

Ordinances¹

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¹ approved by the Governing Body on 11 December 2007, to take effect from 1 January 2008

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ORDINANCE 1: GENERAL PROVISIONS

Interpretation

- 1 Ordinances shall not be interpreted in a manner that is contrary to the Statutes. If doubt arises over the interpretation, the matter shall be referred to the Principal. The Principal shall determine the matter, if necessary after obtaining appropriate advice.
- 2 The Governing Body shall not suspend or authorise the suspension of Ordinances which are subject to Statute 6.

Provision for Making, Amending or Withdrawing Ordinances

General Provision

- 3 Proposals to make, amend or withdraw Ordinances other than those subject to Statute 6 will be made by the Governance and Nominations Committee to the Governing Body.
- 4 The proposals will be circulated to members of the Governing Body not less than fourteen days before the date of the meeting at which they are to be considered.
- 5 The approval of the Governing Body to make, amend or withdraw an Ordinance may be sought at any Ordinary meeting of the Governing Body but must be obtained at least two months before the date of implementation.
- 6 The Governance and Nominations Committee will include with its proposals evidence that it has sought the views of those members of the College whose interests are reflected in the Ordinances to be made, amended or withdrawn, and a report on how it has responded to comments received in the consultation.
- 7 Ordinances relating to powers reserved to the Academic Board may only be made, amended or withdrawn after consultation with the Academic Board.
- 8 The proposal shall be approved if two thirds of the members of the Governing Body present and voting, vote in favour.
- 9 Notice of the newly made, amended or withdrawn Ordinances will be posted on the College intranet and published.
- 10 The normal date of implementation will be 1 September.

Technical Amendments

- 11 Notwithstanding the procedure described above (1.3-6), the Principal may put directly to the Governing Body proposals for amendment, which are in his opinion minor or non-contentious.

First Ordinances

- 12 Notwithstanding the provisions in this Ordinance, Ordinances made at the meeting of the Governing Body on 11 December 2007 shall have effect as if the procedure set out above had been followed.

ORDINANCE 2: RESPONSIBILITIES AND POWERS OF THE GOVERNING BODY

Amendments to this Ordinance may only be made in accordance with Statutes 1 and 2

Section 1 Primary Responsibilities

- 1 The Governing Body shall safeguard the mission and ethos of the College.
- 2 As the principal financial and business authority of the institution, it will ensure that proper financial management practices are in place and will approve the Financial Regulations². It will approve the financial statements, and shall have overall responsibility for the College's assets, property and estate. It will ensure that funds provided from HEFCE and other funders are used in accordance with the Financial Memorandum and/or the purposes for which they were provided.

Section 2 Powers of the Governing Body

- 3 The Governing Body shall have the power to:
 - a) approve the mission and strategic vision of the institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders;
 - b) appoint the Principal and put in place suitable arrangements for monitoring his performance;
 - c) delegate authority to the Principal, as chief executive, for the academic, corporate, financial, estate and personnel management of the institution.
 - d) require the establishment and monitoring of systems of control and accountability including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest;
 - e) monitor and evaluate the performance and effectiveness of the institution against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions;
 - f) monitor and evaluate the performance and effectiveness of the Governing Body itself;
 - g) appoint the Vice Principal(s);
 - h) appoint a Clerk to the Governing Body and ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability;
 - i) be the employing authority for all staff in the institution and to establish a human resources strategy.

² Financial Regulations approved by the Governing Body December 2007 and annexed to these Ordinances

ORDINANCE 3: MEMBERSHIP OF THE GOVERNING BODY

Amendments to this Ordinance may only be made in accordance with Statute 2

Section 1 Filling of Vacancies and Elections

Appointment of Nominated and Co-opted External members

- 1 External members are appointed (and re-appointed) by the Governing Body on the recommendation of the Governance and Nominations Committee. The appointment of external members will be conducted in regard to the vacancies arising within the membership structure, will address the College's current need for particular skills and expertise in its Governing Body, and will reflect the College's commitment to equal opportunities.
- 2 External members are appointed for an initial period of three years and may be renewed in membership for up to two further three-year periods, subject to satisfactory performance. Renewal of membership beyond this period may exceptionally be possible in order to retain particular skill or expertise. In the case of the nominated members, appointment and renewal will follow from consultation with the organisations whose nominees they are.
- 3 External co-opted members may be identified through personal and professional networks, including consultation with members of the College and from appropriate external advertising.
- 4 Appointment of all external members will be on the recommendation of the Governance and Nominations Committee to the Governing Body, following annual analysis of the skills and expertise needed on the Governing Body and after scrutiny of curriculum vitae or other relevant information.
- 5 The period of membership shall normally date from 1 September in the year of appointment.

Election of Staff Members of the Governing Body

- 6 The Clerk to the Governing Body shall advertise forthcoming vacancies in each summer term, by writing to all staff eligible to participate in an election and shall on each occasion explain any conditions regarding eligibility of individuals.
- 7 At least ten days shall be allowed for proposals to be received before the deadline.
- 8 Each candidate shall be nominated and seconded by individuals other than themselves and the nomination submitted in writing by the published deadline.
- 9 In the event of more nominations being received than there are vacancies arising, an election shall be held.
- 10 Voting shall be by secret ballot, according to the Electoral Reform Society's procedures for single transferable vote.
- 11 Staff members of the Governing Body are elected for three years, and are eligible for re-election for one further three-year period, or until they cease to be members of staff whichever is the sooner. They must then retire for at least one year before again becoming eligible for election.

- 12 The period of membership shall normally date from 1 September in the year of appointment.

Election of Student Members of the Governing Body

- 13 The Clerk to the Governing Body shall advertise any forthcoming vacancy during the first month of the Michaelmas term by writing to registered students for whom a current email address is held, and by posters on the campus.
- 14 At least ten days shall be allowed for proposals to be received before the deadline.
- 15 Each candidate shall be nominated and seconded by individuals other than themselves and the nomination submitted in writing by the published deadline.
- 16 In the event of more than one nomination being received, an election shall be held.
- 17 Voting shall be by written ballot.
- 18 The period of membership for the elected student member is three years, or until s/he ceases to be a student of the College, whichever is the sooner.
- 19 The period of membership shall be dated from the date of the election until 31 August of the appropriate year.

Casual Vacancies

- 20 Casual vacancies arising in the elected membership shall be advertised as soon as they are known and the procedure set out above shall apply. The period of membership shall date from the date of the election and shall terminate according to the Statutes and Ordinances governing the category of membership.

Section 2 Vacation of Office by Members of the Governing Body

- 21 Any member may resign in advance of the end of their period in office in writing to the Chair or Clerk to the Governing Body.
- 22 Members shall vacate their office at the due date, or on ceasing to hold the relevant office or status by which they were eligible for membership.

Section 3 Removal of Members

- 23 A member who is absent from four consecutive Ordinary meetings shall cease to be a member unless the Chair of the Governing Body, on the recommendation of the Governance and Nominations Committee, decides otherwise.
- 24 The Governing Body may require a member who is incapacitated by mental disorder from discharging the functions of membership, to retire from membership.
- 25 The Governing Body may require a member who is the subject to disqualification under the Company Directors' Act or the Insolvency Act, or who is convicted of a criminal offence involving dishonesty or deception, to retire from membership.

Section 4 Officers of the Governing Body

26 The Governing Body shall have the following Officers:

26.1 *Chair*

- a) The Chair of the Governing Body shall be appointed, from amongst the members of the Governing Body or otherwise. The Chair may not be a member of the staff or a student of the College.
- b) The Chair will serve for an initial period of three years and shall be eligible for reappointment for up to two further periods of three years.

26.2 *Vice- Chair*

- c) The Governing Body shall appoint a Vice-Chair, from among its members.
- d) The Vice-Chair may not be a member of the staff or a student of the College.
- e) The Vice-Chair will serve for an initial period of three years and shall be eligible for reappointment for up to two further periods of three years.

26.3 *Clerk to the Governing Body*

- a) The Clerk shall be appointed by the Governing Body and shall normally be a permanent member of staff of the College.

ORDINANCE 4: STANDING ORDERS AND CONDUCT OF MEETINGS OF THE GOVERNING BODY

Amendments to this Ordinance must be made in accordance with Statutes 1 and 2

Section 1 Register of Interests

- 1 All members of the Governing Body and the senior College Officers, at the request of the Clerk, shall annually register those interests which others might reasonably think could influence their actions. The Clerk shall advise members on the kinds of interests which should be registered
- 2 The Register shall be available for inspection on request to the Clerk.

Section 2 Declaration of Interest

- 3 Members shall declare any pecuniary interest or potential conflict of interest on matters arising on the agenda of any committee, and this declaration shall be recorded in the minutes. Members may not vote on matters on which they have declared (or should have declared) an interest and may, if appropriate, leave the meeting when the item is under discussion.

Section 3 Meetings

- 4 *Ordinary Meetings*
The Governing Body shall normally meet four times a year on dates agreed and published up to a year in advance. Dates may only be varied by the Clerk acting at the request of the Chair.
- 5 *Extraordinary Meetings*
 - a) Additional meetings for matters deemed to be exceptionally urgent or important may be arranged by the Clerk at the request of the Chair, Vice-Chair or Principal acting alone, or at the request of one-third or more of the members acting together who shall sign a request to that effect. Such a request shall be delivered to the Clerk who shall notify the Chair and the Principal.
 - b) An Extraordinary meeting shall be arranged for a date not later than three weeks after the request is received by the Clerk and shall be notified in writing to members not less than one week before the date of the meeting, together with an explanation of its purpose.
 - c) The meeting shall conduct no business other than the reason given for the extraordinary meeting.
 - d) The same Statutes and Ordinances governing agenda, quorum, conduct of business, votes, minutes etc, shall govern both Ordinary and Extraordinary meetings
- 6 *Urgent Business and Non-Contentious Matters*
The Chair may take action on behalf of the Governing Body in any matter which, in his judgement, is urgent but not of sufficient importance to justify calling an extraordinary meeting, and is non-contentious. Such business shall be reported in full to the next Ordinary meeting.

Section 4 Quorum

A quorum for a meeting of the Governing Body shall be twelve members. The majority of members present must be external members. (Statute 2.6)

7 Every member attending a meeting shall sign the attendance list or may be recorded as absent. If within fifteen minutes of the advertised start time the quorum has not been achieved, the meeting shall be cancelled and re-arranged within one month of the original date. If the quorum cannot be achieved at that meeting no further attempt to rearrange the meeting shall be made unless, in the judgement of the Chair, the outstanding business is urgent.

Section 5 Chair

8 The Chair of the Governing Body shall chair all Ordinary and Extraordinary meetings at which he is present. In his absence, the Vice Chair will take the chair. In the absence of both, a senior external member of the Governing Body may be invited by the majority of members to take the chair, for that meeting only. The Governing Body may not be chaired by a staff or student member.

Section 6 Attendance at Meetings

9 Members of the Governing Body should if possible attend all meetings.
10 The Clerk to the Governing Body will always be in attendance but may not vote.
11 Other members of staff with relevant expertise may be invited by the Chair to attend meetings, but may not vote.

Section 7 Agenda

12 An agenda and supporting papers will be sent to members at least one week in advance of the meeting. Failure to receive papers by a member shall not invalidate a meeting.
13 Any member may propose items for the agenda. Such business with supporting papers must be received by the Clerk at least two weeks before the advertised date of the meeting and its inclusion shall be at the discretion of the Chair, after consultation with the Principal.
14 No business other than that included in the agenda shall be transacted at a meeting except with the express permission of the Chair.

Section 8 Conduct of Debate

15 The Chair shall conduct the meeting as s/he deems appropriate but at all times in accordance with the following:
a) Members who wish to speak may do so when invited, and must address themselves to the matter under discussion;
b) No speech shall exceed five minutes without the agreement of the majority of members;
c) Every effort shall be made to include contributions from all members who wish to speak.

Section 9 Reserved Business

- 16 All agenda items shall be open to all members except for matters relating to individual staff or students, or matters which are, in the judgement of the Chair or the Clerk, potentially commercially sensitive. Reserved papers and minutes shall not be circulated to student members.

Section 10 Voting

- 17 If a vote is required, the majority of members present must determine the wording of the motion.
- 18 Voting shall usually be by show of hands and a simple majority shall determine the result. In the event of a tie, the Chair shall have a casting vote. When relevant, the Chair shall usually cast the deciding vote for the status quo.
- 19 Where the Chair or at least five members request it, voting may be by secret ballot and the Clerk shall conduct a written ballot on the motion. Discussion shall be suspended while the vote is conducted.

Section 11 Minutes

- 20 The minutes shall be circulated to members as soon as possible after the meeting and shall be confirmed at the next Ordinary meeting. Discussion on the minutes shall be confined to their accuracy.
- 21 Open minutes shall be made generally available.

ORDINANCE 5: POWERS AND COMPOSITION OF THE ACADEMIC BOARD

Amendments to this Ordinance must be made in accordance with Statute 3

Section 1 Powers and Responsibilities

- 1 In discharging its general and specific powers under Statute 3, the Academic Board shall exercise oversight of the College's academic planning and the quality and nature of its educational provision, and shall:
 - a) approve the award of undergraduate and postgraduate degrees of the University of London, and the award of of Heythrop Diplomas and Certificates to persons who have fulfilled the conditions of award;
 - b) monitor the quality of modules or whole programmes, and determine their continuation, discontinuation or amendment;
 - c) approve regulations for the duration and structure of degree, diploma and certificate programmes;
 - d) promote research and monitor the research programme of the College;
 - e) regulate the admission and progress of persons admitted to the degree, diploma and certificate programmes, and the termination of registration;
 - f) regulate examination arrangements and appoint internal, external and intercollegiate examiners, and terminate the appointment of any examiner for good cause;
 - g) regulate for the institution of fellowships, bursaries, scholarships and prizes.

Section 2 Membership

Membership of the Academic Board shall be determined by the Governing Body, and shall include

Ex Officio members:

Principal (Chair)

Vice Principal

Director of Administration & Clerk to the Governing Body

Librarian

Chair of the Academic Standards Committee

Quality and Research Co-ordinator

Deans

Heads of Academic Departments

Representative Members, being six members of the Academic Staff, taking two from each department, according to biennial rota or election.

Student Members:

The President of the Students' Union and up to two other students elected by the students

Section 3 Appointment of Members

3 Election of Staff Members

The Clerk to the Governing Body shall annually advise academic staff of forthcoming vacancies and seek nominations or renewal of membership Each

academic department shall be represented by two members of the academic staff, elected or appointed by rota within the department, as the department prefers.

4 The period of membership shall normally be for two years from 1 September to 31 August.

5 *Casual Vacancies*

The Clerk to the Governing Body shall notify departments of casual vacancies arising and seek nomination from election or by rota, whichever is the preferred method of the department represented.

6 The period of membership shall be from the date of election/nomination to 31 August of the second year.

Section 4 Renewal and Vacation of Office

7 Academic staff members will normally be appointed for two years initially and may be renewed in office for one further two-year period. They should then retire for at least one year before again becoming eligible for membership.

8 Student members may remain in membership for up to three years or until they cease to be students, whichever is the sooner.

Section 5 Quorum

8 A quorum for a meeting of the Academic Board shall be twelve members, to include at least three representative Academic Staff members. Not more than two student members may count towards the quorum.

Section 6 Officers of the Academic Board

9 The Academic Board shall have the following officers:

a) *Chair*

The Principal shall act as Chair of the Academic Board. In his absence the Vice Principal or another senior member of the Academic Staff nominated by the Principal shall act as Chair.

b) *Secretary*

The Academic Registrar shall act as Secretary to the Academic Board.

ORDINANCE 6: COMMITTEES OF THE GOVERNING BODY AND THE ACADEMIC BOARD

Amendments to this Ordinance must be made in accordance with Statute 1

Section 1 Terms of Reference and Composition

- 1 Changes to the remit or membership structure of the committees of the Governing Body shall be proposed by the Governance and Nominations Committee, and shall be approved by the Governing Body.
- 2 The Academic Board also has the power to establish such committees as it deems necessary for the effective delivery of its responsibilities and shall approve the remit and membership structure of any committees operating under its powers.
- 3 The remit, membership, powers and reporting responsibilities of all the committees and sub-committees of the Governing Body and the Academic Board will be updated and published annually.

Section 2 Delegation of Powers and Reporting Responsibilities

- 4 Except for those powers defined in Statute 6, the Governing Body may delegate any of its powers or functions to a properly constituted committee, but the terms of the delegation must be agreed by the Governing Body and defined in the minutes.
- 5 The parent body (Governing Body or Academic Board) may impose conditions when delegating, including the conditions that:
 - a) The relevant powers are to be exercised exclusively by the committee to which they are delegated;
 - b) No expenditure may be incurred except in accordance with a budget previously agreed by the Governing Body;
 - c) The parent body may revoke or alter a delegation.
- 6 The parent body will in each case determine the frequency and nature of the reports it require from its committees and will annually review the effective operation of those committees.

Section 3 Appointment of Members

- 7 *Appointment to Committees of the Governing Body*
The Clerk to the Governing Body shall annually advise the Governance and Nominations Committee of forthcoming vacancies and of any conditions relating to them. Appointment shall be made by the Governing Body on the recommendation of the Governance and Nominations Committee.
- 8 *Appointment to Committees of the Academic Board*
The Clerk to the Governing Body shall annually advise staff, and/or the President of the Students' Union as appropriate of forthcoming vacancies in staff or student membership, and of the terms of appointment, and seek nominations or renewals of membership.

9 *Casual Vacancies*

The Clerk to the Governing Body shall notify the chair of the Governance and Nominations Committee, staff, and/or the President of the Students' Union as appropriate, of casual vacancies arising and seek nomination or renewals of membership.

Section 4 Renewal and Vacation of Membership of Committees

10 Unless otherwise stated in the committee's constitution, academic staff members shall be appointed for three years in the first instance, and may be renewed in membership for one further year. They must then retire for at least one year before again becoming eligible for membership.

11 Unless otherwise indicated in the committee's constitution, student members shall be appointed for three years or until they cease to be a student, whichever is the sooner.

12 The normal period of membership shall be from 1 September (or, for casual vacancies, the date of appointment) to 31 August.

13 Elected or nominated members who are absent from three consecutive meetings of the committee, where the committee meets three times in a year, or from four meetings where it meets four times, without reason acceptable to the Chair (e.g. absence on sabbatical leave) shall be deemed to have retired from the committee.

14 Members may retire from committees by writing to the committee secretary.

15 Members will cease to be members if they cease to hold the membership or office which made them eligible for appointment.

Section 5 Reserved Business

16 All agenda items shall be open to all members except for matters relating to individual staff or students or matters which are, in the judgement of the committee Chair or the Clerk to the Governing Body, potentially commercially sensitive. Reserved papers and minutes shall not be circulated to student members.

Section 6 Quorum

17 Unless the constitution of the committee specifies otherwise, the quorum for a meeting shall be not less than 50% of the members.

Section 7 Voting

18 If a vote is required, the majority of members present must determine the wording of the motion.

19 Voting shall usually be by show of hands and a simple majority shall determine the result. In the event of a tie, the Chair shall have a casting vote. When relevant, the Chair shall usually cast the deciding vote for the status quo.

20 Where the Chair or a majority of members request it, voting may be by secret ballot and the Secretary shall conduct a written ballot on the motion. Discussion shall be suspended while the vote is conducted.

Section 8 Minutes and Reports

- 21 The minutes shall be circulated to members as soon as possible after the meeting and shall be confirmed at the next meeting with a view to their confirmation. Discussion on the minutes shall be confined to their accuracy. Open minutes shall be posted on the Staff Intranet.

- 22 Subject to the provisions of Ordinance 6.2, each committee of the Governing Body and the Academic Board shall report fully and promptly to the following meeting of the parent body.

ORDINANCE 7 CUSTODY AND USE OF THE SEAL

- 1 The Seal may be used alone to emboss and authenticate citations, diplomas, certificates and transcripts or other documents of an academic nature. For these purposes, the Seal may be used by senior College Officers, or their staff acting at their request.
- 2 All other documents requiring to be sealed in pursuance of a resolution of the Governing Body or in the execution of the Governing Body's powers shall be sealed with a red wafer. Red-sealed documents shall be sealed in the presence of two of the following: a member of the Governing Body with the Principal, Vice-Principal or Clerk, or by two members of the Governing Body acting together.
- 3 A register of red-sealed documents shall be maintained and a record made of each red-sealing, which shall be signed by the those in whose presence the red seal was affixed. Red-sealings shall be reported to the Governing Body.
- 4 The Seal shall be kept securely in the College Registry and the red wafers kept by the Clerk to the Governing Body.

ORDINANCE 8 CREATION OF DEPARTMENTS AND FACULTIES

- 1 The Academic Board may advise the Principal on the number, name and constitution of academic departments and faculties of the College. The Governing Body will determine the structure, staffing and overall composition of the College.

ORDINANCE 9 APPOINTMENT OF THE PRINCIPAL

Amendments to this Ordinance must be made in accordance with Statutes 1, 2, 6 and 7

Section 1 Appointment Procedure

- 1 The Principal shall normally be a member of the Society of Jesus³.
- 2 On the office of Principal falling vacant or at least six months before the Principal is due to retire, or on his giving notice of resignation, the Clerk of the Governing Body shall arrange for the appointment of a Panel, whose responsibility it shall be to recommend to the Governing Body the appointment of a Principal.
- 3 The members of the Panel shall be:
 - a) The Chair of the Governing Body (Chair)
 - b) Four external members of the Governing Body, appointed under Statute 2.1(b) and 2.1(c) of whom at least two shall be drawn from category 2.1(c)
 - c) One staff member of the Governing Body, appointed under Statute 2.1(d)
 - d) A person external to the College and the TRCP, with appropriate expertise.
- 4 The Clerk to the Governing Body shall be Secretary to the Panel.
- 5 The Chair of the Governing Body shall consult members in each of the groups set out in Statute 2.1 before recommending to the Governing Body the names of members of the Panel.
- 6 If a member of the Panel is obliged to retire, the Chair of the Governing Body will seek agreement of members of the Panel to fill the vacancy after consultation with members in the category of membership concerned.
- 7 Neither the Principal nor any candidate for the office of Principal may be a member of the Panel.
- 8 The Panel shall meet only those candidates proposed by the President of the College⁴ unless the President is unable to propose suitable candidates, but shall not be obliged to appoint as Principal a candidate whom it does not believe to be suitable.
- 9 If the Panel considers that there is no candidate suitable for appointment, the Clerk shall arrange for further nominations to be made by the President and

³“There shall be a Principal of the College who shall, unless the Governing Body considers in connection with any appointment of a Principal that there are special reasons favouring candidates otherwise qualified, be a member of the Society of Jesus and who shall be the principal academic and administrative Officer of the College and ex-officio Chairman of the Academic Board of the College”. *Royal Charter, section 7*

⁴ The President of the College is normally the Provincial of the British Province of the Society of Jesus. “There shall be a President of the College who shall be the Provincial for the time being of the Province of the Society of Jesus in which the College is situated”. *Royal Charter, section 7*

shall continue to do so until either the Panel or the President believes that the process has irrevocably broken down. In this event, and after at least one week for further consideration, the Panel shall recommend to the Governing Body a recruitment procedure going beyond members of the Society of Jesus, and shall seek to appoint a Principal through that process.

- 11 Decisions shall be taken by a simple majority of those present and voting except that the Chair shall have a second and casting vote. All decisions shall be represented as decisions of the Panel without reference to individual opinion. Only members of the Panel and the Clerk may be present at meetings of the Panel.
- 12 The Panel shall advise the Governing Body on the period, terms and conditions on which the Principal shall serve, subject to Ordinance 10.15 below and excluding matters within the remit of the Remuneration Committee.
- 13 The Governing Body shall consider the recommendation of the Panel and shall appoint the Principal.
- 14 Meetings and papers relating to the work of the Panel, except its recommendation, shall be confidential.

Section 2 Duration of Office

- 15 The Principal shall normally be appointed for an initial period of five years which may be renewed for further periods determined by the Governing Body..

Section 3 Powers and Responsibilities

- 16 The Principal is responsible to the Governing Body for the executive management of the institution and its day-to-day direction. and specifically for:
 - a) implementing the decisions of the Governing Body through the relevant part of the College's management structure;
 - b) initiating discussion and appropriate consultation on proposals concerning the College's future development, and ensuring that such proposals are presented to the Governing Body;
 - c) fulfilling the duty, as the officer designated by the Governing Body under the terms of the Funding Council's Financial Memorandum, to alert the Governing Body if any actions or policy under consideration would be incompatible with the terms of the Financial Memorandum. If the Governing Body nevertheless decides to proceed, then the Principal has a duty to inform the Chief Executive of the Funding Council;
 - d) promoting the role of the College nationally and internationally;
 - e) representing the College within the University of London

ORDINANCE 10 APPOINTMENT TO SENIOR POSTS

1 *Appointment of Vice-Principal*

The Governing Body may appoint one or more Vice-Principals, after consultation with the Principal, who shall deputise for the Principal in his absence, and undertake such other duties as the Principal shall advise on appointment. A Vice-Principal shall be appointed for such period and on such terms as the Governing Body shall determine.

2 *Appointment of the Clerk to the Governing Body*

The Governing Body shall appoint the Clerk who shall normally be a permanent member of the non-academic staff of the College. The Clerk shall report directly to the Chair of the Governing Body. Where this post is combined with senior managerial responsibilities, explicit arrangements must be put in place to maintain a separation of the two functions.

3 *Appointment of Professors and Readers*

The appointment of Professors and Readers, and conferral of the title of Emeritus Professor or Reader, is subject to University of London Ordinances.

4 *Appointment of Deans*

Deans shall be appointed by the Principal on the recommendation of the Academic Board, following consultation with all staff. The consultation shall be initiated by the Human Resources Manager during the final year of office of the out-going Dean. Deans shall normally serve for an initial period of three years which may be renewed for one further three year period.

5 *Appointment of Heads of Department*

Heads of Department shall be appointed by the Principal on the recommendation of the Academic Board, following consultation with members of the Department. The consultation shall be initiated by the Human Resources Manager early in the final year of office of the out-going Head. Heads of Department shall normally serve for an initial period of three years which may be renewed for one further three year period.

ORDINANCE 11 AWARD OF COLLEGE FELLOWSHIPS⁵

- 1 The Governing Body, on the recommendation of the Governance and Nominations Committee may confer the honorary title of Fellow of the College (or other honorary title of the College).
- 2 Honorary Fellowships may be conferred on eminent persons who render, signal service to the College, or have achieved distinction in other ways.
- 3 Honorary Fellows will normally be persons whose outstanding work or action has contributed to the well-being of the College, or has brought it advantage or distinction. Their contribution to the College may be through benefaction, or achievement, or service as a lay member of the Governing Body, as a member of staff or alumni, or through other distinction the Committee wishes to recognise.
- 4 Current members of staff, serving lay members of committees and current students are not normally eligible for award.
- 5 No more than three Fellowships will normally be conferred in any one academic year and the total number of Fellows at any time shall be no more than thirty.
- 6 The style of academic dress for College Fellows is described in Ordinance 13, below.

⁵ Approved by the Governing Body 7 December 2004

ORDINANCE 12 DEGREES AND OTHER AWARDS

Section 1 Programmes of Study and Regulations

- 1 Programmes of study and regulations for admission, assessment and progression for each degree, diploma and certificate programme shall be recommended by the Academic Standards Committee to the Academic Board and shall be published in Undergraduate and Postgraduate *Handbooks* and reviewed annually.

Section 2 Academic Standards and Quality Assurance

- 2 Arrangements and regulations to assure the quality of the teaching, learning and research of the programmes of study shall be recommended by the Academic Standards Committee to the Academic Board and shall be published and reviewed annually.

Section 3 Academic Programmes

- 3 The following degrees of the University of London shall be offered, subject to the Statutes and Ordinances of the University of London:
 - Bachelor of Arts (BA)
 - Bachelor of Divinity (BD)
 - Master of Arts (MA)
 - Master of Philosophy
 - Doctor of Philosophy (PhD)
- 4 The following diplomas and certificates of Heythrop College may be offered:
 - Graduate Diploma in Theology

ORDINANCE 13 ACADEMIC DRESS

Section 1 Academic Dress for Officers of the College

Principal

Robe A black corded art. silk robe, of the St Andrew's doctors' undress pattern, with cassock front finished with 18 blue buttons and buttonholes. The 2" front facings are of Nottingham blue corded art silk. The outer edges of the facings are trimmed with 1" gold oakleaf lace. The collar is of black art. silk and gathered as for a circuit court judge. The bell-shaped sleeves are lined and faced with 6" of Nottingham blue art. silk and trimmed with 1" gold oakleaf lace and blue button.

Hat A doctor's biretta, with four ridges, of Nottingham blue corded art. silk and with gold tuft. *Subsequently* A square cap of Nottingham blue corded art. silk edged around the crown with 1" gold oakleaf lace and with a gold button and tassel.

Chair of the Governing Body

Robe A black corded art. silk gown of the QC shape, with front facings and flap collar of Nottingham blue corded art.silk. The outer edges of the facings are trimmed with 2" gold oakleaf lace. The 'T' cuts at the sleeves are bound with narrow gold lace and the sleeve ends are trimmed with 2" gold oakleaf lace.

Hat A square cap of Nottingham blue corded art. silk edged around the crown with 1" gold oakleaf lace and with a gold button and tassel.

Section 2 Academic Dress for Fellows

Robe A black corded art. silk gown of the QC shape, with front facings and flap collar of Nottingham blue corded art.silk. The outer edges of the front facings and flap collar are trimmed with a 1" white petersham ribbon. The 'T' cuts at the sleeves are edged with ½" white petersham ribbon. The sleeve ends are trimmed with 1" white petersham ribbon.

Hat A square cap of Nottingham blue corded art. silk edged around the crown with 1" white petersham ribbon and with a white button and tassel.

Section 3 Academic Dress for Graduates

The style of academic dress for the degrees awarded by the College will be determined by the Ordinances and Regulations of the University of London.

ORDINANCE 14 STUDENTS' UNION

Amendments to this Ordinance must be made in accordance with Statute 5:

- 1 The composition of the Students' Union shall be:
 - a) All registered students of the College, who shall be full members of the Students' Union;
 - b) College staff who may become Associate Members upon payment of a fee;
 - c) Honorary members, upon invitation of the Executive Committee

- 2 The functions of the Students' Union shall be:
 - a) To promote co-operation among members for educational, cultural, social and sporting purposes;
 - b) To cater for the welfare of its members and to represent them in matters affecting their interests.

- 3 The Students Union shall be incorporated within the College and its accounts consolidated with those of the College.

- 4 The Constitution of the Students Union shall be approved by the Governing Body on the recommendation of the Governance and Nominations Committee

ORDINANCE 15 STUDENT COMPLAINTS

Section 1 Complaints Procedure

- 1 A procedure for investigating and resolving the legitimate complaints of students of the College shall be approved by the Governing Body and made available to all students⁶.

- 2 There shall be both informal and formal stages to the procedure and students will be supported in forwarding complaints to the Office of the Independent Adjudicator if the internal process cannot resolve the matter.

⁶ Approved by the Governing Body in 2004 but needs updating to delete references to the Visitor and explain the OIA process more fully.

ORDINANCE 16: REMOVAL FROM SUBSTANTIVE AND NON-SUBSTANTIVE POSTS, AND DISCIPLINE

Amendments to this Ordinance must be made in accordance with Statute 6

The Governing Body shall approve Ordinances⁷ and procedures dealing with the following:

- 1 dismissal by reason of redundancy
- 2 dismissal on health grounds
- 3 dismissal on other grounds
- 4 early removal from a non-substantive post
- 5 Probation: confirmation in post and non-confirmation
and the conduct of appeals following action under any of these causes

- 6 Discipline (including an appeals procedure)
- 7 Grievance (including an appeals procedure)

⁷ Approved by the Governing Body TBA in 2008