100 words, to accompany the election papers. This statement, along with the names of the nominators set out in 8 above, will be published on the University's website and made available to members of the relevant electorate.
10. The Returning Officer shall be responsible for the scrutiny of nominations to establish their validity.
11. Candidates shall be permitted to withdraw nominations up to three weeks before the date upon which the Poll will close. Withdrawals shall be submitted in writing and signed by the candidate.

#### Poll

12. Should the numbers of persons duly nominated in any constituency be not greater than the number of vacancies to be filled, the Returning Officer shall declare the person(s) so nominated to be duly elected.
13. Should the number of persons duly nominated in any constituency be greater than the number of vacancies to be filled, an election shall be held on the principle of proportional representation and each member of the electorate shall have a single transferable vote in the relevant constituency.
14. Voting shall take place electronically during the fourteen-day period specified in Paragraph 2 above. Voting will close at midnight on the last day of the Poll. Provision shall be made to accommodate members of the electorate who do not have regular access to the University's network.

#### Counting of Votes

15. The counting of votes will be conducted electronically on the working day following the close of the Poll. In any case of doubt as to the validity of a vote, this matter will be referred to, and be determined by, the Returning Officer, whose decision shall be final.

#### Declaration of Result

16. The result of the Election shall be posted on the University's website and the result communicated to all staff by email within three working days.

#### Role of Election Court

17. Any candidate who has reason to believe that there was any irregularity of any kind regarding the conduct of an election shall have the right to lodge an Election Petition with the Registrar within 72 hours of the alleged irregularity, or within 72 hours of the alleged irregularity becoming known. At the Registrar's discretion, an Election Court may be called to consider any alleged irregularity regarding the election.
18. The Election Court will consist of the following members:
  - i. An external lay member of Senate, who will act as Chair, appointed by the Chair of Senate.
  - ii. A Senior Manager, appointed by the Registrar.
  - iii. A member of staff from the relevant constituency, appointed by the Registrar.

19. The Returning Officer should not be a member of the Election Court.
20. The Election Court may, at its discretion, declare the election null and void.

#### Casual Vacancies

21. Vacancies arising within a staff constituency shall be filled through a by-election. The person so elected will fill the vacancy for the unexpired period of tenure. In line with paragraph 1, the individual elected would then be eligible to stand for re-election for one further period of up to four years.
22. Members of Academic Council may resign by writing to the Provost and Deputy Vice-Chancellor.

## Regulation Governing the Appointment of Lay Members to Senate - Supporting Statute VII

1. Senate will appoint up to ten lay members to membership of Senate drawn from, inter alia, the wider community and society as representatives of various sectors, including, but not limited to business, commerce, the professions, education, the community, public bodies and other bodies associated with the work of the University. The roles of Pro-Chancellor, Honorary Treasurer and Senior Independent Governor are separate and in addition to the appointment of lay members pursuant to this Regulation.
2. Persons elected to membership of Senate will serve for an initial period of up to four years and, subject to satisfactory performance, assessed on a bi-annual basis by the Chair of Senate, will be eligible for reappointment for one further period of four years subject to the maximum term limits pursuant to Statute VII (2).
3. A Special Committee will be established to bring appropriate recommendations for Senate membership to the Governance and Nominations Committee which will deliberate upon these recommendations and then make recommendations in turn to Senate.

This Committee will comprise:

Pro-Chancellor and Chair of Senate (Chair);  
The Pro-Chancellors  
President and Vice-Chancellor  
Two lay members of Senate\*  
Two Staff members of Senate (one of whom shall be an academic member of staff)  
Students' Union President  
Up to three independent lay assessors

\* who are not seeking re-election to Senate.

The Registrar will be Secretary to the Committee.

4. The lay members of Senate and the member of academic staff will be elected through a ballot conducted electronically by the Registrar or their nominee. The principle of proportional representation will apply and each member will have a single transferable vote within each constituency.
5. The lay assessors will be appointed by the Governance and Nominations Committee drawn from a Panel of potential members brought forward by the Pro-Chancellor and Chair of Senate, President and Vice-Chancellor and Registrar.
6. The Committee will, in the first instance, consider the number of vacancies within the lay membership of Senate. This will be informed by a report on those members who have served only one term and who have confirmed their willingness to be considered for a second, and final, term.
7. The Special Committee seek suggestions of names for consideration from:
  - i. Members of Senate
  - ii. Members of staff
  - iii. The wider University community, through the University's website
  - iv. Members of the general public, through relevant advertisement
  - v. Relevant stakeholders.



8. The Special Committee will consider all suggestions received in light of:
  - i. The advice given by the Committee of University Chairs in its Guide for Members of Higher Education Governing Bodies in the UK.
  - ii. Information on the membership of Senate according to skills, constituency, gender, perceived community background, place of domicile etc.
  - iii. The skills and contribution made by those members willing to serve for a further period of office.
  - iv. The need to attract new members from within the broad constituencies defined in Paragraph 1.
9. When the Governance and Nominations Committee has concluded its deliberations following recommendations from the Special Committee, it will recommend to Senate the names of individuals for membership of Senate, having first ascertained the willingness of the individuals to serve, if appointed. Brief biographical details will be included for information.
10. In the event of Senate rejecting a nomination(s), Governance and Nominations Committee will be asked to reconsider the position in the light of the views expressed by Senate and to bring forward revised proposals to the next meeting.
11. Members of Senate may resign by writing to the Registrar as Secretary to Senate.
12. Vacancies arising within a lay member constituency shall be filled through a Governance and Nominations Committee. The person so elected will fill the vacancy for the unexpired period of tenure. In line with paragraph 1, the individual elected would then be eligible to stand for re-election for one further period of up to four years subject to the maximum nine-year Senate service requirement.

## **Regulation of Governing Power and Standing Orders of Senate and Committees of Senate - Supporting Statute VII**

### **Standing Orders of Senate**

#### **1. Senate Meetings**

Senate will hold at least four stated meetings in each academic year on dates approved, in advance, by Senate. Additional meetings may be convened, by the Secretary to Senate, in consultation with the Chair.

#### **2. Special Meetings of Senate**

Special meetings of Senate may be convened at the request of the Chancellor or President and Vice-Chancellor following consultation with the first Pro-Chancellor and Chair of Senate. The Secretary to Senate may also convene a special meeting when requested to do so in writing by any ten members of Senate. Only business included in the circulated agenda will be transacted at a special meeting.

#### **3. Notice of Meetings**

An agenda and papers will be issued electronically to members at least eight calendar days in advance of each meeting (including Saturdays, Sundays and Public Holidays). The minutes of the preceding meeting or meetings will be circulated with the agenda for each stated meeting.

#### **4. Notice of Business**

Members must deliver all notices of matters of business to be entered on the circulated agenda to the Secretary to Senate at least fourteen days before the date of the meeting (including Saturdays, Sundays and Public Holidays).

#### **5. Notice of Motions**

No member of Senate will be entitled to propose a motion, other than one directly arising out of the discussion of a subject before Senate, unless notice has been given according to Standing Order 4. Motions will be considered in the order in which they are received, unless otherwise determined by Senate.

#### **6. Deputations**

Requests for deputations from any public body, association or group of persons, or any individual, must be submitted to the Secretary to Senate at least ten days in advance of the meeting, clearly stating the details of the intended deputation and its purpose.

The Chair of Senate will determine whether it would be appropriate for Senate to receive the requested deputation. If approved, the deputation will be confined to the presentation of a memorial or statement and the making of not more than two short addresses (except in reply to questions from members of Senate) by members of the deputation. The addresses together shall be of no more than ten minutes duration. The matter shall not be further considered by Senate until the deputation has withdrawn.

## 7. Quorum

The quorum will be seven members, four of whom must be external lay members of Senate. If, within half an hour of the time fixed for the meeting, a quorum is not present, the meeting will be adjourned to a future date.

If, after the business of a meeting has begun, there is not a quorum present, the Chair will adjourn the remainder of the meeting to a future date.

## 8. Chair

The Chair of Senate will preside at all meetings of Senate. In the Chair of Senate's absence, a Pro-Chancellor present, or in the absence of every Pro-Chancellor, the President and Vice-Chancellor, will preside. In the absence of the Pro-Chancellors and the President and Vice-Chancellor, those present will elect a Chair from those members present.

## 9. Duties of the Chair

The Chair, in consultation with the Registrar as Secretary to Senate, will decide all points of order and procedure not expressly provided for in these Standing Orders.

## 10. Consent to take Business

Matters of business not on the circulated agenda may be considered at any stated meeting with the consent of the majority of the members present.

## 11. Order of Business

The order of business will be as set out on the circulated agenda and may be varied with the consent of a majority of members present. Subject to Senate giving precedence at any meeting to matters of special importance or urgency as decided by the Chair, the first business shall be consideration of the minutes of the last meeting.

## 12. Amendments to Motions

In considering motions put forward under Paragraph 5, any amendment must be relevant to the motion, and no amendment will be allowed which would negate a motion. Each amendment must be seconded.

When an amendment has been moved and seconded, discussion will be restricted to the amendment until it has been withdrawn or otherwise dealt with. When the debate is concluded, the Chair will put the amendment to the meeting. If the amendment is rejected, the original motion will again be before the meeting and further amendments may then be proposed.

If the amendment is carried, the motion as amended will be before the meeting and may then be debated as the substantive motion, to which further amendments may be proposed.

## 13. Voting

All votes on matters brought before Senate will be given openly, unless otherwise determined by the Chair. With the exception of amendments to the Charter and Statutes (that require a two-thirds majority vote) all votes will be carried by a majority of those present and voting. In the event of an equality of votes, the Chair, whether or not they have already voted, will have a casting vote.

#### 14. Dissent

Any member, present and voting, will be entitled to have their name recorded as dissenting from a decision of Senate.

#### 15. Suspension of Standing Orders

Subject to the provisions of the Charter, Statutes and Regulations, any Standing Order may be suspended during a meeting with the consent of a majority of members present.

#### 16. Adjournment

Meetings may be adjourned with the consent of the majority of the members present.

#### 17. Committees

Senate may appoint committees at any time, with terms of reference and membership to be approved, varied or withdrawn by Senate.

#### 18. Committee Chairpersons

The Chair of each Committee appointed by Senate will have a casting as well as substantive vote, and will be ex officio a member of every sub-committee appointed by that Committee. In the Chair's absence, the Committee will appoint a Chair for the meeting.

#### 19. Conference between Committees

Committees may confer on matters of common interest and may, with the approval of the committees concerned, make a joint report to Senate.

#### 20. Alteration of Standing Orders

All amendments to the Standing Orders must be approved by Senate.

#### 21. Secretary to Senate

The Registrar will be Secretary to Senate. The Registrar or a deputy appointed by the Registrar will act as Secretary of all Committees of Senate. In the case of the Registrar's absence or vacancy in the office, or their incapacity to act, the President and Vice-Chancellor may nominate a suitable representative to act as Secretary to Senate.

### **Standing Orders of Committees of Senate**

#### 22. Committee Meetings

At least three meetings of the Committee will be scheduled in each academic year on dates approved, in advance, by Senate. A stated meeting may be cancelled if the Chair is satisfied that there is insufficient business to warrant a meeting.

#### 23. Special Committee Meetings

Special meetings may be convened at the request of the Chair or the Secretary to Senate.

#### 24. Co-options

Where a particular skill set is required, Committees are entitled to co-opt members to their membership. All co-options must be approved, in advance, by the Governance and Nominations Committee.

#### 25. Notice of Meetings

An agenda and papers will be issued electronically to members at least eight days in advance of each meeting (including Saturdays, Sundays and Public Holidays). The minutes of the preceding meeting or meetings will be circulated with the agenda for each stated meeting.

#### 26. Notice of Business

Members must deliver all notices of matters of business to be entered on the circulated agenda to the Secretary of the relevant Committee at least fourteen days before the date of the meeting (including Saturdays, Sundays and Public Holidays).

#### 27. Quorum

Each Committee will have a quorum, which will be determined, from time to time, by the Governance and Nominations Committee. If, within half an hour of the time fixed for the meeting, this quorum is not present, the meeting will be adjourned to a future date.

If, after the business of a meeting has begun, there is not a quorum present, the Chair will adjourn the meeting to a future date.

#### 28. Consent to take Business

Matters of business not on the circulated agenda may be considered at any stated meeting with the consent of the majority of the members present.

#### 29. Chair

Most Senate Committees will be chaired by the President and Vice-Chancellor/Pro-Chancellors in an ex-officio capacity. Where this is not the case, the Chair will be appointed by the Governance and Nominations Committee. The Chair will preside at all meetings of the Committee. In the absence of the Chair, those present will appoint a Chair from those members present.

#### 30. Duties of the Chair

The Chair, in consultation with the Secretary to the Committee, will decide all points of order and procedure not expressly provided for in these Standing Orders.

#### 31. Adjournment

Meetings may be adjourned with the consent of the majority of the members present.

#### 32. Order of Business

The order of business will be as set out on the circulated agenda and may be varied with the consent of a majority of members present. Subject to the Committee giving precedence at any meeting to matters of special importance or urgency as decided by the Chair, the first business shall be consideration of the minutes of the last meeting.

### 33. Committee Secretaries

The Registrar or a deputy appointed by the Registrar shall act as Secretary to all Committees of Senate.

## Regulation Governing the Recognition of Institutions - Supporting Statute VII

1. Pursuant to Statute VII, Senate may recognise any organisation as an institution in which registered students of the University may pursue a course of study, or part of a course of study leading to a Degree, Diploma, Certificate or other award of the University. Such recognition will be subject to such terms and conditions as Senate may determine by Regulation.
2. Under this Regulation, Academic Council will be responsible for recommending organisation(s) to Senate for recognition as an institution.
3. When making a recommendation(s) to Senate, Academic Council shall give due consideration to the following requirements with regard to the quality and standard of awards:
  - i. That the academic standard of awards are equivalent to those of comparable awards delivered at the University.
  - ii. That the academic standard of awards comply with the Quality Assurance Agency Framework for Higher Education Qualifications and any relevant Quality Assurance Agency Subject Benchmark Statements.
  - iii. That the quality of student learning opportunities and experiences are comparable to those in the University and adequate to enable students to achieve the appropriate academic standards.
4. In addition, the Academic Council will apply the following key principles with regard to all proposed collaborative arrangements:
  - i. That it will consider collaboration only with organisations which have the ability to successfully deliver programmes to appropriate academic standards, the financial standing to sustain them, and the legal standing to contract to their delivery.
  - ii. That it will approve programmes taught, in whole or part, only in collaborative organisations which can meet appropriate academic standards and which offer the learning opportunities and experiences necessary for students to attain those standards.
  - iii. That it will negotiate arrangements for collaboration only with organisations which will enable it to effectively discharge its responsibilities for the academic standard of awards.
  - iv. That it requires that these arrangements should be set out in the form of a legally binding agreement or contract.
  - v. That collaborations which have met i. to iv. above will only be approved for entry onto its Register of Collaborative Provision, normally for a five-year period.
  - vi. That, during the five-year period, it will monitor the provision and, if it perceives that standards are at risk, it reserves the right to suspend or terminate the collaboration subject to safeguards for students.
  - vii. That, at the expiry of the agreement, there will be a full review of the standards and quality of the collaborative provision leading to a recommendation as to whether it should be re-approved and continued on the Register, or terminated and discontinued, subject to safeguards for students.
5. The Academic Council shall have the power to recommend to Senate the approval of:
  - i. Individual courses of study provided in such recognised institution(s) as equivalent to the whole, or defined part, of an approved course of study of the University.
  - ii. Programmes of study validated by the University, which have been developed and which are delivered by a recognised organisation.

6. Where the associations between the University and a recognised Institution meet criteria established, from time to time, by Senate, the Institution may, with the approval of Senate and the Privy Council, be accorded the title of University College.



## **Regulation of Governing Power and Standing Orders of Academic Council - Supporting Statute VIII**

1. Statute VIII (3) states that, subject to Our Charter and the Statutes, the Academic Council will have control of the internal academic affairs of the University, the scope of which shall be prescribed, from time to time, by Senate.
2. Under this Regulation, the Academic Council will have the following powers unless otherwise prescribed by Senate:
  - i. Recognition to teach, and examine at undergraduate and postgraduate level.
  - ii. To promote research within the University and to require reports, from time to time, on such research.
  - iii. To recommend to Senate upon all proposals for the institution or abolition of degrees or other qualifications.
  - iv. Approval of Regulations/Procedures in relation to academic collaborative arrangements with other institutions and organisations.
  - v. Approval of standard academic collaborative arrangements with other institutions and organisations.
  - vi. To approve individual courses of study provided in recognised institutions as equivalent to the whole, or defined part, of an approved course of study of the University.
  - vii. Approval of General Regulations/Procedures concerning the monitoring and review of academic programmes and subjects.
  - viii. The conferment of titles for Chairs.
  - ix. The conferment of honorary academic titles.
  - x. Appointment of examiners.
  - xi. The determination of rules governing the award of fellowships, studentships, scholarships, exhibitions, prizes and other academic awards.
  - xii. To make rules and regulations for admission and progress of students undertaking University courses of study, and for the good order of research and teaching in the University, whether leading to academic awards or not, for the conduct of examinations, for the conferment of degrees, diplomas, certificates and other academic awards and for academic appeals.
  - xiii. Concessions to students.
  - xiv. Approval of regulations/guidelines governing student conduct.
  - xv. Approval of procedures governing student complaints.
  - xvi. To discuss and pronounce an opinion on any academic matter relating to the University, including any matter referred to it by Senate.
  - xvii. To delegate any of its functions as it may, from time to time determine, to committees appointed by Academic Council.

### **3. Academic Council Meetings**

The Council will hold at least three stated meetings in each academic year, on dates approved, in advance, by Senate. Additional meetings may be called, as required, by the Secretary to Academic Council, in consultation with the Chair. A stated meeting may be cancelled if the Chair is satisfied that there is insufficient business to warrant a meeting.

### **4. Special Meetings of the Council**

Special meetings of the Council may be convened at the request of the President and Vice-Chancellor or the Provost as Chair of the Council. The Secretary to Academic Council may also convene a special meeting when requested to do so in writing by any 20 members of the Council. Only business included in the circulated agenda will be transacted at the meeting.

### **5. Notice of Meetings**

An agenda and papers will be issued to members at least six days in advance of each meeting (including Saturdays, Sundays and Public Holidays). These will be issued electronically and/or sent by first class post/internal mail to the last known contact address of each member. The minutes of the preceding meeting or meetings will be circulated with the agenda for each stated meeting.

6. Notice of Business

Members must deliver all notices of matters of business to be entered on the circulated agenda to the Secretary to Academic Council at least fourteen days before the date of the meeting (including Saturdays, Sundays and Public Holidays).

7. Notice of Motions

No member of Academic Council will be entitled to propose a motion other than one directly arising out of the discussion of a subject before Academic Council, unless notice has been given according to Notice of Business. Motions will be considered in the order in which they are received, unless otherwise determined by Academic Council.

8. Quorum

The quorum will be 20 members. If, within half an hour of the time fixed for the meeting, a quorum is not present, the meeting will be adjourned to a future date. If, after the business of a meeting has begun, there is not a quorum present, the Chair will adjourn the remainder of the meeting to a future date.

9. Chair

The Chair will be the Provost and Deputy Vice-Chancellor. In the absence of the Chair a nominated Pro-Vice-Chancellor will chair. In the absence of the attendance of those office holders, those present will elect a Chair from those members present.

10. Duties of the Chair

The Chair, in consultation with the Secretary to Academic Council, will decide all points of order and procedure not expressly provided for in this regulation.

11. Consent to take Business

Matters of business not on the circulated agenda may be considered at any stated meeting with the consent of the majority of the members present.

12. Order of Business

The order of business will be as set out on the circulated agenda and may be varied with the consent of a majority of members present. Subject to Academic Council giving precedence at any meeting to matters of special importance or urgency as decided by the Chair, the first business shall be consideration of the minutes of the last meeting(s).

### 13. Amendments to Motions

In considering motions put forward under Notice of Business, any amendment must be relevant to the motion, and no amendment will be allowed which would negate a motion. Each amendment must be seconded.

When an amendment has been moved and seconded, discussion will be restricted to the amendment until it has been withdrawn or otherwise dealt with. When the debate is concluded, the Chair will put the amendment to the meeting. If the amendment is rejected, the original motion will again be before the meeting and further amendments may then be proposed.

If the amendment is carried, the motion as amended will be before the meeting and may then be debated as the substantive motion, to which further amendments may be proposed.

### 14. Voting

All votes on matters brought before Academic Council will be given openly, unless otherwise determined by the Chair. In the event of an equality of votes (other than votes cast in an election by ballot) the Chair, whether or not he or she has already voted, will have a casting vote.

### 15. Dissent

Any member, present and voting, will be entitled to have their name recorded as dissenting from a decision of Academic Council.

### 16. Suspension of Standing Orders

Subject to the provisions of the Charter, Statutes and Regulations, any Standing Order may be suspended during a meeting with the consent of a majority of members present.

### 17. Adjournment

Meetings may be adjourned with the consent of the majority of the members present.

### 18. Committees

Academic Council may appoint committees at any time, with terms of reference and membership to be approved, varied or withdrawn by Academic Council.

### 19. Committee Chairs

The Chair of each Committee appointed by Academic Council will have a casting as well as substantive vote and shall be ex officio a member of every sub-committee appointed by that Committee. In the Chair's absence, the Committee will appoint a Chair for the meeting.

### 20. Conference between Committees

Committees may confer on matters of common interest and may, with the approval of the committees concerned, make a joint report to Academic Council.

### 21. Alteration of Standing Orders

All amendments to the Standing Orders must be approved by Academic Council.

## 22. Secretary to Academic Council

The Registrar shall be Secretary to Academic Council. The Registrar or a deputy appointed by the Registrar shall act as Secretary to all committees of Academic Council. In the case of the Registrar's absence or vacancy in the office, or their incapacity to act, the President and Vice-Chancellor may nominate a suitable representative to act as Secretary to Academic Council.

## **Regulation Governing the Conferral of Honorary Awards - Supporting Statute VIII**

Pursuant to Statute VIII paragraph 7, Honorary Degrees may be conferred on persons of distinction in letters, the arts, education, medicine, science, technology, sport, or professional life or for public service, service to the community, or for service to the University.

Responsibility for approving nominations for Honorary Degrees is delegated from Academic Council to the Honorary Awards Committee, a joint committee of Senate and Academic Council. All decisions of the Committee will be, subsequently, reported to Academic Council and Senate at their next stated meetings.

The Honorary Awards Committee will be appointed by the Governance and Nominations Committee and will consist of the President and Vice-Chancellor (Chair) and an equal number of members of Senate (not being members of Academic Council) and Academic Council.

In order to ensure the diversity of the Honorary Awards Committee, Academic Council should submit two nominations for each available committee position to the Governance and Nominations Committee.

The Registrar shall be secretary to the Honorary Awards Committee.

## **Regulation for Flying the University Standard and Acknowledging Deaths**

1. The University Standard will be flown from the Main University Tower on the following occasions:
  - Graduation Days
  - Charter Day - 2 December
  - Foundation Day - 30 December
  - Days on which Senate meets
  - Days of special ceremony
2. The University Standard will be flown at half-mast from the Main University Tower for one day on the occasion of the death of any of the following:

- Members of Senate
- Members of staff
- Registered Students
- Former Chancellors
- Former Vice-Chancellors
- Distinguished persons for whom flags would be flown at half-mast by other institutions in the City

A notice will also be placed in the Main Entrance Hall indicating for whom the Standard is being flown.

Notification of these deaths will be provided to Senate at its next stated meeting and members will be invited to stand in silent tribute as a mark of respect.

3. The Royal Standard will be flown on the occasion of a visit by the Sovereign, for the duration of the Sovereign's presence within the building.
4. The Union Flag will be flown on Remembrance Sunday each November.
5. Where notification is provided, the death of a retired member of staff, an honorary graduate or other graduate will be acknowledged by placing a notice in the Main Entrance Hall and be reported to Senate.
6. Matters relating to compliance with, or departure from, the above Regulation may be made at the discretion of the President and Vice-Chancellor or Registrar.