Chancellor
James Naughtie, MA (Aberdeen and Syracuse, New York), HonLLD (Aberdeen and St. Andrews), DUniv (Stirling), HonDLitt. (Glasgow Caledonian and Napier)

Principal and Vice-Chancellor
Professor G McCormac, BSc (Ulster), PhD (Southampton), FHEA, FRSA, FSA
ARMS

The University received its Grant of Arms in June 1967. The official description of the shield is: Per fess enarched Vert and barr-wavy Azure and Argent a bow-arched bridge of seven arches in fess Argent ensignied with a tower of the last, masoned sable, window Gules, between three open books two and one proper, fore-edges and binding Or.

NOTICE

The information contained in this Calendar and its supplements, particularly that relating to course regulations and syllabuses and the admission of students to courses, is subject to a continuous process of review. The University therefore reserves the right to make alterations to the information contained in this Calendar without notice.

Main volume copies of the Calendar are no longer available for sale but may be viewed on www.calendar.stir.ac.uk/

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ACADEMIC YEAR

The academic year runs from mid-September to mid-September. The academic session runs from mid-September to about the end of May and is divided into two semesters.

Session 2015/2016

AUTUMN SEMESTER: Monday 14 September – Monday 21 December 2015
Teaching starts: Monday 14 September 2015
Mid-sem-ster reading week: Monday 26 October – Friday 30 October 2015 (inclusive)
Teaching ends: Friday 4 December 2015
Examination Period: Thursday 10 December – 18 December 2015

SPRING SEMESTER: Monday 18 January – Friday 27 May 2016
Teaching starts: Monday 18 January 2016
Mid-sem-ster reading week: Monday 22 February – Friday 26 February 2016 (inclusive)
Teaching ends: Friday 8 April 2016
Examination Period: Monday 25 April – Friday 13 May 2016

Autumn Resit/deferred exams: Monday 16 May – Friday 20 May 2016
Spring Resit/deferred exams: Monday 23 June – Tuesday 28 June 2016

Good Friday 25 March, Easter Monday 28 March (no teaching)

Variations of the sessions dates are approved from time to time by the Academic Council for particular programmes of study; where this applies, details are given in the programme descriptions or regulations. Some programmes involve attendance outside semesters.

CORRESPONDENCE ADDRESSES

General: The University Secretary
Courses and admission of students: The Academic Registrar
Address: University of Stirling, Stirling, Scotland, FK9 4LA
Telephone: 01786 473171
Fax: 01786 463000
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May meeting *Committee meeting  
3.00 pm  
June meeting **Procedures review  
approximately 4.00 pm, following meeting of JPPRC  
12.00 noon – 2.00pm (follows meeting of USPG)  
approximately 4.00pm, following meeting of Court  
11.00 am  
9.00 am
UNIVERSITY OF STIRLING CALENDAR - STAFF & COMMITTEES

STAFF

CHANCELLOR
James Naughtie, MA (Aberdeen and Syracuse, New York), HonLLD (Aberdeen and St Andrews), DUniv (Stirling), HonDLitt (Glasgow Caledonian and Napier)

PRINCIPAL AND VICE-CHANCELLOR
Professor G McCormac, BSc (Ulster), PhD (Southampton), FHEA, FRSA, FSA

DEPUTY PRINCIPALS
Senior Deputy Principal & Deputy Principal (Education & Students)
Professor John R Gardner, BSc, MSc, PhD (Belfast), PGCE, FBCS, CITP, CEng, AcSS, FCIEA
Deputy Principal (Research) (until 11th September 2015)
Professor Edmund K Burke, BEd, MSc, PhD (Leeds), FORS, FBCS, CITP
Deputy Principal (Operational Planning & External Affairs)
Professor Malcolm MacLeod BSc, PhD (Aberdeen), FBPsS, FRSA

UNIVERSITY SECRETARY
Eileen Schofield, BA (Robert Gordon), ACMA

HEADS OF ACADEMIC SCHOOLS
School of Applied Social Science
Professor Alison M Bowes, BA, PhD (Dunelm)
School of Arts & Humanities
Professor Richard Oram, MA, PhD (St Andrews), FSA (Scot), FSA
School of Education (Acting Head)
Professor Malcolm MacLeod BSc, PhD (Aberdeen), FBPsS, FRSA
School of Natural Sciences
Professor Ian A Simpson, BSc, PhD (Strathclyde)
School of Nursing, Midwifery & Health
Professor Jayne Donaldson, BN, MN, PhD (Glasgow), PGCE, PGC, BOE, RN, RNT
School of Sport
Professor Leigh Robinson BPhyEd (Otago), MSc, PhD (Loughborough)
Stirling Management School
Professor Sharon Bolton, BA (UCLAN), PhD (Lancaster)
Stirling Graduate School
Professor Leigh Sparks, MA (Cambridge), PhD (Wales)
SERVICE DIRECTORS

Deputy Secretary
Joanna Morrow, MA (Edinburgh)

Estates & Campus Services
Karen Plouviez, BSc (Reading), MBIFM

Development and External Affairs
Kerry A Bryson, BA (Trinity College Dublin), MCIM

Finance
Liam F McCabe, BA (Stirling) CPFA, FRSA

HR and Organisation Development
Martin McCrindle, BSc (St. Andrews)

Information Services
Kathy McCabe, BSc, DipEd (Stirling)

Research and Enterprise
John Rogers, MA, PhD (Edinburgh)

Commercial Services
Liam Spillane, BA (Ulster), MIH

PROFESSORS EMERITI

D H Allen, BSc, PhD, FEng, FIChemE, FIMgt, FRSA Management Science
Brian Austin, BSc, PhD, DSc School of Natural Sciences – June 2015
Chris J Baldry, BSc (Soc.Sci), MSc, PhD, FRSA Institute for Socio-
Management, Management School – August 2010
Gordon Bell, BSc, PhD School of Natural Sciences – March 2015
Neil Blain, BA (Stirling), PhD (Strathclyde), School of Arts & Humanities – December 2014
Sally A Brown, OBE, BSc (London), MA (Smith College), PhD (Stirling),
DUniv (Stirling), DUniv (Open University), DEd, (Edinburgh), FRSE, FSCRE,
FEIS, FRSA, FUHI, AcSS, Institute of Education – June 2001
Kevin Bruton, BA, MA, PhD Languages, Cultures & Religions – April 1998
Glennis Byron, BA, MA (Calgary), PhD (Alberta) School of Arts & Humanities – March 2013
R H Campbell, MA, PhD History
Juliet Cheetham, MA Applied Social Science
Donald A Davidson, BSc (Oxford), PhD (Oxford Brookes) School of Biological & Environmental Sciences – August 2008
John Dawson, BSc, MPhil, (University College London), PhD (Nottingham),
FRSE Institute of Retail Studies – September 2009
Sheila Dow, MA (St Andrews), MA (Manitoba), PhD (Glasgow) Economics – December 2009
R Antony Duff, BA (Oxford), FBA, FRSE Philosophy – September 2009
John Drakakis, MA, BA (Wales), PhD (Leeds), DipEd FEA School of Arts & Humanities, Division of Literature & Languages – August 2011
J H Duthie, MA, PhD, DipEd Institute of Education
Hugh W Ferguson, BVM&S (Edinburgh), PhD (Stirling), DipACVP, MRCVS, FRCPat Institute of Aquaculture – October 2009
John Field, BA (Portsmouth), PhD (Warwick) School of Education – January 2014
Robin Fincham, BSc, MA (Exeter), PhD (London) Stirling Management School, Social Marketing – August 2011
Stephen G George, BSc, PhD, MPhil (Leeds) Institute of Aquaculture – October 2009
Christine M Hallett, MA (Cambridge), PhD (Loughborough), FRSE Applied Social Science, Former Principal – May 2010
Robert A Hart, BA, MA (Liverpool), FRSE Stirling Management School – January 2014
Gerard Hastings, BSc (Newcastle), PhD (Strathclyde) OBE, School of Health Sciences – October 2014
Stephen J Ingle, BA, DipEd, MAEcon (Sheffield), PhD (Wellington) Politics – August 2006
K John Izod, BA, PhD (Leeds) Film, Media & Journalism – December 2010
Peter D Jimack, BA, PhD Languages, Cultures & Religions
Richard M Johnstone OBE, BA (London), MA (Edinburgh), Chevalier de l’Ordre des Palmes Academiques Institute of Education – April 2007
Neil H Keeble, BA (Lampeter), DPhil (Oxford), DLitt (Stirling), FRSE, FRHistS, FEA, FRSA English Studies – December 2010
David N King, BA (Oxford), DPhil (York) Economics – August 2009
Hans J W Kleinpoppen, DipPhys, DrRerNatEt Habil, CPhys, FlnstP, FRAS, FRSE, FRSA, FAmPhysS, Emeritus Fell. Of The Leverhulme Trust Physics
Brian J Loasby, BA, MLitt (Cambridge), DUniv (Stirling), FBA Economics
Robin C C Law, BA (Oxford), PhD (Birmingham), FBA, FRSE. School of History & Politics – September 2009
S Ian J Lockerbie, MA, PhD (Edinburgh) Languages, Cultures & Religions – October 1997
P McEwen, BSc, PhD, FBPsS Psychology
William M McInnes, MSc (Durham), PhD (Glasgow), CA, FRSA Accounting & Finance – December 2007
Ivana Marková, MA, PhD, CSc (Prague), FRSE, FBA Psychology – August 2005
Mary T Marshall, OBE, MA (Edinburgh), DSA (LSE), DipASS (Liverpool), FRSE Applied Social Science – August 2005
Sandra E Marshall, BA (Wales) Philosophy – December 2007
Alan Millar, MA (Edinburgh), PhD (Cambridge), FRSE Philosophy – February 2010
Andrew Miller, CBE, MA (Oxford), BSc, PhD (Edin), FRSE, FIBiol Former
UNIVERSITY OF STIRLING CALENDAR - STAFF & COMMITTEES

Principal – August 2001
Arnold T Morrison, BA, MEd, DipEd, FBPsS Institute of Education
Brian O Murdoch, BA (Exeter), PhD, LittD (Cambridge), AMusTCL, FRHistS
Languages, Cultures & Religions – November 2007
Catherine A Niven, PhD, BSc (Stirling), RGN Nursing & Midwifery – September 2010
George C Peden, MA (Dundee), DPhil (Oxford), FRHistS, FRSE History – August 2008
William A Phillips, BSc (Manchester), PhD (ANU) Psychology – August 2004
J S Grant Reid, BSc, PhD (Aberdeen) School of Biological & Environmental Sciences - March 2003
Sian Reynolds, BA (Oxford), MA (Sussex), PhD (Paris), DipEd, Chevalier dans l’ordre des Palmes Académiques Languages, Cultures & Religions – June 2003
David Richards, BA (Cambridge), MA (London and Cambridge), PhD (Cambridge) School of Arts and Humanities – September 2012
Randolph Richards, CBE, MA, VetMB, PhD, DipECAAH, CBiol FSB, FRSM, MRCVS, FRAgS, FRSE School of Natural Sciences – July 2015
Ronald J Roberts, BVMS, PhD (Glasgow) FRCPath, FRCVS, FIBiol, FRSE, Commander of the Most Noble Order of the Crown (Thailand) Institute of Aquaculture
Lindsay Ross, BSc, PhD, FBA School of Natural Sciences – August 2015
Cherry Rowlings, BA (York), DipSAS, HO Let of Recog Ch Care (Oxford), Social Work – September 2008
John A Sargent, BSc, PhD (Aberdeen), FIBiol, FRSE Institute of Aquaculture – June 2001
Angela M Smith, BA, MA (Birmingham), MLitt (Cambridge) English Studies – August 2006
Grahame F Smith, MA (Aberdeen), PhD (Cambridge) English Studies – October 2000
Keith Smith, BA, PhD (Hull), FRMetS, FRSE School of Biological & Environmental Sciences – April 1998
Christina Sommerville, BA, PhD (Stirling) Institute of Aquaculture – September 2010
Thomas A. Starrs, MSc, RCT, RGN, RNMH, RNT (Edinburgh) Nursing & Midwifery – August 2008
David Stopforth, PhD (Glasgow), FTII, FCCA. Stirling Management School, Division of Accounting & Finance – August 2011
Michael F Thomas, MA (Reading), PhD (London), FGS, FRSE School of Biological & Environmental Sciences – October 2001
Duncan W G Timms, BA, PhD (Cambridge) Applied Social Science – August 2006
UNIVERSITY OF STIRLING CALENDAR - STAFF & COMMITTEES

Kenneth Turner, BSc (Glasgow), PhD (Edinburgh) *School of Natural Sciences* – July 2014
Wray Vamplew, BSc (Southampton), PhD (Edinburgh) *Sports Studies* – September 2009
Roderick Watson, MA (Aberdeen), PhD (Cambridge), FRSE *English Studies* – September 2009
L B Wilson, BSc, DSc, CEng, FBCS *Computing Science & Mathematics*
James A Young, BSc (Aberdeen), PhD (CNAA) *Stirling Management School* – July 2014

**LIBRARIAN EMERITUS**
Peter Kemp, MA, PhD (Cambridge) – August 2008
P G Peacock, BA

**SECRETARY EMERITUS**
Robert G Bomont, JP, BSc (Econ), DUniv, IPFA – August 1995
Kevin J Clarke, BA (Stirling) – March 2012
HONORARY GRADUATES

25 June 2015
Doctor of the University
Kevin Clarke
Sally Magnusson

24 June 2015
Doctor of the University
John Byrne
Sir John Elvidge

21 November 2014
Doctor of the University
Dame Mary Perkins

Master of Arts
Paul Dumbleton

31 October 2014
Doctor of the University
Faith Gibson
Magnus MacFarlane-Barrow

15 August 2014
Doctor of the University
Terence Donald O'Connor

26 June 2014
Doctor of the University
Craig Reedie
Melanie Frances Reid

25 June 2014
Doctor of the University
Mark Cousins
Charles Jencks

23 April 2014
Doctor of the University
Andrew Murray

22 November 2013
Doctor of the University
Judy Murray
Taeko Seki
Dame Elish Angiolini

27 June 2013
Doctor of the University
Gordon Buchanan
Iain Macdonald
James Smith

26 June 2013
Doctor of the University
Sheikh Dr Ahmed Abdullah Al Ghazali
Dame Judi Dench

23 November 2012
Doctor of the University
Ranee Jayamaha
Jean King
Senator Feargal Quinn

2 November 2012
Doctor of the University
Winifred Margaret Ewing

7 September 2012
Doctor of the University
Chan Lee Mun
28 June 2012
Doctor of the University
Christine Hallett
Graeme Simmers

27 June 2012
Doctor of the University
Lord Davidson of Glen Clova
Baroness Sally Greengross of Notting Hill

25 November 2011
Doctor of the University
Robert Steedman
Donald Worster

4 November 2011
Master of Arts
William Ross Culbard

30 June 2011
Doctor of the University
Ian Douglas Aitken
The Rt Hon the Lord McFall of Alcluith

29 June 2011
Doctor of the University
Karl Butzer
Alex Ferguson

26 November 2010
Doctor of the University
Philip Lee Craven
Keenan Smart
John Douglas Gilbert

5 November 2010
Doctor of the University
Isabel Nancy Hilton

1 July 2010
Doctor of the University
The Rt Hon Baroness Amos
The Hon Lord Brailsford
Derek Grant Casey

30 June 2010
Doctor of the University
Richard Frederick Holloway
Graham Leishman Stewart
James Allan McColl

27 November 2009
Doctor of the University
William Douglas Hall
Roderick James Nugent Stewart
Ian Thomson

6 November 2009
Doctor of the University
Meta, Baroness Ramsay of Cartvale

25 June 2009
Doctor of the University
Peter Julian Lederer
Patrick Douglas Smith

Master of Arts
Sylvia Jackson

24 June 2009
Doctor of the University
John Reid
Kenneth Douglas Schofield
21 November 2008
Doctor of the University
Margaret McRoberts Barr
Dennis Andrew Canavan
Kathleen Mary Agnes Dalyell

28 June 2007
Doctor of the University
Nicholas Cameron Abel Nairn
Donald Macleod

7 November 2008
Doctor of the University
Alexander Fred Markham

27 June 2007
Doctor of the University
Alan David Hansen
Paul Ellsworth Lovejoy
Ian Alexander Laing

9 October 2008
Doctor of the University
Louise Livingstone Martin
Jack Wilson McConnell
Jasminder Singh

11 May 2007
Doctor of the University
Jean-Claude Anne Marie Louis Trichet

26 June 2008
Doctor of the University
Sadenia Reader
George Newlands Reid

22 November 2006
Doctor of the University
Peter Stevenson Murdoch
John Tarbit

25 June 2008
Doctor of the University
Vivien Helen Stern
Jonathan Edward Harland Mills
Margaret Anne Ford
Kirsty Young

Master of Arts
James Breingan Fraser

23 November 2007
Doctor of the University
Douglas Allan
Hugh Boyle
Jarl Ake Ingvar Bengtsson
Richard Demarco
George Islay MacNeill Robertson
Adrienne Rich

3 November 2006
Doctor of the University
Philip Martin Cunningham
Mary Tara Marshall

Master of Arts
Frank Saunders

29 June 2006
Doctor of the University
Tam Dalyell
John Stuart Lloyd Barnes
William Mervyn Lloyd Barnes
William Benjamin Bowring Gammell

2 November 2007
Master of Arts
Victor Saunders
28 June 2006
Doctor of the University
Timothy John Rix
James Martin Haldane of Gleneagles
Ian William Richardson

24 March 2006
Doctor of the University
Shirley Ann Robertson
Anthony Paul Lester

Master of Arts
Thomas Gorman

25 November 2005
Doctor of the University
Beverly Louise Malone
Hazel Jane Irvine

1 July 2005
Doctor of the University
James Armour

30 June 2005
Doctor of the University
Onora Sylvia O’Neill

Master of Arts
Eric Williamson (Posthumous)
Joyce Irene Williamson

18 March 2005
Doctor of the University
Elspeth Russell King
James Macdonald Hastie

Master of Arts
David Charles Moulsdale

2 July 2004
Doctor of the University
Alice Brown

1 July 2004
Doctor of the University
Hazel Josephine Cosgrove
Ian Kershaw

26 March 2004
Doctor of the University
Sara Lamb Parkin
Malcolm Christopher McCarthy
James Stirling of Garden

28 November 2003
Master of Arts
Catriona I Matthew

Doctor of the University
Mairi Crawford Hedderwick

28 March 2003
Doctor of the University
John Daniel
Michael Brian Cantlay

3 July 2003
Doctor of the University
Denise Patricia Byrne Kingsmill
Anne Jarvie
William Ritchie

4 July 2003
Doctor of the University
Aly Bain

22 March 2002
Doctor of the University
Alexander Norman Jeffares
27 June 2002
Doctor of the University
Beryl Bainbridge
Thomas Christopher Smout
Howard Joseph Newby
Elizabeth Violet Blackadder
Sally Ann Brown

30 June 2000
Doctor of the University
Deirdre Mary Hutton
John Richard Krebs

Master of Arts
John Moore Paterson

28 June 2002
Doctor of the University
Andrew Miller
Michael Anthony Eardley Dummett
Peter Brereton Townsend

29 June 2000
Doctor of the University
Tom Blundell
Stephen Gordon Hendry
David Jacobs
Jacqueline Margaret Kay
David Philip Lane

Master of Arts
Cathrine Mary Parsons

31 March 2001
Doctor of the University
George William Penrose

Master of Arts
Sandy Bryce
William Clark
Marjory Bruce Russell

25 March 2000
Doctor of the University
Campbell Christie
James Lobban Geddes (posthumous)
Stephanie Shirley
Peter Northcote Wilson

19 November 1999
Master of Arts
Robert Cooper

1 July 1999
Doctor of the University
Robert Anthony McNaughton Crampsey
William Gilmour Whitecross Rodger

Master of Arts
Joan Mary Watt

29 June 2001
Doctor of the University
James Whyte Black
Duncan James Macleod
2 July 1999
Doctor of the University
Martin Kenneth Jones
Malcolm Alexander Jeeves
Gerald Robertson Wilson

27 March 1999
Doctor of the University
Ross Flockhart

5 October 1998
Doctor of the University
Marion Anne Fraser
Aaron Klug

3 July 1998
Doctor of the University
Roy Malcolm Anderson
George Karoly Radda

2 July 1998
Doctor of the University
David Colvin
Lord Ewing of Kirkford
William Fisher Hunter Carson
Brian John Loasby
Peter Heatly

28 March 1998
Doctor of the University
George W Albee
Donald Garvin Harris

Master of Arts
Ian Hamilton MacRae

12 September 1997
Doctor of the University
Hamish MacInnes

27 June 1997
Doctor of the University
Nathan Woolf Cohen
William Andrew Murray Boyd

26 June 1997
Doctor of the University
Alasdair Duncan McIntyre

Master of Arts
Patricia Anne Greenhill

8 March 1997
Doctor of the University
Iain Menzies Banks

Master of Arts
David Morgan Phillips

6 September 1996
Doctor of the University
Barboura Patricia Grant
Adam Watson

28 June 1996
Doctor of the University
Robert George Bomont
Dato' Ir Haji Ahmad Zaidee Laidin
Arthur John Robin Gorell Milner
David Bruce Pattullo
Donald Michie
Antony Gerald Hopkins
Wong Yip Yan
Jack Mapanje
Michael Ignatieff

27 June 1996
Doctor of the University
Winifred Mary Brancker
Alan David Baddeley
Michael Barham Usher
Master of Arts
Rupert Ridgeway

24 February 1996
Doctor of the University
Ronald James Stevenson
Graeme Gordon
Rennie McOwan

Master of Arts
James Taylor

5 September 1995
Doctor of the University
John Lister-Kaye
Valerie Maclver
Alexander Ferrier Sharp Morrison

30 June 1995
Doctor of the University
Olivier Todd
John Blair
Liz Lochhead
Geoffrey Mulcahy

29 June 1995
Doctor of the University
Julia Babette Sarah Neuberger
James Woodham Menter
Dai A Rees

25 February 1995
Doctor of the University
Arthur John Forty
David Chilton Phillips
Barbara Scott Young

Master of Arts
Lindsay Corbett

1 July 1994
Doctor of the University
Donald Iain MacKay
Frank Harold Trevor Rhodes
James Aitken Whyte

30 June 1994
Doctor of the University
Peter Maurice Barclay
Lalage Jean Bown
George Mackenzie Dunnet

26 February 1994
Doctor of the University
John Harry Savage Blaxter
Michael Francis Bonallack
Ruth Wishart

2 July 1993
Doctor of the University
W Gordon Graham
John McGrath

Master of Arts
James Alastair Hay Cairns
James MacColl MacDuff MacGlone

1 July 1993
Doctor of the University
Stewart Ross Sutherland
Stephen Tumim
Simon Michael Hornby
Eleanor Harz Jorden

Master of Arts
John Mitchell

27 February 1993
Doctor of the University
Doris Littlejohn
Kenneth John Hurry
Elaine Murphy
Lewis Robertson
Master of Arts
James Bowden
John James Scott

3 July 1992
Doctor of the University
John Angus MacBeth Mitchell
Angus John MacDonald
Michel Tremblay

27 June 1990
Doctor of the University
Robert Cowan
Richard Langton Gregory
Crispin Charles Cervantes Tickell

Master of Arts
Anne Day Bolton
Joyce Mary Armstrong Dunn

28 June 1990
Doctor of the University
Seamus Justin Heaney

30 June 1989
Doctor of the University
Christopher William Brasher
William MacGregor Henderson
Donald MacKenzie MacKinnon
Edwin George Morgan

4 March 1989
Doctor of the University
William David Forsyth
John Stoneman

4 November 1988
Doctor of the University
Robert Balfour of Burleigh
Joan Macintosh
Ved Parkash Mehta
Diana Rigg

1 July 1988
Doctor of the University
William Fleming Hoggan Jarrett
Jean Redpath
Gordon Donaldson
Marie Jahoda

27 February 1988
Doctor of the University
Henry Arthur Hugh Cortazzi
3 July 1987
**Doctor of the University**
James Frazer Gillan Anderson
David John Dace
Ian Charter MacLaurin
Alberto Morrocco
William Purves
Patrick Pierre Rafroidi
Peter Drury Walker
Peter Ingram Walters

28 February 1987
**Doctor of the University**
Raymond Illsley
Peter Jeffrey Wordie

**Master of Arts**
James Herkes

20 October 1986
**Doctor of the University**
Jinnosuke Miyai

27 June 1986
**Doctor of the University**
Alexander Ronald Miller
James Fyffe Thomson Morrison
David Wigley Nickson
Omar Abdul Rahman
Marcus Joseph Sieff
Ninian Smart

**Master of Arts**
Archibald Norman Walker

1 March 1986
**Doctor of the University**
David Robert Bates
An Wang

**Master of Arts**
Jack Cunningham

28 June 1985
**Doctor of the University**
Hugh Fraser
Philip Hughes
Hector Laing
Angus MacVicar
Donald Murdo McCallum
Charles Walter Suckling

2 June 1985
**Doctor of the University**
Ethelwynn Trewavas

2 March 1985
**Doctor of the University**
Joseph Grimond
Edwin Ronald Nixon

1 September 1984
**Doctor of the University**
Toshio Namba

29 June 1984
**Doctor of the University**
John Ivan George Cadogan
William Alexander Park Jack
Thomas Erskine Wright
James David Frederick Miller
William Alexander Cramond

1 July 1983
**Doctor of the University**
Charles Forte
Dennis Norman Frederick Hall
John Michael Raisman
Frederick George Thomas Holliday
Ewan George Francis Stewart

**Master of Arts**
Tom Bell Maxwell Lamb
John Logan
26 February 1983
**Doctor of the University**
Alasdair David Gordon Milne
David MacIntyre Bell Armour
Smith
James Carlisle Stormonth Darling

**Master of Arts**
Archibald Henderson Young

2 July 1982
**Doctor of the University**
Denis Forman
Ralph Alexander Raphael
John Hicks

27 February 1982
**Doctor of the University**
Harold Matthew Evans
Michael Kelly
Thomas Wilson

26 June 1981
**Doctor of the University**
William Harris Allaway
Thomas James Anderson
Antony Hopkins
Thomas Howarth

28 February 1981
**Doctor of the University**
Norman Alexander MacCaig

15 December 1980
**Master of Arts**
Harry Henry Milne

27 June 1980
**Doctor of the University**
Irene Jeanne Julie Simon
Edward George Younger

23 February 1980
**Doctor of the University**
David Daiches
Walter Laing MacDonald Perry

29 June 1979
**Doctor of the University**
Ian Thomas Morrow
David Allardice Webb

23 February 1979
**Doctor of the University**
George Robert Edwards
Harold Montague Finniston
James Campbell Fraser
Harold Pinter
Oliver Louis Zangwill

10 January 1979
**Doctor of the University**
Jane Goodall

30 June 1978
**Doctor of the University**
Nirad Chandra Chaudhuri
William Lee Weipers

25 February 1978
**Doctor of the University**
James Munn

24 June 1977
**Doctor of the University**
Kenneth Wilmot Atchley
Ronald Percy Bell

5 March 1977
**Doctor of the University**
Kenneth John Wilson Alexander
25 June 1976
Doctor of the University
John Wheatley
John Deacon Richards
Robin Philipson

21 February 1976
Doctor of the University
Naomi Margaret Mitchison
Robert Douglas McIntyre

27 June 1975
Doctor of the University
Ian Alistair Gordon
William Hutcheson Murray

22 February 1975
Doctor of the University
Duncan Sheppey Davies

6 September 1974
Doctor of the University
John Cowdrey Kendrew

2 September 1974
Doctor of the University
Vero Copner Wynne-Edwards
Alfred Charles Bernard Lovell
Magnus Pyke

28 June 1974
Doctor of the University
Dugald Baird
Alan Turner Peacock
Chinua Achebe

16 February 1974
Doctor of the University
Norman William Graham

22 June 1973
Doctor of the University
Mary Helen Ogilvie
George Wilson
Alexander John Mackenzie Stuart
Alexander Kirkland Cairncross

23 June 1972
Doctor of the University
Alexander Drummond Gibson
Kenneth Ireland
Claude Levi Strauss

10 December 1968
Doctor of the University
Lionel Charles Robbins,
Lord Robbins of Clare Market
Henry Alexander Hepburne Scott
William Macfarlane Gray
Keith Anderson Home Murray
The Court

Ex-Officio Members:
Professor F Gerard McCormac, BSc (Ulster), PhD (Southampton), FSA, FHEA, FRSA, Principal and Vice-Chancellor
Councillor Mike Robbins, Provost of Stirling
Andrew Kinnell, BA (Stirling) President of USSU.
Lauren Marriott, BA (Stirling) Vice-President Communities of USSU.
Professor John R Gardner, BSc, MSc, PhD (Belfast), PGCE, FBCS, CITP, CEng, AcSS, FCIEA

Appointed Members:
Harry Adam, BA (Stirling) MCIPD, MIOD - appointed by Court – Vice Chair of Court
Simon Niall Anderson, MA, MSc (Edinburgh) - appointed by Court
Kevin Condron, BA (Stirling), DipM, DipCIPD – appointed by Court
Professor Brigid Daniel, MA (St Andrews), PhD (Edinburgh), CQSW - appointed by Academic Council
James Dick – appointed by Staff Assembly
Professor Jayne Donaldson, BN, MN, PhD (Glasgow). PGCE, PGC, BOE, RN, RNT – appointed by Academic Council
Alison Green, LLB, DipLP (Edinburgh), ACIBS, FHEA – appointed by Academic Council
Scott Thomas Haldane, BA (Stirling), CA, CPFA, FHfMA – appointed by Court
Peter Sloan Holmes, BA (Oxon) - appointed by Court
Sean Lewis, BA (Stirling), CA – appointed by Court
Lynne Anne Marr, LLB (Edinburgh), DipLP – appointed by Court
Barbara McKissack, BA (Stirling) – appointed by Court
Richard Gerard Murray, BA (Stirling), CA - appointed by Court
Professor Holger Nehring, MA (Tuebingen), DPhil (Oxon), FHEA, FRHistS – appointed by Academic Council
Professor Leigh Robinson B PhyEd (Otago), MSc, PhD (Loughborough) – appointed by Academic Council
Fiona Sandford, BA (Stirling) - appointed by Court – Chair of Court
Andrew Sturgess, BA (Stirling), FCA, CA - appointed by Court
1 x vacancy – appointed by the Chancellor
1 x vacancy – appointed by the Court
The Academic Council

Principal
Professor F Gerard McCormac, BSc (Ulster), PhD (Southampton), FHEA, FRSA, FSA

The Senior Deputy Principal
Professor John R Gardner, BSc, MSc, PhD (Belfast), PGCE, FBCS, CITP, CEng, AcSS, FCIEA

The Deputy Principals
Professor Edmund K. Burke, BEd, MSc, PhD (Leeds), FORS, FBCS, CITP
Professor Malcolm MacLeod BSc, PhD (Aberdeen), FBPsS, FRSA

The Librarian
Kathy McCabe, BSc, DipEd (Stirling) – Director of Information Services

Heads of School
Professor Alison Bowes, BA, PhD (Dunelm)
Professor Sharon Bolton, BA (UCLAN), PhD (Lancaster)
Professor Jayne Donaldson, BN, MN, PhD (Glasgow). PGCE, PGC, BOE, RN, RNT
Professor Richard Oram, MA, PhD (St Andrews), FSA (Scot), FSA
Professor Leigh Robinson BPhysEd (Otago), MSc, PhD (Loughborough)
Professor Ian A Simpson, BSc, PhD (Strathclyde)
Professor Leigh Sparks, MA (Cambridge), PhD (Wales)
1 x vacancy (School of Education)

Elected Members
Seven members appointed by and from among the academic staff of the University holding a professorial designation
Professor Karen Boyle, BA (Strathclyde), MA, PhD (Bradford)
Professor Christine Caldwell, BSc (Edinburgh), MSc (Manchester), PhD (St Andrews)
Professor Brigid Daniel, MA (St Andrews), PhD (Edinburgh), CQSW
Professor Herve Migaud, BSc (Rennes, France), MSc (Brest, France), PhD (Nancy, France), FRSB
Professor Holger Nehring, MA (Tuebingen), DPhil (Oxon), FHEA, FRHistS
Professor Mark Priestley, BA (Manchester), MEd (Leeds), EdD (Stirling), PGCE
Professor Carron E Shankland, BSc, PhD (Glasgow), FHEA, MBCS
Seven members appointed by and from among those members of the Staff Assembly who do not hold professorial designation, at least five of whom shall be members of the academic staff

Pete Coffee, BSc, PhD (Exeter), PGCE
Andrew Desbois, BSc (Bath), PhD (St Andrews)
Paul Dimeo, BCom (Edinburgh), MA (Leicester), PhD (Strathclyde)
Jo M S Hagerty, MA (St Andrews)
Kate Howie, BSc (Glasgow)
Jill Stevenson, MA (Glasgow)
Tim D Whalley, BSc, PhD (UCL)

The President of the Students’ Association
Andrew Kinnell

The Vice-President (Education & Engagement) of the Students’ Association
Hollie Cameron

Up to two additional members co-opted by the Academic Council as it may determine from time to time.

Alison Green, LLB, DipLP (Edinburgh), ACIBS, FHEA
1 x vacancy
THE CHARTER

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith: To all to whom these presents shall come, Greeting! WHEREAS an humble Petition has been presented unto us by The University of Stirling Limited, being a company incorporated under the Companies Act, 1948, with the object inter alia of providing and carrying on in or near Our Royal Burgh of Stirling a University and having power inter alia to petition for a Royal Charter with a view to the attainment of the above mentioned object, praying that We should constitute and found a University within Our County of Stirling and Our Royal Burgh of Stirling for the advancement and diffusion of learning and knowledge and grant a Charter with such provisions in that behalf as shall seem to Us right and suitable: 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 for Us, Our Heirs and Successors do will and ordain as follows:

1. There shall be and there is hereby constituted and founded in Our said County of Stirling and Royal Burgh of Stirling a University with the name and style of “The University of Stirling” (hereinafter called “the University”).

2. The Chancellor, the Principal and Vice-Chancellor and all other persons who are for the time being members of the University pursuant to this Our Charter and the Statutes of the University are hereby constituted and henceforth for ever shall be one Body Politic and Corporate with perpetual succession and a common Seal by the name and style of “The University of Stirling” with power to acquire armorial bearings, which shall be duly matriculated in Our Public Register of Arms and Bearings in Scotland, and in that name to sue and be sued and to take and hold land and to do all other lawful acts whatsoever.

3. The University shall be a body for the purposes of teaching, examining and the promotion of research and shall, subject to the provisions of this Our Charter and the Statutes of the University, have the following objects and
powers

(a) To provide instruction in such branches of learning as the University may think fit, whether for members of the University or for others, and to make provision for research and for the preservation, advancement and dissemination of knowledge in such manner as the University may determine.

(b) To prescribe in its Ordinances the conditions under which persons may be admitted as students of the University or of any particular course of study provided by the University.

(c) To grant, under conditions laid down in its Statutes or Ordinances, Degrees, Diplomas, Certificates and other academic distinctions to persons who shall have pursued a course of study approved by the University and shall have passed the examinations or other tests prescribed by the University.

(d) To grant, under conditions laid down in its Statutes or Ordinances, Degrees to any persons who hold office in the University or who shall have carried on research therein.

(e) To grant Diplomas, Certificates or other academic distinctions to persons who have pursued a course of study approved by the University under conditions laid down by the University in its Statutes or Ordinances.

(f) To grant to approved persons, under conditions laid down in its Statutes or Ordinances, Honorary Degrees or other academic distinctions.

(g) To accept the examinations and periods of study passed by students of the University at other Universities or places of learning as equivalent to such examination and periods of study in the University as the Academic Council of the University may determine, and to withdraw such acceptance at any time.

(h) To admit to any of the privileges of the University or to recognise for any purpose, either in whole or in part, any College or Institution or the members or staff or students thereof on such terms and conditions as may from time to time be prescribed by the Statutes or Ordinances of the University.

(i) To enter into an agreement or agreements with the company registered under the name of The University of Stirling Limited for taking
over the rights, property, liabilities and engagements of that company and for the winding up thereof.

(j) To enter into any agreement for the incorporation within the University of any other institution and for taking over its rights, property and liabilities and for any other purpose not repugnant to this Our Charter.

(k) To join with any other University or with any other public or private body, institution, authority or association having in view or promoting any purpose the same as or similar or related to any purpose of the University, or to appoint one or more representatives to act upon any such body, institution, authority or association, in either case for such purpose as may be agreed upon or as may be provided for or permitted by law, on such terms and conditions as may from time to time be prescribed by the Statutes or Ordinances of the University.

(l) To institute such offices as the purposes of the University may require, to appoint persons to and remove them from such offices, and to prescribe their conditions of service.

(m) To prescribe rules for the discipline of the students of the University.

(n) To establish, maintain, administer, govern, license and supervise places of residence for officers and for students of the University.

(o) To institute and award Fellowships, Scholarships, Studentships, Prizes and other aids to study and research.

(p) To make provision for research, design, development, testing and advisory services and with these objects to enter into such arrangements with other institutions or with public bodies as may be thought desirable and to charge to the users of such services such fees as may be thought desirable.

(q) To print, reproduce and publish or to provide for the printing, reproduction and publication of research and other works to be issued by the University.

(r) To sell or provide for reward or otherwise such books, stationery and other goods and services as may be deemed expedient and consistent with the objects of the University as a place of education, learning and research.

(s) To demand and receive fees, to procure contributions to the funds of the University and to raise money in such manner as the University may
(t) To act as trustees or managers of any property, legacy, endowment, bequest or gift for purposes of education or research or otherwise in furtherance of the work and welfare of the University, and to invest any funds representing the same in such way as may from time to time be prescribed by the Statutes of the University.

(u) To borrow money and for that purpose to grant securities over, to mortgage or charge all or any part of the property of the University, whether heritable or moveable, real or personal, and to give such other security as the University may deem fit.

(v) To give guarantees for the payment of any sum or 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.

(w) To apply for or otherwise acquire either alone or in conjunction with any institutions or institution or with any public or other bodies or body or with other persons or person, Letters Patent or patent rights.

(x) To construct, improve or manage or facilitate the construction, improvement or management of housing accommodation, and to apply for any loan, grant or guarantee, and to make any arrangement competent to a Housing Association as defined in the Housing (Scotland) Act 1966 or any subsequent enactment modifying or re-enacting the same.

(y) To do all such other acts and things (including the promotion of a Bill or Bills in Parliament) whether incidental to the powers aforesaid or not as may be requisite in order to further the objects of the University.

4. There shall be a Chancellor of the University who shall be the Head of the University and who shall confer Degrees which have been granted by the University.

5. (1) There shall be a Principal of the University who shall also be the Vice-Chancellor of the University. The Principal shall be the chief Academic and Administrative Officer of the University and shall preside over meetings of the Academic Council and, except as otherwise provided in the Statutes, shall as the Vice-Chancellor in the absence of the Chancellor or during a vacancy in that office exercise and perform all the functions of the Chancellor including the conferment of Degrees.

(2) There shall be a Senior Deputy Principal who, during the absence or incapacity of the Principal or during a vacancy in the office of Principal,
shall exercise and perform such of the functions of the Principal and shall have such of the Principal's powers, privileges and duties under this Our Charter or under the Statutes as the Court may specify, including those relating to the Principal's role as Vice-Chancellor.

6. The first Chancellor and the first Principal and Vice-Chancellor hereinafter called “the Principal”) shall be the persons named in the First Schedule to this Our Charter.

7. The University shall engage with its broader communities. The University may, from time to time, prescribe in the Ordinances the conditions of such engagement.

8. (1) There shall be a Court of the University (hereinafter called “the Court”) which, subject to this Our Charter and the Statutes and the rights of the Academic Council defined therein, shall be the governing body of the University.

(2) The Court shall direct the form, custody and use of the Common Seal and shall control, manage and administer all the revenue and property of the University, and shall have general responsibility for the conduct of the affairs of the University and shall exercise all such powers and duties as may be conferred upon it for these purposes by the Statutes or the Ordinances.

9. (1) There shall be an Academic Council of the University (hereinafter called “the Academic Council”) which, subject to this Our Charter and the Statutes and to the powers of the Court, shall be responsible for the academic work of the University, both in teaching and in research, and for the regulation and superintendence of the education, discipline and welfare of the students of the University.

(2) The Academic Council may discuss any matters relating to the University and may convey its opinions thereon to the Court.

10. REPEALED 1993

11. REPEALED 1993

12. REPEALED 1993

13. There shall be such Departments or other bodies as may from time to time be prescribed in the Statutes or Ordinances.

14. There shall be a Staff Assembly of the University.
15. (1) There shall be a Students’ Association of the University.

(2) The constitution of the Students’ Association, its powers and functions and all other matters which it may be thought proper so to regulate shall be as prescribed in the Ordinances.

(3) The University shall in no way be liable for the debts, liabilities and other obligations incurred for any act done or omitted to be done by the Students’ Association.

16. The University shall engage with its former students and alumni. The University may, from time to time, prescribe in the Ordinances the conditions of such engagement.

17. 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, reward or special grant.

18. The University shall be committed to the fair and equal treatment of every person and shall not discriminate on unjustified, irrelevant or unlawful grounds.

19. Academic staff employed by the University shall have freedom within the law to hold and express opinion, to question and test established ideas and received wisdom and to present controversial or unpopular points of view without placing themselves in jeopardy of losing their jobs or privileges.

20. Subject to the provisions of this Our Charter, Statutes may prescribe or regulate as the case may be:

(1) The powers, duties, appointment and continuance in office of the Chancellor, Principal and other officers of the University.

(2) The Constitution, the powers and the functions of the Court, the Academic Council, the Staff Assembly, and the appointment and continuance in office of the members of those bodies and all other matters relative to those bodies.

(3) All such other matters consistent with this Our Charter as it may be thought proper so to prescribe or regulate for the convenient and effective attainment and execution of the purposes of this Our Charter.

21. (1) The first Statutes shall be those set out in the Second Schedule to this
Our Charter and they shall remain in force until they shall have been amended, added to or repealed in the manner hereinafter prescribed.

(2) The Court may, from time to time, on the recommendation of, or after consultation with, the Academic Council by Special Resolution make Statutes amending, adding to or repealing the Statutes:

Provided that no such Statutes shall be either repugnant to the provisions of this Our Charter or shall have effect until approved by the Lords of Our Most Honourable Privy Council, of which approval a Certificate under the hand of the Clerk of Our said Privy Council shall be conclusive evidence.

22. (1) The Statutes may direct that any of the matters prescribed or regulated by Statute, as authorised or directed in this Our Charter, shall be further prescribed or regulated by Ordinance or by Regulation or decision made by the Court or the Academic Council:

Provided that any such further prescription, regulation or decision shall not be repugnant to the provisions of the Statutes or of this Our Charter.

(2) The Court may, from time to time, by resolution make Ordinances. Provided that Ordinances dealing with courses of study, the conditions of award of Degrees, Diplomas, Certificates and other academic distinctions, and examinations shall not be made, amended, added to or repealed except on the recommendation, or with the concurrence, of the Academic Council.

(3) Ordinances may, subject to the foregoing provisions of this Article, be amended, added to or repealed from time to time.

23. Subject to the provisions of this Our Charter, the Statutes and Ordinances, the Court, the Academic Council, and the Staff Assembly respectively may from time to time make standing orders for governing their proceedings, and may amend, add to or repeal any standing orders theretofore made.

24. (1) The Court may at any time amend, add to or repeal this Our Charter by a Special Resolution passed in that behalf, and such amendment, addition or repeal shall, when allowed by Us, Our Heirs or Successors in Council, have effect so that this Our Charter shall thenceforward continue and operate as though it had been originally granted and made as so amended, added to or repealed.

(2) This Article shall apply to this Our Charter as amended, added to or repealed in manner aforesaid.
(3) No Article or provision of this Our Charter shall be amended, added to or repealed otherwise than by Special Resolution or by Supplementary Charter.

25. (1) Every Special Resolution of the Court to amend, add to or repeal this Our Charter or the Statutes shall be communicated to the Academic Council, and notices stating that this has been done and naming a place within the University where the resolution may be inspected at all reasonable hours shall be displayed publicly within the University for not less than twenty-eight days as soon as may be after the said resolution has been passed at a meeting of the Court.

(2) Every Special Resolution of the Court when allowed or approved as hereinbefore provided and every Ordinance made, amended, added to or repealed by the Court shall forthwith be published within the University.

26. For the purposes of the foregoing Articles of this Our Charter, a “Special Resolution” means a resolution passed at a meeting of the Court:

Provided that notice of the meeting shall be given to each member of the Court not less than fourteen days before the meeting be held and that the resolution be passed at the meeting by a majority of not less than three-fourths of those present and voting.

27. In this Our Charter “Statutes” means the Statutes set forth in the Second Schedule hereto and any Statutes amending, adding to or repealing the same or any of them which may hereafter be made and may be approved by the Lords of Our Most Honourable Privy Council; “Ordinances” means Acts of the Court under the powers conferred by this Our Charter to which Our further sanction is not hereby or by Statute required; “Regulations” except when otherwise required by the context means Regulations made pursuant to this Our Charter, the Statutes or the Ordinances.

28. Our Royal Will and Pleasure is that this Our Charter shall ever be construed benevolently, and in every case most favourably to the University and the promotion of the objects of this Our Charter. IN WITNESS whereof We have ordered the Seal appointed by the Treaty of Union to be kept and used in Scotland in place of the Great Seal of Scotland to be appended hereto.

Given at Our Court at St. James’s the fourteenth day of December, One thousand nine hundred and sixty-seven in the sixteenth year of Our Reign.
PER SIGNATURAM MANU S.D.N. REGINAE SUPRA SCRIPTAM Written to the Seal and Registered and Sealed at Edinburgh the twenty-seventh day of December in the year one thousand nine hundred and sixty-seven.

G. BLACK
Keeper of the Registers of Scotland and Deputy Keeper of the Seal.

CHARTER 5(2), 10, 11, 12, 13, 14, 20(2), 22(2), 23, 26 AMENDED 20.7.93.
CHARTER 13, 20(2), 22(2), 23 AMENDED 24.4.96
CHARTER 5(2), 13, 20(2), 22(2), 23, 25(1), 26 AMENDED 19.07.06
CHARTER 4, 7, 14, 16, 18, 19, 20(2), 23 AMENDED 08.07.09

FIRST SCHEDULE

FIRST OFFICERS OF THE UNIVERSITY


The Principal and Vice-Chancellor: Tom Leadbetter Cottrell, Esq., B.Sc., D.Sc.
THE STATUTES

1. Definitions

In these Statutes:
“University” means the University of Stirling.
“Charter”, “Court” and “Academic Council” mean respectively the Charter, the Court and the Academic Council of the University.
“Principal” means the Principal and Vice-Chancellor of the University.
“Senior Deputy Principal” and “Deputy Principals” mean respectively the Senior Deputy Principal and Deputy Principals of the University.
“Graduates” means persons to whom Degrees of the University have been granted.
“Students” means persons registered by the University for the purposes of full-time, part-time or occasional study or research.
“Officers” means the Chancellor, the Principal and Vice-Chancellor, the Secretary and holders of other designated appointments as determined by the Court.
“Academic Staff” means the Professors, Librarian, Readers, Senior Lecturers, Lecturers of the University and any other holding any post with teaching or research duties in the University.
“Members of Staff” means all persons who are employees of the University.
“Ordinances” means Ordinances made pursuant to the Charter or these Statutes.
“Regulations” means Regulations made pursuant to the Charter, these Statutes or the Ordinances.

2. Members of the University

The University shall, from time to time, prescribe in the Ordinances those persons who shall be members of the University.

3. Appointment, Powers, Duties and Conditions of Service of the Officers and Employees of the University

1. The successors to the first Chancellor shall be appointed by the Court.

2. The successors to the first Principal shall be appointed by the Court after consultation with the Academic Council.

3. The Court shall, in a manner prescribed in the Ordinances, appoint a Senior Deputy Principal from among those academic staff designated by the Court, in a manner prescribed in the Ordinances, as Deputy Principals.
4. The Court shall appoint the Secretary of the University after consultation with the Academic Council.

5. The Court shall appoint the Librarian of the University after consultation with the Academic Council.

6. The Court may from time to time appoint, in accordance with such procedure as may be established after consultation with the Academic Council, such members of the Academic Staff as may be required for the service of the University.

7. The Court may from time to time appoint such Members of Staff other than Academic Staff of the University as may be deemed necessary for the efficient functioning of the University.

8. The Court may from time to time by Ordinance institute such appointments (whether paid or honorary) with such powers, duties, remuneration and terms and conditions of appointment as it shall deem fit.

4. The Chancellor

1. The Chancellor shall hold office for five years from the first day of August in the year of appointment or until earlier resignation. At the expiry of that period, the Chancellor shall be eligible for re-appointment for a further five years or until earlier resignation, but at the expiry of a second period of office shall not be eligible for further re-appointment.

2. The Chancellor may resign by writing addressed to the Secretary of the University.

5. The Principal

The Principal shall be responsible for the effective working and good order of the University.

6. The Secretary

1. The Secretary of the University shall be responsible for providing the secretarial services for the Court, the Academic Council and the Staff Assembly and, under the direction of the Principal, for the administration of the University.

2. The Secretary of the University shall receive on behalf of the University any money or property payable or deliverable to the University, and the Secretary’s receipt shall be sufficient discharge for the same.
7. The Auditors
1. The Court shall appoint an Auditor or Auditors for such period, and on such remuneration, as may be determined by the Court.

2. Every such Auditor shall be a member of an appropriate professional body but no person shall be appointed as Auditor who is, or any member of whose firm is, a member of the Court or staff of the University.

3. The Auditor or Auditors shall audit the annual statement of income and expenditure, the balance sheet and the other accounts of the University and shall make a report to the Court at least once in each year.

4. The Auditor or Auditors shall have the right of access at all reasonable times to the books, records, accounts and vouchers of the University and shall be entitled to require from the Officers and staff of the University such information and explanations as may be necessary for the performance of his, her, or their duties.

5. If the Auditor or Auditors shall die or resign or otherwise vacate the appointment before the expiration of the period of appointment, the Court shall forthwith appoint an Auditor or Auditors in his, her, or their place for the remainder of such period.

8. The Conference
REPEALED 2009

9. The Court
1. The Court shall consist of the following persons, namely:

   (a) The Principal.
   (b) One member nominated by the Chancellor.
   (c) The Senior Deputy Principal.
   (d) Six members appointed by the Academic Council from among its own number, not fewer than two of whom shall be of non-professorial designation.
   (e) Deleted.
   (f) The Convener of Stirling Council, whom failing, the Vice-Convener of Stirling Council.
   (g) Deleted.
   (h) The President and the Vice-President & Treasurer of the Students’ Association.
   (i) Deleted.
   (j) One member appointed from among the membership of any body established under Article 16 of the Charter on the
recommendation of a Committee established by Ordinance and chaired by the Chancellor.

(k) Up to eleven members appointed by the Court on the recommendation of a Committee established by Ordinance and chaired by the Chancellor.

(l) One member appointed by the Staff Assembly from among its own number, not being a member of the Academic Staff.

2. A member of the Court from amongst those members under subparagraphs (b), and (k) of paragraph 1 above shall be elected by the Court as the Chair of the Court. The Chair of the Court shall hold office for four years. At the expiry of that period the Chair shall be eligible for re-election for a further four years but on the expiry of two such periods shall not be eligible for re-election until a further four years have elapsed. The Court shall appoint a member of the Court drawn from those under sub-paragraphs (b) and (k) as Vice-Chair who, in the absence of the Chair of the Court, shall take the Chair at meetings and exercise any other relevant functions. In the absence of both from a meeting, the Court shall elect one of its members to take the Chair for that meeting.

3. Of the members of the Court referred to in paragraph 1 above:

(1) those in sub-paragraphs (a), (c), (f), and (h) shall hold office so long as they shall continue to occupy the positions named respectively;

(2) that in sub-paragraph (b) shall hold office until the expiry of the term of office of the Chancellor by whom he or she was nominated; Provided always that in the event of the Chancellor ceasing to hold office his or her nominee shall continue to be a member of the Court until a member is nominated by the new Chancellor and no longer;

(3) those in sub-paragraph (d) shall hold office for four years and shall be eligible for re-appointment but they shall not serve for more than two such periods of four years consecutively;

(4) DELETED;

(5) those in sub-paragraph (k) shall hold appointment for such period as the Court may determine in each case at the time of their appointment;

(6) those in sub-paragraphs (b), (f), (j) and (k) shall be persons other than members of staff or students of the University.

4. Casual vacancies shall be filled by the body which or persons who appointed or nominated the person whose place has become vacant: Provided that any person appointed or nominated to fill a casual vacancy shall be appointed or nominated only for the remainder of the period for which the person whose place has become vacant was appointed or nominated.
5. Except where otherwise provided, persons appointed need not be members of the body by which they are appointed.

6. Any member of the Court, not being an ex officio member, may resign by writing addressed to the Court.

7. The Court shall have all such powers as are necessary for the discharge of its functions as they are defined in the Charter and in these Statutes, including the following:

(a) To take over all properties, assets, benefits and liabilities of the company registered under the name of The University of Stirling Limited.
(b) To govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University and for that purpose to appoint bankers and any staff or agents whom it may deem expedient to appoint and to cause books of account to be kept in such manner as to give a true and fair view of the state of the University's affairs and to explain its transactions.
(c) To invest any moneys belonging to the University in such stocks, funds, fully paid shares or securities as the Court shall from time to time think fit whether within the United Kingdom of Great Britain and Northern Ireland or not or in the purchase of heritable subjects in the United Kingdom including feudalities or rents: Provided that in the case of moneys held by the University as Trustees the powers conferred by this sub-paragraph shall be exercised subject to the provisions of the law relating to investments by trustees.
(d) To sell, buy, take on feu, exchange, lease and accept leases of any property, heritable or moveable, real or personal, on behalf of the University.
(e) To provide the buildings, premises, furniture and equipment and other means required for carrying on the work of the University.
(f) To borrow money on behalf of the University and for that purpose to grant security over, mortgage or charge all or any part of the property of the University, whether heritable or moveable, real or personal, unless the conditions of any Will, Deed of Trust or other similar instrument are thereby contravened and to give such other security whether upon any such property or otherwise as the Court may think fit.
(g) To enter into, vary, carry out and cancel contracts on behalf of the University.
(h) To provide for the welfare of all persons in the employment of the University or formerly in the employment of the University or of the company registered under the name of The University of
Stirling Limited and the wives, widows and dependents of such persons including the payment of money, pensions or other payments and the provision of housing and of assistance in obtaining housing and to subscribe to benevolent and other funds for the benefit of such persons.

(i) To provide for the welfare of the students of the University.

10. The Academic Council
1. The membership of the Academic Council shall be as may be prescribed from time to time in the Ordinances.

2. Subject to the powers of the Court as they are defined in the Charter and in these Statutes, the Academic Council shall have all such powers as are necessary for the discharge of its functions as they are defined in the Charter and in these Statutes, including the following:

(a) To direct, regulate and promote the teaching and research of the University.
(b) To regulate and conduct examinations and to appoint internal and external examiners.
(c) To grant Degrees, Diplomas, Certificates and other academic distinctions.
(d) To regulate the admission of persons to the University and to courses of study in the University.
(e) To regulate and superintend the living conditions and discipline of the students of the University.
(f) Without prejudice to the authority of members of staff of the University to exercise discipline by excluding students temporarily from any specified part of the precincts of the University on grounds of misconduct therein, to suspend a student from any activity within the University; to exclude permanently or for a stated time a student from the precincts of the University or any part thereof; to expel a student from membership of the University; to impose reprimands and monetary fines, and to require sureties and reparation for damage.

Provided that the Academic Council may delegate the whole or any part of this power to a Discipline Committee, the composition of which shall be prescribed by Ordinance, provided that a majority of its members shall be members of the Academic Council and the remaining members shall be students appointed in accordance with procedures to be prescribed by the said Ordinance:

Provided also that before exercising any or all these powers, the Academic Council or the Discipline Committee shall give such student an opportunity to be heard in accordance with procedures
to be prescribed by Ordinance, which shall include the right of the student to be heard in person, to be represented at a hearing, to call witnesses and to have reasons assigned (if asked) for any decision taken by the Academic Council or the Discipline Committee as the case may be.

Provided also that in the case of offences which do not carry a penalty of the expulsion of a student from membership of the University, the Academic Council may delegate to such persons as shall be specified by Ordinance or to a committee of students, the composition of which shall be prescribed by the said Ordinance, the following powers:

(i) to impose reprimands and monetary fines, provided the upper limit of such fines shall be prescribed by the said Ordinance;
(ii) to require sureties and reparation for damage;
(iii) to exclude a student from a specified part of the precincts of the University or to suspend a student from a specified activity within the University for a period not in excess of one academic year.

The procedures under which the above powers (i) to (iii) shall be exercised shall be prescribed by the said Ordinance.

11. Faculties
REPEALED 2006

12. Committees and Delegation of Functions
1. The Court and the Academic Council (the appointing bodies) may each establish whether from within their own membership or otherwise, such committees or joint committees as they may think fit. Subject to the Charter and to these Statutes, the appointing bodies may, upon such conditions as they may determine, arrange for the discharge of any of their functions by committees, joint committees, the Principal or other persons who are appointed by the appropriate body for this purpose. Such arrangements may include delegation of powers of appointment. Any arrangements of this kind shall be explicit and a matter of record.

Provided that any Committee concerned with the welfare or living conditions of the students shall include a member or members of the Students’ Association.

2. Without prejudice to the generality of the provisions of paragraph 1 above, the Court and the Academic Council may each respectively appoint a Joint Committee or Joint Committees of itself and the Students’ Association.
3. The Chair of the Court and the Principal shall be ex-officio members of every Committee or Joint Committee of the Court other than the Audit Committee.

4. The Principal shall be an ex-officio member of every Committee or Joint Committee of the Academic Council.

5. The appointing body or bodies may make Regulations for the proceedings of a Committee but subject thereto every Committee may regulate its own proceedings and the times and places of meeting.

13. The Academic Assembly
REPEALED 2009

14. The Staff Assembly
The University shall, from time to time, prescribe in its Ordinances the conditions of membership and the powers and procedures of the Staff Assembly.

15. University Examinations
The examinations for the Degrees, Diplomas, Certificates and other academic distinctions of the University shall be conducted jointly by such of the members of the Academic Staff and such external examiners as may be appointed in that behalf:

Provided that for each final examination for a Degree there shall be at least one external and independent examiner.

16. Removal from Office
1. Any member of the University appointed by the Court to a designated Office or by the Court or other appointing body to membership of any body may be removed for good cause by the Court. No person shall be removed by the Court unless that person shall have been given a reasonable opportunity of being heard in person by the Court and the removal has been approved by two-thirds of the members of the Court present and voting.

2. “Good cause” when used in reference to removal from office means:
(a) Conviction of any criminal offence judged by the Court to be such as to render the person concerned unfit for the execution of the duties of his or her office; or
(b) Failure through mental or physical incapacity or persistent neglect to perform properly the duties of his or her office; or
(c) Conduct judged by the Court to be such as to constitute failure or
inability of the person concerned to perform the duties of his or her office or to comply with the conditions of tenure of his or her office.

3. Subject to the terms of his appointment no officer of the University shall be removed from office save upon the grounds and in pursuance of procedure to be prescribed by Ordinance.

17. Academic Staff
The University may, from time to time, prescribe in its Ordinances such matters relating to the employment of its Academic Staff as it may deem appropriate.

18. Appeals by Students
REPEALED 2009

19. Ordinances
In addition to the matters which may by virtue of the provisions of the Charter or of these Statutes be dealt with by Ordinances, the following matters shall be prescribed or regulated by Ordinances:

(a) The requirements to be complied with by students before qualifying for Degrees, Diplomas, Certificates and other academic distinctions of the University.
(b) The conduct of the examinations or other tests for Degrees Diplomas, Certificates and other academic distinctions of the University, the admission of students thereto, exemptions therefrom and all other matters relating to examinations and tests.
(c) Such other matters, not otherwise dealt with in these Statutes and the Ordinances, as the Court may deem fit to prescribe or regulate by Ordinance.

20. Retirement of Members of Staff
REPEALED 2009

21. Acts during Vacancies
No act or resolution of the Court, the Academic Council, the Staff Assembly or any Committee or other body constituted in accordance with these Statutes shall be invalid by reason only of any vacancy in the body doing or passing it or by reason of any want of qualification by or invalidity in the appointment of any de facto member of the body whether present or absent.

22. The Graduates’ Association
REPEALED 2009
THE ORDINANCES

ORDINANCE 1
CONSTITUTION OF THE STUDENTS’ ASSOCIATION
(Charter reference Article 15)

1. Name
1.1 The Students’ Association of the University is established in accordance with Article 15 of the Charter of the University of Stirling and shall be called: “the University of Stirling Students’ Union” (hereinafter referred to as ‘the Union’). The Union is a registered charity (no: SC023788).

2. Purpose and objects
2.1 The Union’s charitable object is the advancement of education of students at the University of Stirling for the public benefit through the purpose of the Union.

2.2 The purpose of the Union is to promote the interests and welfare of its members, to represent them and work in partnership with the University to provide support and development opportunities to meet the diverse needs of the student community in the mission to ‘Make Students’ Lives Better’.

2.3 To achieve this the Union will:
   i) provide a student representative service;
   ii) provide academic support services;
   iii) provide a mediation service;
   iv) develop partnership opportunities with the University for the benefit of its members;
   v) facilitate student led co-curricular and collaborative activities through clubs, societies and volunteering opportunities;
   vi) provide facilities and support for clubs and societies for the advancement of arts, heritage, culture and the social life of students;
   vii) provide facilities, coaching and other support for sports clubs and other activities to promote participation and the general health and well-being of students;
   viii) provide services that support student employment and enterprise;
   ix) deliver commercial services that provide value for money and employment opportunities for students;
   x) enhance environmental sustainability;
   xi) ensure adequate, sustainable resources are available in order that its commitments and aspirations are achieved.
3. Definitions

3.1 The following words or phrases shall have the following meanings wherever they appear in the Constitution:

i) “Academic Council” means the Academic Council of the University;

ii) “Academic year” means the period from the beginning of the Autumn Semester to the end of the Spring Semester within one 12 month period;

iii) “Alumni” means all students who have graduated from the University and all students who have attended the University for at least one semester of study;

iv) “Annual General Meeting” means the Annual General Meeting of the Union;

v) “Union” means the University of Stirling Students’ Union;

vi) “Chief Executive” means the Chief Executive of the Union;

vii) “Court” means the Court of the University;

viii) “Executive Council” means the Executive Council of the Union;

ix) “Executive Officers” means those officers of the Union who are listed in the Officer Profiles Schedule (Schedule 3) attached to this Constitution

x) External trustee means an external trustee of the Union’s Trustees Board

xi) “Finance and Resources Committee” means the Finance and Resources Committee of the Union;

xii) “Financial year” means from 1st August to 31st July in any year;

xiii) “FTE” means full time equivalent and refers to the full time equivalent of student population in the immediately preceding academic year;

xiv) “General Meeting” means the General Meeting of the Union;

xv) ‘Online’ means any online activity including social media, email, internet or any other electronic transaction.

xvi) “Sabbatical Officers” means the President, Vice Presidents and Sports President of the Union;

xvii) “Students” means the students of the University as defined in Statute 1;

xviii) “Trustee” means a member of the Trustees Board of the Union

xix) “Trustees Board” means the Trustees Board of the Union;

xx) “University” means the University of Stirling;

xxi) “University Day” means any whole day from Monday to Friday during semester but excluding days which are University holidays and excluding parts of the University days.
4. Powers

4.1 The Union through its Trustees Board, General Meetings and Executive Council (subject to Court approval with respect to section xiii), has the power to:

i) administer the financial affairs of the Union;

ii) pay all the Union’s expenses out of the funds of the Union;

iii) borrow as necessary by bank overdraft;

iv) buy, lease or sell goods necessary for the day to day running of the Union;

v) invest or advance the funds of the Union, surplus to the immediate needs of the Union as from time to time may be determined by the Trustees’ Board;

vi) employ staff;

vii) become members of any corporate body which has objects similar to those of the Union and to meet the appropriate subscriptions and charges;

viii) elect Office-Bearers of the Union in accordance with the Elections and Referenda Schedule (Schedule 2) attached to this Constitution and to dismiss them in accordance with paragraph 8.5 of this Constitution.

ix) exercise discipline over members of the Union in accordance with the Discipline Code Schedule (Schedule 6) attached to this Constitution

x) enter into, vary, carry out or cancel any contracts, agreements and undertakings which shall further the objects of the Union and to sue thereunder if the Trustees Board so decides;

xi) make and amend Schedules and Standing Orders as may be necessary for carrying into effect the provision of this Constitution, provided that, if there is any conflict between the provisions of the Constitution and those of the Schedules, the provisions of the Constitution shall prevail;

xii) do all such other things as may appear to be incidental or conducive to the attainment of the above;

xiii) provided that the consent of the Court shall be obtained before any action may be taken under any of the following heads and the Court may disallow, amend or refer back any such action if in the view of the Court it is in conflict with the general interests of the University:

a) to lease, purchase or otherwise acquire or dispose of any land or premises and to maintain or adapt these premises for the purpose of the Union;

b) to borrow money other than by way of bank overdraft;

c) to sell, dispose of or transfer any part of the business, property or undertaking carried out by the Union for
any consideration the Trustees Board may see fit to accept.

d) to provide for the welfare of any existing or former employees

4.2 These powers may only be exercised in the furtherance of the Union’s objects and purposes and are the responsibility of the Trustees Board through as may be required, the operation of the Executive Council, Finance and Resources Committee and the General Meeting.

5. Equality and Diversity

5.1 This Equality, Diversity and inclusion Statement shall be enforced across the Union.

5.2 Equality, Diversity and Inclusion Statement:
The University of Stirling Students’ Union is committed to providing an inclusive and supportive space for all of its members and believes that all students should be free from feelings of intimidation or harassment resulting from prejudice or discrimination the grounds of age, disability, gender identity, race, religion, sexual-orientation, marital or maternity/paternity status, trans status, socio-economic status, or ideology or culture, or any other form of distinction, in or outwith Union premises, in person or online.
Please refer to the Union’s Equal Opportunities Policy for further information. This is in line with the Union’s Equality Steering Groups’ aims and terms of reference.

6. Membership

6.1 Ordinary Members
Every matriculated student of the University shall be an Ordinary Member of the Union unless they have exercised their right to opt out of membership in accordance with s22 of the Education Act 1994, as the Act may be amended or reenacted from time to time.
Sabbatical Officers shall also be classed as Ordinary Members.

6.2 Associate Members
All matriculated students of any further or higher educational institution with whom the Union holds a reciprocal agreement shall be Associate Members unless they have exercised the right to opt out of membership of their institution’s Students’ Union in terms of the Education Act 1994, as the Act may be amended or reenacted from time to time.

The following members of the University community may apply for Associate Membership and, if accepted, shall become Associate Members:
   i) members of the University Court;
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ii) members of staff of the University and members of staff of the University's Union provided that said membership shall end on the termination of their employment;

iii) persons attending conferences within the University and resident in University accommodation for the duration of the conference;

iv) any person resident in University accommodation;

v) any person participating in sports or recreational activities within the University’s grounds;

6.3 Life Membership

Members of the Union and any former Associate Member may apply for Life Membership of the Union and, if accepted, may become a Life Member.

The following Members of the University community may apply for Life Membership and, if accepted, shall become Life Members:

i) members of the University Court;

ii) members of staff of the University;

iii) members of staff of the Union;

Other persons, who in the opinion of the Union Executive Council would be of service to the Union, may be admitted to Life Membership. Sabbatical Officers of the Union shall automatically be granted Life Membership of the Union upon completion of a year in office.

6.4 Alumni Membership

All students who have graduated from the University of Stirling shall hold Alumni Membership of the Students' Union.

All students who have attended the University of Stirling for at least one semester of study shall hold Alumni Membership.

6.5 Honorary Members

Honorary Membership may be granted by the General Meeting to such persons and on such terms as it thinks fit.

6.6 Ordinary Members shall be the only members entitled to:

i) vote in General Meetings of the Union and vote in referenda.

ii) nominate, stand and vote in Union Elections.

6.7 All members are entitled to use all Union facilities, subject to disciplinary sanctions.

7. Elections

7.1 All Elections will be conducted in accordance with the Election & Referenda Schedule (Schedule 2), attached to this Constitution.

8. Tenure of Office

8.1 Sabbatical Officers
i) The term of office of the Sabbatical Officers shall commence on the 1st of June and terminate on the 31st of May in the following year;

ii) The Sabbatical Officers shall at the time of their election be registered students or currently in Sabbatical Office and shall, subject to the consent of the Academic Council, take, during their period of office, a year’s leave of absence from their studies. Where a non-continuing student is elected to one of these posts such consent is not required;

iii) The Sabbatical Officers-elect shall be full voting members of both the Executive Council and the Finance and Resources Committee as of the day they are elected and shall be invited, but not required, to attend the meetings of these bodies pending the start of their period of office;

iv) No person shall hold office as a Sabbatical Officer for more than two years;

v) The duties and remits of the Sabbatical Officers shall be as provided in the Officer Profiles Schedule (Schedule 3) attached to this Constitution.

8.2 Executive Officers

i) The term of office of the Executive Officers, shall commence the 1st of June and terminate on the 31st of May in the following year;

ii) The remit of the Executive Officers shall be as provided for in the Officer Profiles Schedule (Schedule 3) attached to this Constitution.

iii) No Executive Officer shall hold the same position of office for more than two years.

8.3 Resignations

i) If any Executive Officer ceases to be an Ordinary Member of the Union, as defined in paragraph 6.1 of this Constitution, his or her tenure of office or membership shall cease forthwith;

ii) Any member of any properly constituted Committee of the Union who misses three meetings, without good reason, during his or her term of office and without apologies being accepted shall, by the said committee itself, be removed from membership of that Committee. The General Meeting shall be informed.

iii) Letters of resignation of any member of the Executive Council or Committee Member shall be addressed to the President. Such a letter shall then be presented to the first meeting of the General Meeting following its receipt (unless it has been withdrawn in the intervening period). The General Meeting shall be informed.
8.4 Motions of Censure

A motion of censure of any elected officer of the Union or member of a Committee, or Club or Society of the Union, shall require a two thirds majority of those present and entitled to vote at a quorate General Meeting.

8.5 Vote of No Confidence

i) A Vote of No Confidence can be called for the sole purpose of removing elected officer(s) and shall be run in the same manner as a General Meeting as outlined in Standing Orders Schedule (Schedule 5) attached to this Constitution;

ii) Votes of No Confidence must take place within 5 days of the Chief Executive receiving a Motion signed by 1/40th of the FTE population of Ordinary Members;

iii) The quoracy for a Vote of No Confidence will be 1/20th of the FTE population of Ordinary Members

iv) A Vote of No Confidence must receive two thirds majority to pass;

v) If a Vote of No Confidence is passed, the officer shall be removed from office and the General Meeting shall have the option to ban said officer from standing for election to any elected position within the Union for a period of normally not longer than one year.

8.6 Behaviour

All Sabbatical Officers and Executive Officers of the Union shall at all times behave in a manner which befits their office at all times and in all circumstances, including in person and online.

8.7 Vacancies

Any vacancy(ies) other than as provided elsewhere occurring for whatever reasons shall be filled via a by-election conducted in accordance with the Election & Referenda Schedule (Schedule 2) attached to this Constitution.

9. Trustees Board

9.1 Definition

The Trustees Board shall have responsibility for all activities of the Union and shall act at all times in line with their obligations in terms of the Charities and Trustee Investment (Scotland) Act 2005, as the Act may be amended or reenacted from time to time.

9.2 Membership

The Trustees Board of the Union shall be made up as follows:

Ex-officio

i) 4 Sabbatical Officers

Appointed

i) 4 external trustees

Elected
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i) 3 student trustees
In attendance
   i) Chief Executive
   ii) Others as may be invited to present information at the request of the Trustees Board.
   iii) Board Secretary appointed by the Chief Executive.

9.3 Other than the appointment of the first 4 external trustees the appointment of which shall be conducted in accordance with the Trustees Schedule (Schedule 4) attached to this Constitution, the procedure for the appointment of the external trustees shall be as follows:
   i) The Trustees Board and the Chief Executive in dialogue with the University, shall agree the required expertise of the new external trustee to be appointed and the best strategy to be employed to appoint him/her
   ii) The Chief Executive shall co-ordinate the appointment’s process of the new external trustee and produce a short list to be approved by the Trustees Board
   iii) The Sabbatical Officers on behalf of the Trustees Board shall present the recommendations of the Trustees Board for the appointment of a new external trustee at a quorate General Meeting for ratification;
   iv) If the General Meeting rejects the recommendations of the Trustees Board, the Trustees Board shall review the recommendations and return to the following General Meeting with an amended proposal for ratification;
   v) The cycle of appointment of external trustees shall be set out in the Trustees Schedule (Schedule 4) attached to this Constitution.

9.4 The external trustees shall as far as possible be appointed because of their specific experience in any area which the Trustees may from time to time deem to be beneficial to the good operation of the Union. Reasonable efforts will be made to appoint an external trustee with expertise in Finance and Audit.

9.5 The external trustees shall be appointed for a period of 3 years.

9.6 An external trustee may serve a maximum of two consecutive 3 year periods and on the expiry of two such periods will not be eligible for re-appointment until a further 3 years have elapsed. Where a trustee is elected to serve as Chair of the Trustees he/she will begin a new term of membership.

9.7 The 3 student trustees will be elected by a cross campus ballot conducted in accordance with the Elections and Referenda Schedule (Schedule 2) attached to this Constitution and cannot hold any Executive Office during their time as a student trustee.

9.8 The Trustees Board shall:
i) seek, in good faith, to ensure that the Union acts in a manner which is consistent with its purposes

ii) oversee the strategic direction of the Union;

iii) ensure the proper and prudent administration of the Union both legally and financially;

iv) ensure the Union’s financial viability and sustainability to enable it to meet its aims and objectives;

v) ensure the Union complies with its governing documents, charity law and all other relevant legislation or regulations;

vi) protect and manage any property of the Union and ensure the proper investment of the Union’s funds.

9.9 To enable it to do this the Trustees Board shall:

i) at each of its meetings, receive and consider the management accounts of the Union from the Finance and Resources Committee;

ii) receive and approve the Union’s Budget from the Finance and Resources Committee;

iii) at each of its meetings, receive the Minutes from the meetings of the Finance & Resources Committee and a report from it and, at least once each semester or otherwise as it may require, receive a report from the President on the activity of the Executive Council.

iv) have the power to scrutinise, approve or overturn decisions of the Finance and Resources Committee, the Executive Council and any other of the Union’s committees based on the principles outlined in the Trustees Schedule (Schedule 4) attached to this Constitution;

v) appoint the Chief Executive, ensure that proper employment legislation is applied in their dealings with him/her and to monitor his/her performance;

vi) act as an Appeal panel in any disciplinary or grievance matter as may be required;

vii) intervene in any area and instruct any officer or employee of the Union if it believes that the Union is failing to meet any financial or legislative requirements.

9.10 The Trustees Board will meet not less than 5 times per year and at any additional times as may be necessary.

9.11 The Trustees Board shall elect a chair from within the membership of the external trustees. Should the chair be unavailable the Trustees shall elect a temporary chair from within the membership of the external trustees. Sabbatical Officers shall not be eligible to be appointed as chair.
9.12 Quorum for meetings shall be one half plus one of the current memberships (rounded up to the nearest whole number), provided that there are also at least 2 external trustees present.

9.13 An emergency meeting of the Trustees Board may be called on the request of 4 or more Trustees Board members. There shall be at least 5 University days' notice of an emergency meeting.

9.14 Meetings shall be conducted in accordance with Trustees Schedule (Schedule 4) attached to this Constitution.

9.15 In the event of a member of the Trustees Board being under eighteen years of age and therefore, under the Licensing (Scotland) Act 2005, being unable to act in that capacity, the Executive Council shall elect a member of eighteen years or over from the Executive Council, to act on behalf of the officer for this purpose.

9.16 Any Trustee may be removed from the office of Trustee by the Trustees Board for "good cause". No Trustee shall be removed from office without having a reasonable opportunity to be heard in person by the Trustees Board and the removal having been approved by two-thirds of the members of the Trustees Board present and voting.

9.17 "Good cause" when used in reference to removal from office shall mean:

i) conviction of a criminal offence judged by the Trustees to be such as to render the person concerned unfit for the execution of the duties of the office of Trustee; or

ii) if a member of the Trustees Board is declared bankrupt; or

iii) failure through mental or physical incapacity or persistent neglect to perform properly the duties of his or her office; or

iv) if a Trustee fails to attend three consecutive meetings without apologies being accepted, they may be removed by a simple resolution of the board; or

v) conduct judged by the Board of Trustees to be such as to constitute a failure or inability of the person concerned to perform the duties of his or her office.

vi) Serious and persistent breach of the duties of the Charities and Investment (Scotland) Act, 2005

9.18 If a Trustee who is a Sabbatical Officer ceases to be a Trustee through the above provisions they shall not cease to be a sabbatical officer as a result.

9.19 Where a Sabbatical Officer ceases to hold that office they shall no longer be a Trustee.

9.20 A Sabbatical Officer who is by reason of his office a Trustee shall not be eligible for appointment as an external trustee until a period of 3 years has elapsed from the date of the Sabbatical Officer demitting his role as a Sabbatical Officer.

9.21 The Trustees Board may appoint any person to be the agent of the Union for such purposes and on such conditions as they determine.
9.22 The Trustees Board may delegate any and all of their powers or functions to any committee or body, or the implementation of their resolutions and the operational management of the Union to any person or committee subject to the provisions set out in the Trustees Schedule (Schedule 4) attached to this Constitution.

10. General Meetings

10.1 All Ordinary Members are eligible to attend General Meetings.

10.2 The following shall attend General Meetings in an ex-officio capacity:
   i) Executive Officers.
   ii) Standing Committee members.

10.3 The following shall be invited to attend General Meetings
   i) Course Representatives.
   ii) Members of each club and society and sports clubs.

10.4 The remit of General Meetings shall be as follows:
   i) vote on policy of the Union;
   ii) scrutinise a report from the President on all areas and committees of the Union
   iii) vote on constitutional amendments
   iv) refer such items as prescribed to referenda as set out in the Elections and Referenda Schedule (Schedule 2);

10.5 General Meetings shall be run in accordance with the Standing Orders Schedule (Schedule 5) attached to this Constitution.

10.6 There shall be a minimum of two General Meetings per semester. The first must be no later than 5 weeks into the first semester.

10.7 The President will chair General Meetings. In the absence of the President, the President will nominate another sabbatical officer to chair, or in the event of the incapacity of the President the remaining sabbatical officers will select a chair from amongst themselves.

10.8 The quorum for General Meetings shall be 60 Ordinary Members of the Union.

10.9 General Meetings can express their dissatisfaction with the work or action of an officer(s), committee(s), committee member(s), or club or society by the submission of a motion of censure as detailed in paragraph 8.4 of this Constitution.

11. Emergency General Meetings

11.1 An Emergency General Meeting can be called upon the request of 60 ordinary members of the students’ union and have at least 48 hours’ notice.

11.2 Emergency General Meetings shall be run like a General Meeting and in accordance with the Standing Orders Schedule (Schedule 5) attached to this Constitution.
12. Annual General Meeting

12.1 The Annual General Meeting is the final General Meeting of the Union of the Academic Year and will be called by the President of the Union. It shall be held in the Spring semester and must be held no earlier than 5 weeks before the end of teaching.

12.2 An official notice of the Annual General Meeting shall be available on the Union’s website not less than 10 University days prior to the Annual General Meeting.

12.3 Annual General Meetings shall be run like a General Meeting in accordance with the Standing Orders Schedule (Schedule 5).

12.4 At the Annual General Meeting:

   i) the President shall present an Annual Report containing a financial report for the year to date, the previous year’s audited annual accounts approved by the Trustees Board and information required by section 22(2)(g) and (h) Education Act 1994. Such report and accounts shall be available on the Union’s website for at least five University days prior to the Annual General Meeting and shall be available for inspection in hard copy at any other time thereafter during office hours on application to the Chief Executive of the Union;

   ii) reports from officers and standing committees will be combined into an end of year report and presented by the President;

   iii) the President-elect shall present a plan on the conduct and management of the Union for the following year;

   iv) any other competent business specified in the notice of the meeting may be transacted.

12.5 Annual General Meetings cannot pass policy nor submit items to referenda.

13. Executive Council

13.1 The membership of the Executive Council shall be made up as follows;

   i) The Sabbatical Officers and the Executive Officers of the Union as detailed in the Officer Profiles Schedule (Schedule 3) attached to this Constitution.

13.2 In attendance

   i) Any member of staff of the Union as may be required

   ii) Others as may be invited to present information at the request of the Executive Council;

13.3 The remit of the Executive Council shall be to:

   i) organise and operate all General Meetings and other meeting of the Union;

   ii) receive for scrutiny reports from each Sabbatical Officer;
iii) receive for scrutiny reports from each committee as referred to in the Committees Schedule (Schedule 1) attached to this Constitution;

iv) receive for scrutiny reports from the Finance and Resources Committee on the financial performance of the Union

v) scrutinise the work of all the officers of the Union

vi) receive policy passed by General Meetings or Referenda and delegate actions to officers or committees

vii) report to the Trustees Board as required in paragraph 9.9 hereof.

13.4 The Executive Council can refer any motion passed by General Meetings and Emergency General Meetings to referenda on a 75% majority vote of the Members of the Executive Council entitled to vote.

13.5 The Executive Council will meet no less frequently than every 4 weeks during term-time and at additional times where necessary.

13.6 The President will chair the meeting. In the absence of the President, the President will nominate a chair from the other Sabbatical Officers, or in the event of the incapacity of the President the remaining Sabbatical Officers will select a chair from amongst themselves.

13.7 Quoracy for Executive Council meetings shall be one half plus one of the current membership of the Executive Council.

13.8 An emergency meeting of the Executive Council may be called on the request of 8 or more Executive Council members. There shall be at least 48 hours notice of an emergency meeting.

13.9 Meetings shall be conducted in accordance with Standing Orders Schedule (Schedule 5) attached to this Constitution.

14. Finance and Resources Committee

14.1 Membership

The Composition of the Finance and Resources Committee shall be as follows:

i) The Sabbatical Officers who:
   a) Will be Signatories of the Union’s Bank Account;
   b) Cannot be elected as Chair of the Finance and Resources Committee;

ii) The Chief Executive or his or her nominee;

iii) One Executive Officer elected from within the Executive Council;

iv) An external trustee with expertise in finance and audit where possible.

The following shall be invited to attend all meetings but shall have no voting rights:

i) A Financial Adviser appointed by the University Secretary;
ii) Others as may be invited to present information at the request of the Finance and Resources Committee;

14.2 In the event of a member of the Finance and Resources Committee being under eighteen years of age and therefore, under the Licensing (Scotland) act 2005, being unable to act in that capacity, the Executive Council shall elect a member of eighteen years or over from the Executive Council, to act on behalf of the officer for this purpose;

14.3 One Executive Officer shall be elected from the membership to sit on the Finance and Resources Committee and shall be elected at the first Executive Council of the academic year in accordance with the Elections and Referenda Schedule (Schedule 2) attached to this Constitution.

14.4 The Finance and Resources Committee shall be a Standing Committee of the Union and shall be responsible to the Trustees Board and General Meeting for:

i) the delegation to the Chief Executive and staff of the Union the day-to-day operation of the Union including the administration of the Union’s bank account to be done in accordance with the financial regulations approved by the University Court and in accordance with the relevant legislation

ii) receiving and analysing all financial results, information and monitoring income, expenditure and the wider financial environment including the scrutiny and approval of all budgets of the Union;

iii) formulating and recommending financial strategy and actions for the Trustees Board’s scrutiny and approval;

iv) Preparing the Union’s annual budget for the Trustees Board’s scrutiny and approval.

v) ensuring that the annual accounts are audited and ready for presentation to the Trustees Board and to the General Meeting for noting;

vi) ensuring compliance with the Licensing (Scotland) Act 2005;

vii) reporting to the Trustees Board at each of the meetings of the Trustees Board as required in paragraph 9.9 hereof.

14.5 The Finance and Resources Committee shall also be responsible for the following, but shall only discuss these matters in a closed session and treat all information regarding the following in the strictest of confidence:

i) the recruitment and employment of staff and the regulation of staff terms and conditions of employment in compliance with all relevant employment legislation;

ii) the reporting of any relevant staffing issues to the Trustees Board for their noting or decision.
iii) to act as the body to which staff appraisals and scrutiny is taken and, if necessary reported to the Trustee Board.

iv) consultation and negotiation on behalf of the Trustees Board with the recognised staff Unions.

14.6 The procedure for meetings of the Finance and Resources Committee shall be as follows:

i) The Finance and Resources Committee shall meet no less than monthly during semesters.

ii) For the duration of University vacations, the Finance and Resources Committee may devolve its full powers to a Sub-Committee consisting of the Sabbatical Officers and Chief Executive of the Union. The Financial Adviser shall attend all such meetings of this sub-committee. In the event that the Financial Adviser or their designated deputy takes the view that any decision of the Sub-Committee is an improper or inappropriate use of the funds of the Union, he or she shall give written notice to the Sub-Committee to that effect and shall report the matter to the Chairman of the Trustees Board or, in his or her absence, another external trustee member of the Trustees Board. In the event that such written notice is given, any action arising from the decision of the Finance and Resources Committee in question shall be held in abeyance pending confirmation of the decision by a quorate meeting of the Union’s Finance and Resources Committee which will be called as soon as practicable;

iii) The Finance and Resources Committee and the Financial Adviser shall receive monthly statements comparing the financial situation of the Union with the annual budgets and estimates, which shall be prepared by the Chief Executive in consultation with the Sabbatical Officers.

iv) Such statements shall be made available to the University’s Director of Finance, who shall be entitled to refer any issues to the Trustees Board and call for and receive such explanations as he/she may require in order to satisfy the requirements of section 22(g) Education Act 1994 relating to monitoring of expenditure by the University Court;

v) The quorum for meetings of the Finance and Resources Committee shall be two thirds of the membership, to include the chair of the Finance and Resource Committee, or their designated deputy, who shall also be an external trustee, and the Chief Executive, or their designated deputy;

vi) Minutes of the meetings of the Finance and Resources Committee shall be presented to the next meeting of the
15. Other Committees
15.1 The Union shall have such other committees, other than the standing committees, which will be defined in the Committees Schedule (Schedule 1) attached to this Constitution. The Officers of each committee are responsible for the budget assigned to their specific remit as defined in the Officer Profiles Schedule (Schedule 3) attached to this Constitution.

16. Licensing
16.1 The supply and consumption of alcoholic liquor shall be regulated in accordance with the Licensing (Scotland) Act 2005, as the Act may be amended or reenacted from time to time.

17. Supply of alcoholic liquor
17.1 No member of the Trustees Board and no person employed by the Union shall have any personal interest in the sale of alcoholic liquor or in the profits arising from such sale by the Union;
17.2 No alcoholic liquor shall be sold or supplied by the Union to any person under the age of eighteen;
17.3 No alcoholic liquor shall be sold or supplied in the Union’s premises for consumption off the premises, except to a member of the Union in person for consumption by her or him or to a person holding a license or wholesaler's excise license for the sale of such liquor.

18. Clubs & Societies and Sport Clubs
18.1 It shall be a condition of the use of the words ‘University of Stirling’, ‘Stirling University’ or ‘Oil-Thigh Shruighlea’ in the official designation of any club or society consisting wholly or mainly of students that the said club or society shall be affiliated to the Union;
18.2 Sports Clubs should refer to the Sports Schedule (Schedule 7) and Clubs and Societies should refer to the Clubs and Societies Schedule (Schedule 8,) hereinafter, in so far as they relate to development, operation and events of their club, society or sport club.

19. Interpretation
19.1 In the event of a dispute as to the interpretation of any part of the constitution, the ruling of the President shall be sought. In the event of a challenge to the President’s ruling the matter shall be referred to the Executive Council for a final determination.
20. Amendments
20.1 Without prejudice to the powers of the Court of the University under the Charter and Statutes to amend this Ordinance:
   i) Out with the constitutional 5 year review as determined by the University, the Constitution shall not be alterable except by a motion duly made and carried by a simple majority at a quorate General Meeting and then ratified by Referenda as set out in the Elections and Referenda Schedule (Schedule 2);
   ii) All changes to the Constitution will be subject to approval by the University Court.
   iii) The Schedules attached to this Constitution shall not be alterable except by motion duly made and carried by a simple majority at a quorate General Meeting;
   iv) All changes to the Schedules will be subject to noting by the University Court.
   v) During the constitutional 5 year review, the views of relevant staff and committees will be sought for input into the review, with the Trustee Board serving as the final stage of ratification prior to submission for approval to the University Court.

21. Referenda
21.1 Referenda shall be conducted in accordance with the “Elections and Referenda” Schedule (Schedule 2) attached to this Constitution.
21.2 In order to validate the result, referenda shall require a minimum of 1/40th of the FTE population of Ordinary Members to vote except in issues of affiliation which will follow regulations of the body in question.

22. Affiliations to External Organisations
22.1 The General Meeting shall have the power to affiliate the Union to any external organisation having educational charitable purposes. Any decision of the General Meeting so to affiliate shall be published by being displayed on the Union’s website for at least five University days, shall be available for inspection in hard copy at any other time during office hours on application to the Chief Executive and shall be communicated in writing to the University Court. Such notice shall state: (i) the name of the organisation; and (ii) details of any subscription or similar fee paid or proposed to be paid, and of any donations made or proposed to be made, to the organisation.
22.2 The Executive Council shall publish as part of its Annual Report to the Annual General Meeting a list of the external organisations to which the Union is currently affiliated.

23. Indemnity
23.1 Each officer, appointee or member of staff of the Union shall be entitled to be indemnified out of the assets of the Union against all
losses or liability which he or she may sustain or incur in or about the execution of his or her office, or otherwise in relation thereto and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the execution of the duties of his or her office or in relation thereto. Provided that nothing in this clause shall affect their liability for the consequence of any negligent or dishonest act on their part.

23.2 The Trustees Board may purchase and maintain trustee indemnity insurance for any and all Trustees of the Union.

24. Cessation of the Union
24.1 If for any cause the Union ceases to exist, all funds and property held by the Union shall become the property of the University and be applied as the University Court may decide.

25. Entry into force, confirmation and review
25.1 This Constitution shall enter into force incrementally, at terms agreed between the Sabbatical Officers and the Court, between 1 January and 1 June 2015, when it shall be implemented in full. It will be subject to confirmation or amendment by the Court no later than 1 June 2020 and at further five year intervals thereafter.

26. Schedules
26.1 This Schedules of this Constitution shall be as follows:
   i) Schedule 1 Committees
   ii) Schedule 2 Elections and Referenda
   iii) Schedule 3 Officer Profiles
   iv) Schedule 4 Trustees Schedule
   v) Schedule 5 Standing Orders
   vi) Schedule 6 Discipline
   vii) Schedule 7 Sports Schedule
   viii) Schedule 8 Clubs and Societies Schedule

27. Leeway Clause
27.1 A majority of the Executive with the President having a casting vote, may, until the 31st of May 2015 and with the ratification of the Secretary of the University, authorise an amendment to the Constitution which is required by law or legally necessary or to give efficacy to the aims and objectives of the Constitution or for clarification or structural or grammatical reasons provided that any such amendment must be ratified by a quorate majority at the next General Meeting.
28. Acts during Vacancies

28.1 No act or resolution of the Trustee Board, General Meetings, Emergency General Meetings, Annual General Meetings, Executive Council or any Committee or other body constituted in accordance with this Constitution, shall be invalid by reason only of any vacancy in the body doing or passing it, or by reason of any want of qualification by or invalidity in the appointment of any de facto member of the body whether present or absent.

Approved by the University Court: 21 June 2010. Amended 22 June 2015
ORDINANCE 2
CODE OF STUDENT DISCIPLINE
Reference: Charter article 3(m), Statute 10(2)

1. General Principles
1.1 This Code of Discipline which is made under the provisions of Charter article 3(m) and Statute 10(2), applies to all students as defined in Statute 1 in respect of misconduct as defined in the Annex to this Code.
1.2 The Academic Council has resolved that the matters listed in the Annex to this Code shall be disciplinary offences. The procedures set out in this Code do not apply to failure by a student to meet contractual obligations in relation to the payment of fees and the discharge of debts to the University. These matters are dealt with under the separate Regulations for Payment of Fees and other Debts to the University.
1.3 Where the University is considering taking action against a student under this Code the student is entitled to be treated fairly in particular:

1.3.1 To be given the opportunity, both orally and in writing, to respond to any charge or charges laid against him or her and to present evidence on his or her behalf;
1.3.2 To have his or her case considered impartially by a person or persons appointed in accordance with this Code who have no previous involvement in the matters forming the basis for the charge or charges;
1.3.3 Within the limits set out in this Code to have the right of appeal against any decision reached or penalty imposed, both within the University and beyond the University;
1.3.4 In all proceedings under this Code procedures shall be conducted according to the principles of natural justice and fairness but it shall not be a requirement to follow procedural rules of evidence applicable in a court of law nor shall any particular burden of proof be imposed.

2. Police Action and Legal Proceedings
2.1 Where a matter reported for action under this Code has been confirmed as being the subject of police investigation or a pending legal case, no action, other than suspension or exclusion pursuant to clause 4.2.1.1 of this Code or to Ordinance 30, may be taken under this Code until either a decision has been taken not to prosecute or a verdict has been reached in a court of law.
2.2 Where a student has been sentenced by a criminal court, the court's
penalty shall be taken into consideration in determining the penalty under this Code.

3. Definitions
3.1 In this Code the following shall be the meanings of expressions used:
3.1.1 “Working day” shall mean Monday to Friday inclusive, excluding public and University holidays;
3.1.2 “Document” shall include a discrete object or item of recorded information in any format;
3.1.3 “Secretary of the Discipline Committee” shall be a member of the University staff other than the University Secretary or a person previously involved in the subject matter, assigned this duty by the University Secretary;
3.1.4 “Secretary of the Appeal Board” shall be a member of the University staff other than the University Secretary or a person previously involved in the subject matter, assigned this duty by the University Secretary.

4. Summary Disciplinary Action
Authorised Officers
4.1 The following are Authorised Officers able to take procedural decisions and summary disciplinary action under this Code.
4.1.1 For alleged offences occurring within areas or in respect of activities under the control or direction of academic schools whether or not within the precincts of the University, the relevant Head of School (or, in his or her absence or prior involvement, the person deputising for him or her);
4.1.2 For alleged offences relating to the use of the Library (including breach of copyright regulations), the computer network (including breach of the Code of Conduct for the Use of Software and Datasets) or any other area under his or her general control or direction, the Director or Deputy Director of Information Services (or, in his or her absence or prior involvement, the most senior member of staff of Information Services present);
4.1.3 For alleged offences occurring in or in the environs of any University-owned or leased property used as a residence, the Head of Residential Services or a Residence Manager;
4.1.4 For an alleged offence relating to Traffic and Car Parking Regulations, the Head of Facilities or a deputy nominated by the Director of Estates and Campus Services;
4.1.5 For alleged offences within the University’s grounds or non-residential buildings, the Director of Estates and Campus
Services or a Deputy nominated by the Director;

4.1.6 For alleged offences relating to any other activity covered by this Code, or where it is inappropriate for the designated Authorised Officer to act, a person nominated by the University Secretary.

Procedures

4.2 On receipt of a report of an alleged offence the Authorised Officer shall decide either (i) that the matter should not be the subject of further action under this Code; or (ii) to deal with the matter summarily; or (iii) if he or she considers that if proved the penalties available to him or her are inadequate, to refer the matter to a Deputy Principal. If the Authorised Officer rules that the matter should not be the subject of further action under this Code, such a ruling shall not preclude informal action by way of caution or otherwise if appropriate. If the matter is to be dealt with summarily:

4.2.1 Before the Authorised Officer reaches a decision on the case the student shall be informed in writing as soon as practicable of the alleged offence or offences and given reasonable notice of the date, time and place at which the student may attend to put his or her point of view and to present such evidence as he or she may wish;

4.2.1.1 Provided that in cases of urgency the Authorised Officer may suspend a student temporarily from any activity, or exclude a student temporarily from defined areas of the University for not more than ten working days. Any such suspension or exclusion imposed shall be reported as soon as practicable to a Deputy Principal who shall confirm or annul the suspension or exclusion and shall proceed to deal with the matter in accordance with section 5 of this Code;

4.2.1.2 Also provided that when the student has previously accepted responsibility for his or her actions the Authorised Officer may impose a penalty, in terms of paragraph 4.3, without arranging a formal meeting with the student.

4.2.2 In cases where the alleged offence or offences involve more than one student, the Authorised Officer may deal with all or any of the cases at the same time;

4.2.3 If the matters giving rise to the alleged offence or offences involve consideration of any document or documents, the student shall have the opportunity to inspect the document or all or any of the documents when the Authorised Officer deals with
the case and shall be entitled to question the accuracy of such
document or documents;
4.2.3.1 Provided that the names, addresses, registration
numbers or any other information likely to lead to the
identity of any other students mentioned in the
document or documents shall not be disclosed;
4.2.3.2 The University should inform any other student who has
provided evidence pertaining to the case that such
evidence will be made available to the student being
disciplined for consideration in light of 4.2.3 above;
4.2.4 The student shall be entitled to be accompanied by a person
of their own choosing and to present such oral or written
evidence and make any statement in mitigation as he or she
wishes;
4.2.5 If the Authorised Officer receives any oral evidence from any
person not called by the student, the student shall be allowed
to question that person, through the Authorised Officer;
4.2.6 Failure by the student to attend at the time and place specified
by the Authorised Officer shall not preclude the Authorised
Officer from considering the matter and reaching a decision;
4.2.7 The decision of the Authorised Officer shall be communicated
to the student by the Authorised Officer in writing within ten
working days of the date of the final meeting arranged under
4.2.1; the notice confirming the decision shall give reasons for
the decision and give details of the right of appeal.

Penalties
4.3 The penalties which may be imposed by an Authorised Officer if the
offence or offences are proved shall be:
4.3.1 A written reprimand to be held on file for one calendar year;
4.3.2 Exclusion from defined areas of the University or defined
activities under his or her direction or control for a period not
exceeding one calendar month;
4.3.3 A monetary fine not exceeding £60 to be paid within ten
working days;
4.3.4 A surety of good behaviour not exceeding £100 to be held for a
period not exceeding one calendar year to be paid within
ten working days;
4.3.5 Any combination of the penalties under 4.3.2, 4.3.3 and 4.3.4;
and in addition compensation for damage done to University or
private property, without financial limit, to be paid within ten
working days of the issue of the invoice.
Appeals against Summary Action by an Authorised Officer

4.4 A student may appeal in writing to the University Secretary against the decision of the Authorised Officer, within ten working days of the date of notification of the original decision, on the following grounds:

4.4.1 That it was made in excess of the jurisdiction conferred on the Authorised Officer by this Code;

4.4.2 That there was a defect in the procedures employed by the Authorised Officer such as to render the decision unfair;

4.4.3 That the decision of the Authorised Officer was unreasonable; and may appeal against any penalty imposed by the Authorised Officer on the following grounds:

4.4.4 That the penalty imposed was in excess of the limits set out in paragraph 4.3;

4.4.5 That the penalty imposed was unreasonable.

4.5 On receipt of an appeal, the University Secretary will refer it to a Deputy Principal to consider. The Deputy Principal shall consider the written appeal together with the notice giving reasons for the finding and shall communicate his or her decision to the student in writing. The decision of the Deputy Principal shall be final. If the Deputy Principal rejects the appeal he or she shall review the level of penalty imposed and may confirm it, reduce it or increase it within the following limits:

4.5.1 Exclusion from defined areas of the University or defined activities for a period not exceeding two calendar months;

4.5.2 A monetary fine not exceeding £80, to be paid within ten working days;

4.5.3 A surety of good behaviour not exceeding £200 to be held for a period not exceeding one calendar year to be paid within ten working days;

4.5.4 Any combination of the penalties under 4.5.1, 4.5.2 and 4.5.3; and in addition compensation for damage done to University or private property, without financial limit, to be paid within ten working days of the issue of the invoice.

4.6 If the Deputy Principal allows the appeal on the finding of the Authorised Officer, any penalty imposed shall be quashed.

4.7 If the Deputy Principal allows the appeal on penalty he or she may reduce the penalty within the limits set out in paragraph 4.3.

5. Referral to a Deputy Principal for Summary Action Procedures

5.1 If under 4.2 the Authorised Officer decides not to deal with the matter summarily and has referred it to a Deputy Principal, or the matter has been referred to a Deputy Principal under section 4.2.1.1 of this Code, the following procedures shall be followed.
5.2 A Deputy Principal to whom a case is referred shall decide either
(i) that the matter should not be the subject of further action under
this Code; or (ii) to deal with the matter summarily; or (iii) if he or
she considers that if proved the penalties available to him or her
are inadequate, to refer the matter to the University Secretary with a
recommendation that it should be referred to the Discipline
Committee. If the Deputy Principal rules that the matter should not
be the subject of further action under this Code, such a ruling shall
not preclude informal action by way of caution or otherwise if
appropriate. If the matter is to be dealt with summarily:
5.2.1 Before the Deputy Principal reaches a decision on the case the
student shall be informed in writing as soon as practicable
of the alleged offence or offences and given reasonable
notice of the date, time and place at which the student may
attend to put his or her point of view and to present such
evidence as he or she may wish;
5.2.2 In cases where the alleged offence or offences involve more
than one student, the Deputy Principal may deal with all or
any of the cases at the same time;
5.2.3 If the matters giving rise to the alleged offence or offences
involve consideration of any document or documents, the
student shall have the opportunity to inspect the document or
all or any of the documents when the Deputy Principal deals
with the case and shall be entitled to question the accuracy of
such document or documents;
5.2.3.1 Provided that the names, addresses, registration
numbers or any other information likely to lead to the
identity of any other students mentioned in the
document or documents shall not be disclosed;
5.2.4 The student shall be entitled to be accompanied by a person
of their own choosing and to present such oral or written
evidence and make any statement in mitigation as he or she
wishes;
5.2.5 If the Deputy Principal receives any oral evidence from any
person not called by the student, the student shall be allowed
to question that person, through the Deputy Principal;
5.2.6 Failure by the student to attend at the time and place
specified by the Deputy Principal shall not preclude the
Deputy Principal from considering the matter and reaching a
decision;
5.2.7 The decision of the Deputy Principal shall be communicated
to the student in writing within ten working days of the date of
the meeting arranged under 5.2.1; the notice confirming the
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decision shall give reasons for the decision and give details of the right of appeal.

Penalties

5.3 The penalties which may be imposed by a Deputy Principal if the offence or offences are proved shall be:
5.3.1 Exclusion from defined areas of the University for a period not exceeding one academic session;
5.3.2 A monetary fine not exceeding £150, to be paid within ten working days;
5.3.3 A surety of good behaviour not exceeding £250 to be held for a period not exceeding one academic year, to be paid within ten working days;
5.3.4 An instruction to the Head of Residential Services to terminate occupancy of University accommodation;
5.3.5 Any combination of the penalties under 5.3.1 to 5.3.4; and in addition compensation for damage done to University or private property, without financial limit, paid within ten working days of the issue of the invoice.

Appeals against Summary Action by a Deputy Principal

5.4 A student may appeal in writing to the University Secretary against the decision of the Deputy Principal, within ten working days of the date of notification of the original decision, on the following grounds:
5.4.1 That it was made in excess of the jurisdiction conferred on the Deputy Principal by this Code;
5.4.2 That there was a defect in the procedures employed by the Deputy Principal such as to render the decision unfair;
5.4.3 That the decision of the Deputy Principal was unreasonable; and may appeal against any penalty imposed by the Deputy Principal on the following grounds;
5.4.4 That the penalty imposed was in excess of the limits set out in paragraph 5.3;
5.4.5 That the penalty imposed was unreasonable.

5.5 The University Secretary shall refer the appeal to the Principal or to the Chair of the Appeal Board who shall consider the written appeal together with the notice giving reasons for the finding and shall communicate his or her decision to the student in writing. The decision on this appeal shall be final. If the person considering the appeal rejects the appeal, he or she shall review the level of penalty imposed and may confirm it, reduce it or increase it within the following limits:
5.5.1 Exclusion from defined areas of the University or defined activities for a period not exceeding one calendar year;
5.5.2 A monetary fine not exceeding £200, to be paid within ten working days;
5.5.3 A surety of good behaviour not exceeding £400 to be held for a period not exceeding one calendar year to be paid within ten working days;
5.5.4 Any combination of the penalties under 5.5.1 to 5.5.3; and in addition compensation for damage done to University or private property, without financial limit, to be paid within ten working days of the issue of the invoice.
5.6 If the appeal is allowed on the finding of the Deputy Principal, any penalty imposed shall be quashed.
5.7 If the appeal is allowed on penalty the person considering the appeal may reduce the penalty within the limits set out in paragraph 5.3.

6. Action by the University Secretary
6.1 On receipt of a reference under 5.2 the University Secretary shall undertake such investigations as appear to him or her to be necessary in all the circumstances and shall, after consultation with another Deputy Principal or the Principal decide whether or not to refer the matter to the Discipline Committee. If the matter is not so referred, the University Secretary may remit the matter to a different Deputy Principal for action under paragraph 5.2.
6.2 If an alleged offence or offences is or are referred directly to the University Secretary, he or she shall undertake such investigations as appear to him or her to be necessary in all the circumstances and may, after consultation with a Deputy Principal or the Principal, refer the matter to the Discipline Committee or for action by an Authorised Officer or another Deputy Principal under sections 4 and 5 of the Code.
6.3 The University Secretary may at any time withdraw the matter from the disciplinary processes and in such cases it may not be reopened.

7. The Discipline Committee
7.1 The Discipline Committee shall be appointed by the Academic Council each session to serve from 1 August to 31 July. It shall consist of:
Three staff members of the Academic Council, of whom one shall take the Chair and one shall act as Deputy Chair and:
Two students nominated by the Students' Association from the membership of the Executive Council excluding Sabbatical Officers (i.e. an Executive Officer).
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The Academic Registrar shall be in attendance.

7.2 Appointing bodies shall also in like manner appoint two substitute members one or both of whom shall be called upon in the event that one or more of the members of the Discipline Committee are unavailable or have prior involvement in the matters before the Discipline Committee.

7.3 The quorum for a meeting of the Discipline Committee shall be three, including the Chair or Deputy Chair and at least one other staff member of the Academic Council. The same membership shall be maintained throughout the meeting and any continuation thereof.

7.4 The outcome shall be decided by a majority decision. The Chair (or in the absence of the Chair, the Deputy Chair), shall have both an original and a casting vote.

8. Action by the Discipline Committee

8.1 If the matter is to be dealt with by the Discipline Committee:

8.1.1 Where a matter has been referred under paragraph 6.1 or 6.2 the student shall be informed in writing as soon as practicable of the alleged offence or offences. Either at that time or as soon as practicable thereafter the student shall be given at least ten working days’ notice of the date and time at which the matter will be dealt with by the Discipline Committee;

8.1.2 The student shall be entitled to appear in person, accompanied by a person of their own choosing and to be represented by any person, and the student or representative may present such oral or written evidence as he or she wishes; the University’s representative may question any witness called by the student; if witnesses are to be called the names and addresses of such witnesses shall be made available to the University’s representative at least five working days before the meeting of the Discipline Committee;

8.1.3 In cases where the alleged offence or offences involve more than one student, the Discipline Committee may deal with all or any of the cases at the same time;

8.1.4 If the matters giving rise to the alleged offence or offences involve consideration of any document or documents, the student shall have at least four further working days’ notice in order to inspect the document or all or any of the documents and shall be entitled to question the accuracy of such document or documents;

8.1.4.1 The University should inform any other student who has
8.1.5 The Secretary of the Discipline Committee shall act as clerk and shall keep a record of the proceedings but not otherwise take part in them;

8.1.6 The University’s case against the student shall be presented by a member of staff nominated by the University Secretary: except that where the student is legally represented the University Secretary may appoint a legal representative to act for the University;

8.1.7 The University’s representative may present such written or oral evidence in support of its case as he or she wishes; if witnesses are to be called the names and addresses of such witnesses shall be made available to the student at least five working days before the meeting of the Discipline Committee;

8.1.8 If the Discipline Committee receives any oral evidence from any person not called by the student, the student shall be allowed to question that person;

8.1.9 The University’s representative may at any time during the Discipline Committee’s consideration of the matter elect not to proceed with the whole or any part of the matter and the Discipline Committee shall then dismiss the whole or the relevant part of the matter as appropriate;

8.1.10 Failure by the student to attend at the time specified shall not preclude the Discipline Committee from considering the matter and reaching a decision;

8.1.11 The Discipline Committee shall consider the matter and reach its decision in private: the decision shall be communicated to the student by the Secretary to the Discipline Committee in writing at the latest within five working days of the meeting; the notice communicating the decision shall give reasons for the decision and give details of the right of appeal.

Penalties
8.2 The penalties which may be imposed by the Discipline Committee if the offence or offences are proved shall be:

8.2.1 A monetary fine not exceeding £300, to be paid within a specified period not exceeding twenty working days;

8.2.2 A surety of good behaviour not exceeding £500 to be held for a period not exceeding one calendar year, to be paid within a
specified period not exceeding twenty working days;
8.2.3 Exclusion from the University, from defined areas of the University or from defined activities for a period not exceeding one academic year;
8.2.4 Expulsion from the University;
8.2.5 A combination of penalties under 8.2.1, 8.2.2 and 8.2.3; and in addition compensation for damage done to University or private property, without financial limit, to be paid within ten working days of the issue of the invoice. Provided that no exclusion or expulsion shall take effect until the period for appeal as prescribed in paragraph 10.1 has expired.

9. The Appeal Board
9.1 The Appeal Board shall be appointed by the Academic Council each session to serve from 1 August to 31 July. It shall consist of:
Two members of the University Court nominated by the University Court, not being students, at least one of whom shall be a member of the Court who is not an employee of the University;
Two staff members of the Academic Council, nominated by the Academic Council, of whom one shall take the Chair and one shall act as Deputy Chair;
Two students nominated by the Executive Council of the Students’ Association from among its members.
The Deputy Secretary shall be in attendance.
Provided that no person who took part in the decision appealed against may take part in the consideration of such appeal by the Appeal Board.
9.2 Appointing bodies shall also in like manner appoint two substitute members one or both of whom shall be called upon in the event that one or more of the members of the Appeal Board are unavailable or have prior involvement in the matters before the Appeal Board.
9.3 The quorum for a meeting of the Appeal Board shall be two including the Chair or Deputy Chair and a member of the Court. The same membership shall be maintained throughout the meeting and any continuation thereof.
9.4 The outcome shall be decided by a majority decision. The Chair (or in the absence of the Chair, the Deputy Chair) shall have both an original and a casting vote.

10. Appeals to the Appeal Board
10.1 A student may appeal in writing to the Appeal Board against the decision of the Discipline Committee, within ten working days of
the date of notification of the original decision, on the following grounds:

10.1.1 That it was made in excess of the jurisdiction conferred on the Discipline Committee by this Code;

10.1.2 That there was a defect in the procedures employed by the Discipline Committee such as to render the decision unfair;

10.1.3 That the decision of the Discipline Committee was unreasonable; and may appeal against any penalty imposed by the Discipline Committee on the following grounds:

10.1.4 That the penalty levied was in excess of the limits set out in paragraph 8.2;

10.1.5 That the penalty levied was unreasonable.

10.2 If the appeal relates to (i) penalty or to (ii) finding and penalty then in either case the operation of the penalty will be suspended pending the determination of the appeal.

10.3 If the matter is to be dealt with by the Appeal Board:

10.3.1 The student shall be given at least ten working days’ notice of the date and time at which the matter will be dealt with by the Appeal Board;

10.3.2 In cases of appeals on the same issue involving more than one student the Appeal Board may deal with all or any of the cases at the same time;

10.3.3 The Secretary of the Appeal Board shall act as clerk and shall keep a record of the proceedings but not otherwise take part in them;

10.3.4 The student shall be entitled to appear in person, to be accompanied by a friend and to be represented by any person, but the Appeal Board may proceed in the student’s absence;

10.3.5 The University shall be represented by a member of the academic or related staff nominated by the University Secretary: except that where the student is legally represented the University Secretary may appoint a legal representative to act for the University;

10.3.6 The Appeal Board shall consider the written appeal together with the notice giving reasons for the decision of the Discipline Committee and shall permit the student or his or her representative if present, to address the Board;

10.3.7 The Appeal Board may require in the interests of justice and fairness to hear evidence not tendered at the Discipline Committee and in that event the student or his or her representative if present or the University representative as the case may be shall be allowed to question that evidence
and any person giving it; if any witnesses are to be called by either party their names and addresses shall be made available to the other party at least five working days before the meeting of the Appeal Board;

10.3.8 The Appeal Board shall consider the matter and reach its decision in private: the decision on finding and on penalty shall be communicated to the student by the Secretary to the Appeal Board in writing at the latest within five working days of the meeting; the notice communicating the decision shall give reasons for the decision.

10.4 The decision of the Appeal Board shall be final. If the Appeal Board allows the appeal on finding any penalty imposed shall be quashed. If the Appeal Board rejects the appeal on finding it shall review the level of penalty imposed and may confirm it, reduce it or increase it within the limits set out in paragraph 8.2, except that the Appeal Board may not of its own account impose the penalty set out in paragraph 8.2.4 in substitution for any other penalty. If the Appeal Board allows the appeal on penalty it may reduce it within the limits set out in paragraph 8.2.

11. Failure to Pay Fines or Sureties etc.

11.1 Failure to pay any penalty or compensation within ten working days or to comply with exclusion orders imposed by an Authorised Officer, a Deputy Principal, the Principal, the Chair of the Appeal Board, the Discipline Committee, or the Appeal Board may be referred by the appropriate officer to the Discipline Committee.

11.2 The Discipline Committee shall deal with the matter as follows:

11.2.1 The student shall be informed in writing as soon as practicable that the Discipline Committee will meet to consider the failure to comply, giving at least five working days' notice of the date and time at which the matter will be dealt with by the Discipline Committee;

11.2.2 The student may attend the meeting of the Discipline Committee and make any statement in mitigation;

11.2.3 The Discipline Committee will thereafter consider the matter and reach its decision in private;

11.2.4 The Discipline Committee may impose any penalty available to it under 8.2 including expulsion and there shall be no further right of appeal.

11.2.5 The outcome shall be decided by a majority decision. The Chair (or in the absence of the Chair, the Deputy Chair), shall have both an original and a casting vote.
ANNEX TO THE CODE OF STUDENT DISCIPLINE
Definition of Misconduct

1. The essence of misconduct under this code is improper interference, in the broadest sense, with the proper functioning or activities of the University, or those who work or study in the University; or action which otherwise damages the University.

2. The following paragraphs elaborate this general rubric, but not so as to derogate from its generality. The Code of Discipline is not an Act of Parliament or part of the law of the land and does not therefore seek to reflect or incorporate the approach of the criminal law in defining criminal offences with great precision. The purpose of the Code is to regulate students’ behaviour, as students of the University in order to secure the proper working of the University in the broadest sense.

3. Nevertheless, serious consequences may follow a finding of misconduct. It is therefore necessary in every case for it to be shown that the conduct in question falls within the general rubric in paragraph 1 before it may be characterised as misconduct. It is also open to a student facing a complaint of misconduct to argue that the conduct in question, whether or not falling within one or more of the following paragraphs, should not be treated as misconduct because it does not interfere or damage in the manner contemplated by the rubric.

4. The following shall (subject to the above) constitute misconduct:
   (1) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
   (2) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor to the University;
   (3) violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally or in writing, including electronically) whilst on University premises or engaged in any University activity;
   (4) distributing or publishing a poster, notice, sign or other publication which is offensive, intimidating, threatening, indecent or illegal or is calculated to make others fearful, anxious or apprehensive;
   (5) fraud, deceit, deception or dishonesty in relation to the University or its members or in connection with holding any office in the University or in relation to being a student of the University;
(6) deliberate provision of false or misleading information in relation to application for a course or other University-related activity;
(7) action likely to cause injury or impair safety on University premises;
(8) offences relating to the University’s policy statement on harassment;
(9) offences in relation to seeking unfair advantage in academic assessment, or other examination offences;
(10) damage to, or defacement of, University property or the property of other members of the University community caused intentionally or recklessly, and misappropriation of such property;
(11) misuse or unauthorised use of University premises or items of property, including computer misuse;
(12) conduct whilst a student which constitutes a criminal offence;
(13) behaviour which brings the University into disrepute;
(14) failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given;
(15) failure to comply with a previously-imposed penalty under the Code.

Revised Ordinance approved by the University Court: 13 December 2010, 25 June 2012
ORDINANCE 11
DEPUTY PRINCIPALS
(Charter reference Statute 3.6)

1. There shall be such number of Deputy Principals as may be determined by Court from time to time.

2. Deputy Principals shall normally be appointed from among the professorial members of staff and shall have such duties and responsibilities as may be prescribed by the Principal from time to time.

3. Deputy Principals shall be appointed by an appointing panel on the basis of a formal selection process determined by Court from time to time.

4. A Deputy Principal shall normally in the first instance be appointed for a period of four years. This may be extended at the end of the initial period for further defined periods as agreed between the Deputy Principal concerned and the Principal.

5. The Principal may appoint a Deputy Principal as a member of such committees or joint committees of the Court or Academic Council as the Principal deems appropriate.

6. A Senior Deputy Principal shall be appointed by Court from among the Deputy Principals, on the recommendation of the Principal.

7. During the temporary absence or incapacity of a Deputy Principal the Principal may appoint an Acting Deputy Principal, normally from among professorial members of staff, on such terms and conditions as the Principal may determine.

ORDINANCE 13
GRANT OF EMERITUS TITLES
(Charter reference Article 3(f))

1. A Professor who retires while in the University’s service may be granted the title of Professor Emeritus by the University Court.

2. The Court may grant an Emeritus title to senior officers of the University.

3. The holder of an Emeritus title shall be a Member of the University, but
ORDINANCE 16
HONORARY DEGREES  
(Charter reference Article 3(f))

1. The Academic Council may grant the degree of Doctor of the University (D.Univ.) as an Honorary Degree to persons who have rendered outstanding services to the University or to persons of great distinction in the fields of learning, the arts or public affairs or an area related to one of the University’s academic disciplines.

2. The Academic Council may also grant the degree of Master of Arts (M.A.) as an Honorary Degree to persons who have rendered long and meritorious service to the University, or who have made an outstanding contribution to the community.

Revised Ordinance approved by the University Court: 25 June 2012

ORDINANCE 17
ADMISSION OF STUDENTS  
(Charter reference Article 3(b), Statute 10.2(d))

1. All applicants for admission shall be required to satisfy such entrance requirements as may be specified from time to time in Regulations made by the Academic Council and set out in the Calendar.

2. The Regulations shall specify in what circumstances applicants may be exempted in whole or in part from the specified entrance requirements, including admission with advanced standing or credit transfer.

3. Applicants shall produce, when required by the University, original documents or attested copies in support of their applications including, where appropriate, evidence of competence in English.
ORDINANCE 18
MATRICULATION, REGISTRATION AND PAYMENT OF FEES AND CHARGES BY STUDENTS
(Charter reference Article 3(b), Statute 10.2(d))

1. A person who has satisfied the conditions of admission to the University shall become a student in terms of Statute 1 on matriculation and that status shall continue until that person:
   (i) notifies the University in writing of withdrawal from the University, or in the absence of such notification is deemed to have withdrawn by or on behalf of the Academic Council; or
   (ii) is required by or on behalf of the Academic Council to discontinue studies; or
   (iii) is granted a Degree, Diploma, Certificate or other academic distinction by the Academic Council; or
   (iv) is required by the University to withdraw for non-payment of fees or other academic debts; or
   (v) is expelled from the University under the terms of the Code of Student Discipline.

2. Matriculation shall require a declaration that the person will undertake to observe the Charter, Statutes, Ordinances and Regulations of the University and any other rules which the University may make for its students from time to time and will pay or cause to be paid all fees and other charges fixed by the University Court. That declaration shall remain in force for the duration of the person’s study or research.

3. Students undertaking courses of study may be required to register at the commencement of each session or semester on specified dates, and those undertaking research upon arrival at the University. Full registration will only be permitted if the student does not owe the University money for fees or other academic debts. Provisional registration may be granted in writing to students in debt at the discretion of the Director of Finance but such registration will automatically terminate on the last day of the following month unless previously extended by the Director of Finance in writing. Academic debts shall include the following:
   (i) tuition fees;
   (ii) graduation fees;
   (iii) enrolment fees;
   (iv) thesis submission fees;
   (v) other academic fees.
   All fees and other charges may be altered by the University without notice.
4. It shall be competent for the Director of Finance to impose a charge by way of interest on unpaid debts from the date of incurring the debt until the date of full repayment at 2% above the Base Lending Rate of the Bank of Scotland applicable on the date of full repayment.

5. A student undertaking a course of study who does not register on the specified dates shall, unless granted prior written permission by the Academic Registrar on medical or compassionate grounds, be required to pay a late registration fee specified by the Court.

6. There shall be a right of appeal to a Deputy Principal against a decision by the Director of Finance not to exercise discretion in terms of paragraph 3. The Deputy Principal’s decision shall be communicated to the student in writing and shall be final.

7. For the avoidance of doubt, a student who has been elected to a recognized full time office of the Students’ Association shall remain a matriculated student of the University until the end of the session for which elected.

Revised Ordinance approved by the University Court: 23 March 2015

ORDINANCE 21
RECOGNITION OF TEACHERS
(Charter reference Article 3(h) and 3(l), Statute 3.7)

1. In the academic programmes leading to the University’s degrees, diplomas and certificates, the teaching and assessment of candidates shall be the responsibility solely of persons formally recognised as teachers of the University.

2. The Court may recognise as a teacher of the University any member of the University, any member of the staff of any college or institution and any other person contributing to the academic life of the University.

3. The procedure for the recognition of teachers of the University shall be as determined by the Court from time to time. The Court may at any time withdraw the recognition which is provided for in this Ordinance.
ORDINANCE 22
APPOINTMENT OF HONORARY STAFF
(Charter reference Article 3(h) and 3(l), Statute 3.8)

1. The Court may appoint Honorary Professors, Readers, Senior Lecturers, Lecturers, Fellows, Research Fellows and Tutors of the University and may delegate this power of appointment to the Principal.

2. Heads of Schools may submit proposals through the appropriate Deputy Principal for the appointment of honorary staff to the Principal. Recommendations shall specify the contribution which the person proposed for the appointment will be expected to make to the academic life of the School or subject area in which the appointment is related and shall specify the duration of the appointment.

3. The Principal may, and in the case of proposals for the appointment of Honorary Professors or Readers shall, consult with one Professor nominated by the Principal from among the professorial members elected to Academic Council.

4. The Court may at any time terminate appointments made under this Ordinance.

Revised Ordinance approved by the University Court: 26 June 2006, 13 December 2010, 25 June 2012

ORDINANCE 30
EXCLUSION FROM UNIVERSITY CAMPUS
(Charter reference Statute 5)

The Principal, or in the Principal’s absence a Deputy Principal, may exclude any person from any part of the University or its precincts and may suspend any student from any class or classes provided the circumstances of any such exclusion or suspension shall be reported by the Principal to the Academic Council or the University Court at its next meeting, as appropriate. Academic Council shall be informed of these circumstances at its first meeting and shall receive details of the status of the action at its subsequent meeting and thereafter at its discretion.
ORDINANCE 46  
SCHOOL COMMITTEES  
(Chart reference Article 13)

1. A School Assembly shall consist of all members of staff of all grades appointed to a School and shall be chaired by the Head of School. The School Assembly shall determine how its meetings can be called but there should be at least one meeting per academic year. The School Assembly may discuss and declare an opinion on any matter relating to the work of the School to the School Executive.

2. A School shall have a School Executive consisting of senior staff from within the School to be determined by the Head of School including the Director of Learning and Teaching, the Director of Research and the School Manager. The Head of School shall chair the School Executive. The School Executive shall meet on a regular basis and shall be advisory to the Head of School in all academic matters and other responsibilities such as planning, budgeting and resource management.

3. Each School shall establish committees that have school wide responsibilities for Learning & Teaching, Research and Ethics.

4. The Head of School may from time to time appoint such additional committees for such purposes as he/she shall determine.

Revised Ordinance approved by the University Court: 25 June 2012

ORDINANCE 48  
HEADS OF SCHOOLS, ETC.  
(Chart reference Article 13)

1. There shall be a Head of each School as prescribed by the Court and listed in the Schedule to this Ordinance.

2. Heads of School shall be appointed by an appointing panel on the basis of a formal selection process determined by Court from time to time.

3. Heads of School shall have such duties and responsibilities as may be prescribed by Court from time to time.

4. Heads of School shall normally in the first instance be appointed for a period of five years. This may be extended at the end of the initial period for further defined periods as agreed by the Head of School and Principal.
5. During the temporary absence or incapacity of a Head of School the Principal may appoint an Acting Head from among the academic staff of the school, on such terms and conditions as the Principal may determine.

Schedule
The following currently constitute the academic schools of the University of Stirling:

School of Applied Social Science
School of Arts & Humanities
School of Education
Stirling Management School
School of Natural Sciences
School of Health Sciences
School of Sport
The Graduate School

Revised Ordinance approved by the University Court: 13 December 2010, 20 June 2011, 23 June 2014

ORDINANCE 55 - Repealed 2011

ORDINANCE 56 - Repealed 2011

ORDINANCE 57 - Repealed 2011

ORDINANCE 58
DEGREES, DIPLOMAS AND CERTIFICATES OF THE UNIVERSITY
(Charter reference Article 3(c), Statute 10.2(c))

1. The Degrees of the University shall be:
(a) FIRST DEGREES:
   Bachelor of Accountancy       B.Acc.
   Bachelor of Arts              B.A.
   Bachelor of Education         B.Ed. (discontinued)
   Bachelor of Educational Studies B.Educ.Studs. (discontinued)
   Bachelor of Laws              LL.B.
   Bachelor of Midwifery         B.M.
   Bachelor of Nursing           B.N.
   Bachelor of Science           B.Sc.
   Bachelor of Social Work       B.S.W.
(b) HIGHER DEGREES:
(i) Master’s Degrees
   Master of Arts  M.A.
   Master of Business Administration  M.B.A.
   Master of Education  M.Ed.
   Master of Laws  LL.M.
   Master of Laws  LL.M. (by Research)
   Master of Letters  M.Litt
   Master of Midwifery  M.M.
   Master of Nursing  M.N.
   Master of Philosophy  M.Phil.
   Master of Public Policy  M.PP
   Master of Research  M.Res.
   Master of Science  M.Sc.
   Integrated Master of Science  MSci.
(ii) Doctorates
   Doctor of Applied Social Research  D.A.S.R.
   Doctor of Education  Ed.D.
   Doctor of Philosophy  Ph.D.
   Doctor of Business Administration  D.B.A.
   Doctor of Diplomacy  DDipl
   Doctor of Midwifery  Mid.D.
   Doctor of Nursing  Nurs. D.
   Doctor of Professional Health Studies  D.P.H.S
(iii) Higher Degrees
   Doctor of Letters  D.Litt.
   Doctor of Science  D.Sc.

(c) HONORARY DEGREES:
   Doctor of the University  D.Univ.
   Master of Arts  M.A.

2. The Diplomas of the University shall be:
   Postgraduate Diploma
   Graduate Diploma
   Diploma

3. The Certificates of the University shall be:
   Postgraduate Certificate
   Graduate Certificate
   Certificate
4. Awards of Completion
The University also provides certification to reflect attendance on, and completion of, a programme of study. These include (but are not limited to):
- University Diploma
- University Certificate
- International Summer School
- Access Programme

5. Regulations made by the Academic Council shall prescribe:
   (a) any special requirements for entry on a particular degree, diploma or certificate course in addition to the requirements of Ordinance 17;
   (b) details of the courses of study, examinations and other matters relating to degrees, diplomas and certificates of the University;
   (c) the conditions upon which a degree, diploma or certificate may be awarded in substitution for an award already held.

6. To qualify for a degree, a diploma or a certificate, a candidate must:
   (a) have been admitted to the University;
   (b) have matriculated as a student of the University;
   (c) have completed an approved programme of study or research and satisfied the academic requirements of the programme as laid down in Ordinances and Regulations;
   (d) have paid the prescribed tuition fees and other academic fees;
   (e) if candidate for a higher degree by research, have lodged copies of the thesis in the manner prescribed.

7. The granting of a degree, a diploma or a certificate may be withheld if a candidate is in debt to the University for tuition/academic fees or is the subject of an outstanding disciplinary charge. Where such a charge is resolved by a decision to expel the candidate, the Academic Council reserves the right not to grant the award.

8. No person may represent himself or herself as a graduate of the University until a degree has been granted to him or her by, or on behalf of, the Academic Council.

9. Degrees (other than honorary degrees), diplomas and certificates shall be awarded by or on behalf of the Academic Council on the recommendation of the School concerned.

Revised Ordinance approved by the University Court: 26 June 2006, 17
ORDINANCE 59
THE ALUMNI ASSOCIATION
(Charter reference Article 16)

1. There shall be for the time being an association called the University of Stirling Alumni Association (and this shall constitute the arrangements for engaging with the University’s former students and alumni under Article 16 of the Charter), hereinafter called ‘the Association’.

2. The objects of the Association shall be to further the well-being of the University, to foster the interest of its Members in the University, and to represent its Members’ interests in the governance of the University.

   (i) For the purposes of this Ordinance the term ‘alumni’ shall include the holder of any degree (including honorary degree), diploma or certificate granted by the University, or
   (ii) Any person who has undertaken a course of study or research at the University for a period of at least one semester and who, at the conclusion of that period, was in good standing.

3. Membership of the Association shall be granted to any person fulfilling the conditions of paragraph 2 of this ordinance.

4. In pursuance of the objects in paragraph 2 of this Ordinance a member of the Association shall be appointed to the University Court by the Court Appointments Committee.

5. The member appointed under the provision of Para 4 above shall be designated as the President of the Association for the period of his/her appointment to the Court.

Revised Ordinance approved by the University Court: 21 March 2011, 20 June 2011
ORDINANCE 62
APPOINTMENT OF MEMBERS OF COURT BY COURT
(Charter reference Statute 9(1)(j) & (k))

1. The Committee established under the provisions of Statute 9(1)(j) & (k) shall be called the Court Appointments Committee and shall consist of the following members:
   (a) The Chancellor (Chair);
   (b) The Chairman of the Court (Vice-Chair);
   (c) The Principal & Vice-Chancellor;
   (d) The Senior Deputy Principal;
   (e) Three members of the Court appointed by the Court, whom shall be persons other than members of staff or students of the University;
   (f) One staff member of Court appointed by Court whom shall be from among the members appointed by the Academic Council;
   (g) One student member appointed by Court.

2. The Court has delegated to the Court Appointments Committee its power of appointment under sub-paragraph (k) of paragraph 1 of Statute 9.

3. The Court Appointments Committee will also oversee Court appointments to other committees.

Revised Ordinance approved by the University Court: 12 December 2013

ORDINANCE 63
INTER-SCHOOL INSTITUTES, CENTRES AND SIMILAR UNITS
(Charter reference Article 13)

1. The Court may, with the consent of the Academic Council, from time to time establish such inter-school Institutes, Centres and similar units (referred to hereafter as ‘units’) as it may determine. The allocation of resources to units and matters relating to their leadership, reporting and accountability shall be such as Court may determine from time to time.

Revised Ordinance approved by the University Court: 13 December 2010
ORDINANCE 64
MEMBERS OF THE UNIVERSITY
(Charter reference Statute 2)

1. The following persons shall be Members of the University: -
The Chancellor.
The Principal.
The Members of the Conference.
The Members of the Court.
The Members of the Academic Council.
The Members of Staff.
The Secretary.
The Librarian.
The Visiting Professors.
The Honorary Professors.
The Graduates.
Members of other Universities and such other persons accepted as
graduate students of the University.
The Students.
Such other persons as the Court on the recommendation of the Academic
Council shall declare Members of the University.

2. Membership of the University shall continue so long as one at least of
the qualifications above enumerated shall continue to be possessed by
the individual Member.

ORDINANCE 65
THE CONFERENCE
(Charter reference Article 7)

1. For the purposes of the duty under Charter Article 7, the Court has
determined there shall be for the time being a Conference which shall
consist of the following persons, namely:

(1) Officers of the University
   (a) The Chancellor.
   (b) The Principal.
   (c) The Heads of Schools.

(2) Ex-Officio Members
   (a) The Lord Lieutenant for Stirling and Falkirk.
   (b) The Sheriffs Principal of Tayside, Central and Fife and North
       Strathclyde.
(c) The Convenors, Chief Executives and Directors of Education of the Clackmannanshire, Falkirk and Stirling Councils.

(d) The members of the Commons House of Parliament of the United Kingdom (MPs) and Members of the Scottish Parliament (MSPs) whose constituencies lie wholly or partly within the Clackmannanshire, Falkirk, Perth and Kinross and Stirling Council areas.

(e) The Minister of the Parish of Logie.

(f) Deleted

(g) Those members of the Court who are not already members of the Conference by virtue of any other provision of this paragraph.

(3) Appointed Members

(a) Three persons appointed by the Lords of Her Majesty’s Most Honourable Privy Council.

(b) Six members of the staff of the University appointed by the Staff Assembly.

(c) Six persons appointed from their own number by the University of Stirling Alumni Association.

(d) Three persons appointed from their own number by the Students’ Association.

(e) One person appointed by each of the Courts of the other Scottish Universities.

(f) Such Heads of schools, colleges or other educational institutions in Scotland, not exceeding twelve in all, as may be appointed by the Court.

(g) Persons appointed by each of such learned or professional societies or research institutions, Local Authority Associations, Chambers of Commerce, Trades and Labour Councils, Trade Unions, Associations of Employers or Firms, and other associations and organisations as the Court may from time to time determine, not exceeding thirty in all.

(h) Up to six representatives from local religious communities.

(4) Additional members

(a) Such other persons, not exceeding six in all, as may be co-opted by the Conference.

(b) Such other persons, not exceeding six in all, as may be appointed by the Court.

2. On a change or changes in the boundaries of the constituencies for the Parliaments, or in the boundaries of the Councils referred to in paragraph 1 above, the Court may from time to time in its absolute discretion make to the list of ex officio members and to the list of bodies to appoint
members of the Conference such alterations as may seem to it appropriate to take account of the aforesaid change or changes in boundaries; and this Ordinance shall thereafter operate as though the lists so altered from time to time by the Court were substituted for the corresponding lists in paragraph 1 above.

3. (1) The members of the Conference appointed by the Lords of Her Majesty’s Most Honourable Privy Council shall hold office for five years from the date specified in the instrument of appointment.
   (2) Except as otherwise by the Charter provided and subject to these Statutes, the Conference may determine all matters relating to the appointment and co-option of members of the Conference (other than those referred to in sub-paragraph (1) above) and their respective periods or terms of office and all other matters relating to the constitution of the Conference.

4. Any casual vacancy occurring by resignation, incapacity or death among the appointed members shall be filled by the person who or body which appointed the member whose place has become vacant.

5. Members retiring by effluxion of time may be re-appointed or further co-opted.

6. Except where otherwise provided, persons appointed need not be members of the body by which they are appointed.

7. Any member of the Conference, other than a person who is a member in terms of sub-paragraph 1 above, may resign by writing addressed to the Conference.

8. The Conference shall hold an Annual Meeting once in every year within fifteen months of the preceding meeting on such day and at such hour as shall be determined by the Court and notice of the day and hour of the meeting shall be sent by the Secretary of the University to every member of the Conference at least four weeks before the date of the meeting.

9. At the Annual Meeting of the Conference the Principal shall present a Report on the working of the University, and a person appointed by the Court shall present an audited Statement of Accounts. A copy of the Report and of the Statement of Accounts, together with an agenda paper for the meeting, shall be sent by the Secretary of the University to all members of the Conference at least seven days before the date of the meeting.
10. The Conference shall have the power to discuss any matters relating to the University and to convey its opinion thereon to the Court. Notice of any such matter for discussion or of any nomination for appointment by the Conference shall be given in writing to the Secretary of the University at least fourteen days before the date of the meeting at which discussion or appointment is desired, and all such business shall be included in the agenda paper for the meeting.

11. A Special Meeting of the Conference may be convened at any time by the Court or on the written request of not less than forty members of the Conference. At least fourteen days’ notice of any Special Meeting stating generally the nature of the business to be transacted shall be sent by the Secretary of the University to each member of the Conference, and no such meeting shall be competent to transact any other business than that mentioned in the notice or directly arising therefrom.

Revised Ordinance approved by the University Court: 13 December 2010, 25 June 2012

ORDINANCE 66
THE ACADEMIC COUNCIL
(Charter reference Article 9, Statute 10)

1. The Academic Council shall consist of the following persons, namely:

   (a) The Principal.
   (b) The Senior Deputy Principal.
   (c) The Deputy Principals.
   (d) The Librarian (or equivalent person).
   (e) The Heads of School
   (f) Seven members appointed by and from among the academic staff of the University holding professorial designation.
   (g) Seven members appointed by and from among those members of the Staff Assembly who do not hold professorial designation, five of whom shall be members of the academic staff.
   (h) The President and Vice-President (Education & Engagement) of the Students’ Association.
   (i) Up to two additional members co-opted by the Academic Council as it may determine from time to time.

2. The Academic Council shall be chaired by the Principal and, in the Principal’s absence from any meeting a Deputy Principal shall take the chair for that meeting.
3. Of the members of the Academic Council referred to in paragraph 1 above:-

Those in sub-paragraphs (f) and (g) shall hold office for a period of four years, after which they shall be eligible for re-appointment for a further period of four years. On the expiry of two periods of office, such members shall not be eligible for re-appointment in the same capacity until a further four years have elapsed.

If a member of the Academic Council appointed according to the provisions of this Ordinance resigns, retires or dies before their term of appointment is complete, the replacement member appointed shall hold office until the expiry of the term of appointment of the member they have replaced, and may be reappointed for not more than two further consecutive period of four years.

Ordinance approved by the University Court: 21 March 2011, 25 June 2012

ORDINANCE 67
THE STAFF ASSEMBLY
(Charter reference Article 14, Statute 14)

1. The Staff Assembly shall consist of the following persons, namely:
   (a) The Principal.
   (b) All members of staff.

2. The Principal shall chair the Staff Assembly.

3. The Staff Assembly shall meet at least once in each year. A Special Meeting may be convened at any time by the Principal or on the written request of not less than thirty members of the Assembly.

4. The Staff Assembly may, at any of its meetings, discuss and declare an opinion on any matter whatsoever relating to the University, including any matters referred to it by the Court or the Academic Council, and may communicate directly with the Court or the Academic Council on any matter relating to the University.

5. Nominations for appointment to the Academic Council of seven members (see Ordinance 66 (1)(g)) shall be sought by the Secretary of the Assembly on the occurrence of a vacancy or vacancies.
Nominations shall be in writing with the names and signatures of a proposer, a seconder and the candidate, all of whom shall be current members of the Assembly as recorded on the establishment record at the date of nominations being sought.

6. Where the number of nominations exceeds the number of vacancies, a postal ballot shall be conducted by the Secretary of the Assembly, with at least ten days allowed between circulation of the ballot papers and close of poll. Each member of the Assembly shall have as many votes as there are vacancies and no member may vote more than once for any one candidate. Subject to the restriction on the number of members that may be appointed from among the academic staff (see Ordinance 66 (1)(g)), the candidates to be appointed shall be those who receive the most votes up to a number equal to the number of vacancies. In the event of a tie for the last vacancy, the issue shall be determined by lot drawn by the Secretary of the Assembly in the presence of the relevant candidates or their representatives as they may be available.

Revised Ordinance approved by the University Court: 20 June 2011

ORDINANCE 68
UNIVERSITY STAFF
(Charter reference Statute 17)

Part I

1. Academic staff and other relevant persons as defined by the Further and Higher Education (Scotland) Act 2005, employed under a contract of employment issued by the University, shall have freedom within the law to hold and express opinion, to question and test established ideas and received wisdom and to present controversial or unpopular points of view without placing themselves in jeopardy of losing their jobs or privileges.

This Part sets out the procedure which applies to any such member of staff who believes that their freedom, as defined above, has been adversely affected.

2. Any member of staff in the relevant category who believes that their academic freedom has been adversely affected should submit a written account of the specific grievance to the University Secretary, who shall bring it to the attention of the Principal. If it appears to the Principal that the grievance is trivial or invalid, the Principal may dismiss it summarily. If the Principal does not reject the complaint the Principal shall direct the
University Secretary to arrange for the grievance to be considered by a panel which shall comprise:

(a) a lay member of Court with no prior involvement in the case, who shall be Chair;

(b) a member of academic staff nominated by Academic Council with no prior involvement in the case;

(c) an external assessor with academic expertise consistent with that held by the person raising the grievance identified by mutual agreement between the member and the Principal.

3. If agreement is not reached within a reasonable period in regard to the appointment of an assessor under para 2 (c) above, the Chair of University Court shall appoint an assessor on the recommendation of Academic Council.

4. The procedure in connection with consideration and determination of the grievance shall be in accordance with the arrangements set out in the relevant Schedule to this Ordinance and shall ensure that the aggrieved person and any person or persons against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a fellow member of staff or a trade union representative.

5. If the member of staff is subject to any of the procedures set out in the Schedules to this Ordinance those procedures shall be suspended until the procedures under this Part have been exhausted. The outcome of the procedures held under this Part shall then be taken into consideration when carrying forward any procedures under the relevant Schedule of this Ordinance.

Part II

6. Subject to the provisions of Part I the procedures for regulating the employment of staff shall be subject to the following Schedules to this Ordinance, viz:

(i) General Provisions
(ii) Disciplinary Procedure
(iii) Grievance Procedure
(iv) Redundancy Procedure
(v) Appeals Procedure
These Schedules may be amended by the Court following consultation with the trades unions recognised by the Court as representing relevant staff groupings.

PART II
I - GENERAL PROVISIONS

1. The following principles and standards apply to all procedures detailed in Ordinance 68.

2. These procedures apply to all employees of the University and have been developed in consultation with the trade unions recognised by the Court.

3. Reference to the Head of School (academic areas) and Head of Department (Service areas) can also refer to their delegated nominee.

4. The procedures do not apply to self employed persons or staff contracted by other organisations, or on secondment to the University, who are covered by their own employer’s procedures.

5. The University is committed to the fair and equal treatment of every person and shall not discriminate on unjustified, irrelevant or unlawful grounds.

6. In any matter relating to the meaning of ‘academic freedom’ in any proceedings under these Ordinances, regard shall be had to Part 1 of this ordinance.

7. The decision of the Chair/Panel on which procedure is to be followed shall be final.

8. The application of this Ordinance may be modified by the Director of Human Resources and Organisational Development (HR and OD) in cases where a member of staff employed by the University works in, or is managed by employees of, a third party organisation, including in cases of secondment. In particular:

   a. The Director of HR & OD may authorise managers employed by the partner organisation to take action under these procedures, in conjunction with, or in substitution for, appropriate University Managers;
   
   b. Where a member of staff raises a complaint about his/her treatment by a partner organisation or any of its employees, the University shall endeavour to deal with the complaint within the spirit of the Grievance Procedure, as far as is practicable to do so;
c. For the avoidance of doubt, action under this Ordinance may be taken in respect of the staff member’s conduct or performance during his/her work for the partner organisation.

9. An employee has the right to be accompanied by a fellow worker or trade union representative at any meeting and at any stage of these procedures.

10. An employee may ask for any meeting under the formal stages of these procedures to be postponed, usually on one occasion. Following such a postponement, the University reserves the right to proceed with the meeting in the employee’s absence.

11. The Director of HR & OD or delegated deputy must be involved at all formal stages of these procedures.

12. Time limits (other than those for prior notification of meetings or disclosure of documentation before meetings) are indicative – there may be circumstances, particularly in the case of complex cases, where these are not realistic. If it is not possible to respond or take action within the time limits referred to in this Procedure, the employee should be given an explanation for the delay and told when a response can be expected.

13. The time limits may be varied by mutual agreement in individual cases.

PART II
II - DISCIPLINARY PROCEDURE

1. Scope and Definitions
1.1 The University of Stirling recognises that it is the responsibility of all employees to ensure that acceptable levels of attendance, conduct, behaviour and performance are maintained at all times. This procedure is in accordance with the ACAS Code of Practice 1 and is intended to address situations where the conduct or behaviour of an employee falls below acceptable standards.

2. General Principles
2.1 The University reserves the right to start disciplinary procedures at any level depending on the seriousness of an alleged offence or where an earlier pattern of unacceptable attendance, conduct or behaviour has been established.

2.2 In some circumstances it will be appropriate for the Head of School/Department to make every effort to resolve matters by informal discussion and oral reprimand. Where this fails to bring about the desired improvement the formal disciplinary procedure may be implemented.
2.3 Matters of capability/performance will be dealt with under this procedure where appropriate to ensure that employees, who are experiencing performance difficulties, are managed appropriately.

2.4 In cases of alleged misconduct formal disciplinary action will not be taken against an employee until the alleged incident has been fully investigated. If deemed appropriate, the employee concerned may be suspended until the investigation has been completed.

3. **Suspension from duty**

3.1 In the context of this procedure, suspension is not a disciplinary act and the employee will remain on full pay, pending investigation. It is a neutral act which does not imply that misconduct has taken place. There should be no implication of guilt as a result of an individual having been suspended.

3.2 Under normal circumstances the Principal or University Secretary (and, as appropriate, delegated nominees) will have the authority to sanction a suspension. Suspension may be used because it is considered desirable to have the employee separated from contact with potential witnesses or evidence or to avoid other difficulties that might arise. The suspension will be confirmed in writing to the employee by the Head of School/Department as soon as is practicable within 5 working days, outlining the reason for suspension.

3.3 Normally, it is expected that a suspension will last no longer than 2 weeks. If, however, the case is particularly complex and the investigation protracted, it may be necessary to continue the suspension for a longer period.

4. **Investigation**

4.1 When an allegation concerning an employee’s conduct is brought to the attention of the manager to whom he/she is immediately accountable the Head of School/Department will inform the employee of the nature of the allegation and that it will be investigated. It will be the responsibility of the Head of School/Department to identify two investigating officers, normally from a different section to the one in which the employee works, to establish the facts of the matter.

4.2 Having completed the investigation and established all the relevant facts, the investigating officers will submit a written report to the Head of School/Department who will decide on the appropriate course of action. This will be one (or a combination) of the following:

   (i) no action;
(ii) action other than a formal disciplinary sanction, for example counselling, review, setting of standards, retraining, redeployment;

(iii) convening a formal disciplinary hearing.

If a disciplinary hearing is convened any written evidence to be used at the hearing will be made available to all parties prior to the hearing taking place. The employee will be informed in writing of the requirement to attend a formal disciplinary hearing. Normally such notice will be given at least 5 working days prior to the hearing.

5. Disciplinary Process

5.1 Stage 1 – Written Notification. - The Head of School/Department will set out in writing the allegation or reason for disciplinary action and invite the employee to attend a hearing to respond to the allegation or reason for disciplinary action.

5.2 Stage 2 – Hearing - A disciplinary hearing will take place to consider and discuss the matter. After the hearing the employee will be informed of the decision and advised of their right to appeal.

5.3 Stage 3 – Appeal - An employee who wishes to appeal will be required to submit the appeal in writing and an appeal hearing will be arranged. An appeal hearing need not take place before dismissal or disciplinary action takes place. After the appeal the employee will be informed in writing of the final decision.

5.4 Employees will be given at least 5 working days’ notice of any disciplinary hearing. At any disciplinary hearing, the employee will be given the opportunity to state his/her case.

5.5 The purpose of the disciplinary hearing will be to decide whether or not disciplinary action is necessary and, if so, to establish what level of disciplinary sanction is appropriate.

5.6 Disciplinary decisions will be made by the Head of School/Department conducting the disciplinary hearing who will be wholly responsible for the decision.

5.7 A formal disciplinary sanction cannot be imposed without a disciplinary hearing (this excludes cases where a hearing is heard in an employee’s absence). Other than in cases of gross misconduct or gross negligence (when the penalty may be dismissal without notice or payment in lieu of notice), no employee will be dismissed for a first offence.
5.8 An employee has the right to appeal against any disciplinary penalty imposed.

6. **Outcomes and Sanctions**

6.1 The decision may be that no disciplinary action is required. Disciplinary action, other than that relating to gross misconduct may vary. Kinds of disciplinary action can include the following:

- First written warning
- Final Written warning
- Dismissal (including summary dismissal)

Other sanctions may be appropriate in certain situations.

6.4 Any warnings issued will be confirmed in writing within 10 working days of the decision being made. The warning confirmation letter will contain the reason for the warning, any improvement expected, the duration of the warning and notification of disciplinary consequences of not meeting the requirements of the warning. The letter will also include information on the employee’s right of appeal.

6.5 A copy of the written warning will placed on the individual's personal file together with any documents relating to the case.

6.6 **First Written Warning** - A first written warning may be issued if an employee’s misconduct is such that the Head of School/Department believes that a first written warning is appropriate. A first written warning will normally be regarded as spent after 12 months.

6.7 **Final Written Warning** - A final written warning may be issued if the employee fails to comply with the terms of a first written warning which remains “live” or the employee’s misconduct is serious and, although not considered by the Head of School/Department to be sufficiently serious to justify summary dismissal, justifies the issuing of a final written warning. A final written warning will normally be regarded as spent after 2 years.

6.8 **Dismissal (including Summary Dismissal)** - Dismissal with notice or pay in lieu of notice may be an appropriate disciplinary sanction if an employee fails to comply with the terms of a final written warning which is still live. Summary dismissal without notice payment or pay in lieu of notice will be an appropriate disciplinary sanction if an employee has committed an offence of gross misconduct.

   If dismissal is a possible outcome of a disciplinary hearing, this will be indicated clearly in the letter sent by the Head of School/Department
requiring the employee’s attendance at the hearing.

In cases of dismissal, the employee will be notified in writing of the appropriate notice period (other than in the instance of summary dismissal) together with the reason for dismissal, the date at which employment will terminate and details regarding the appeal process.

7. **Appeals**
   7.1 An employee has the right to appeal against any disciplinary action taken against him/her as an outcome of the disciplinary process.

   7.2 An appeal should be submitted in writing to the nominated officer of the University, as stated in the letter detailing the disciplinary decision, within 10 working days of written confirmation of the disciplinary decision and should state the reason(s) for appeal.

8. **Rights of accredited Union Representatives**
   8.1 An accredited union representative may not be disciplined formally until all reasonable efforts have been made to discuss the circumstances of the case with the appropriate full time official or any person nominated by the full time official to act on his/her behalf.

   8.2 Formal disciplinary action will not be taken against an accredited union representative until the appropriate full time official has been notified of the hearing and invited to attend. The full time official may nominate another person to attend the hearing on his/her behalf.

9. **Conduct not directly related to the place of work**
   9.1 While it would be normal for only conduct at work, or on University premises, to be taken into account in matters of discipline relating to employment there are certain external matters which can have disciplinary consequences within the University.

   9.2 The University reserves the right to take appropriate disciplinary action, including summary dismissal, in the following circumstances:
   - bringing the University into disrepute
   - misusing the University’s name or property
   - breach of trust and confidence
   - obtaining employment with the University by false declaration or concealment of information
   - conviction of a criminal offence which makes the employee ineligible to carry out his/her duties
   - Where continued employment could adversely impact on other staff or students.
10. **Police or Legal Proceedings**

10.1 The University reserves the right to take appropriate disciplinary action in circumstances where there is police involvement or legal proceedings. This will only occur where the nature of the circumstances appear to have a bearing upon the employee's performance of his/her contract of employment with due regard to matters relating to the workplace.

10.2 Similarly, the University reserves the right to involve the police or other legal authorities in disciplinary matters where this is relevant, for example in cases of fraud, theft or violence.

**PART II**

**III - GRIEVANCE PROCEDURE**

1. **Scope and Definitions**

1.1 The University of Stirling recognises that employees may, from time to time, have issues or concerns relating to their work, working environment or working relationships which they may want to address. This grievance procedure sets out how to raise such issues and explains how these issues will be dealt with to ensure that matters are dealt with efficiently and effectively and that employees are treated fairly and equally. This Grievance Procedure is in accordance with the ACAS Code of Practice 1.

2. **Informal Grievance**

2.1 If an employee experiences any problems in the workplace, this should be taken up with the immediate Line Manager or the Head of School/Department in an attempt to resolve the matter informally.

It is the role of the Line Manager to seek to find a solution that addresses the concerns of both parties.

If the grievance relates to the Line Manager then the employee should raise the issue with the next most senior person to the Line Manager. Employees that are unsure of who this should be can seek advice from an HR Partner.

If the matter is not resolved satisfactorily through the informal route then employees will have the right to raise a formal grievance.

3. **Formal Grievance**

3.1 The formal grievance procedure has three stages,
3.2 **Stage 1 - Raising a Formal Grievance**

3.2.1 In order to raise a formal grievance an employee is required to submit this in writing setting out clearly what the issues are. This should be sent to the line manager.

3.2.2 If the grievance is about the Head of School/Department then the written grievance should be sent to the Deputy Principal or University Secretary respectively.

3.3 **Stage 2 - Grievance Hearing**

3.3.1 On receipt of a written grievance a grievance hearing will be arranged in order to discuss the issues fully. This may first require an investigation to be carried out to gather the facts surrounding the case.

3.3.2 The grievance hearing should normally be arranged to take place within 10 working days of receipt of the grievance and will allow at least 5 working days’ notice of the hearing.

3.3.3 The grievance hearing will be chaired by a senior member of staff who has not previously had any involvement in the case.

3.3.4 If the grievance is against another employee, the employee against whom the grievance has been raised may be invited to attend the same hearing as the employee raising the grievance or given the opportunity to attend a separate hearing. This will be decided by the Chairperson hearing the matter.

3.3.5 At the grievance hearing, both sides i.e. the employee raising the grievance and the party against whom the grievance has been raised, will be given the opportunity to state their case. Either party may opt to have their representative speak on their behalf. In cases where witnesses are called, they may be asked to answer questions from the chair, the HR Partner, the employee or the person against whom the grievance has been lodged. In some cases, it may suffice to have written statements from witnesses for reference.

3.3.6 Once all the details of the case have been heard, the Chairperson will decide on the outcome based on the facts of the case made available to them. This outcome will be notified to the employee, in writing, within 10 working days of the grievance hearing. If, for some reason, it is not possible to give a response within 10 working days, then the Chairperson will make this known to the employee with an indication of when the outcome will be available.
3.4 Stage 3- Appeal
3.4.1 Once the outcome of a grievance has been communicated an employee has the right to appeal if they believe that the grievance has not been dealt with satisfactorily. Any appeal must be submitted in writing and addressed to the officer of the University who is next most senior to the person who chaired the original grievance.

3.4.2 The officer to whom the appeal should be addressed will have been identified to the employee in the letter confirming the outcome of the grievance hearing.

4. Issues not considered under the Grievance Procedure
4.1 There are certain issues that will not be considered under the Grievance Procedure, these include:
   - any complaints that are deemed, following initial investigation, to be trivial or vexatious; any such complaints may be addressed through the Disciplinary Procedure;
   - complaints which should be addressed, from the outset, by the Disciplinary Procedure;
   - complaints relating directly to, or regarding, promotion (these will be dealt with under the appropriate appeals mechanism).

4.2 Advice and guidance should be sought from HR & OD Services before dismissing a complaint for any of these reasons.

PART II
IV - REDUNDANCY PROCEDURE

1. Scope and Definitions
1.1 For the purposes of this procedure, redundancy is defined in accordance with Section 139 of the Employment Rights Act 1996 or successor legislation.

1.2 The pool for selection is the group of employees from which those who are to be made redundant will be drawn. The pool will depend upon the area or areas of activity in which the University’s requirements for employees to carry out work of a particular kind have ceased or diminished. The pool will vary depending on the situation and to the extent to which the roles can be deemed interchangeable. In some cases (for example, in relation to a very specialist post), the role may be unique and there will not be a pool, in which case there is no selection decision to be made and the individual is provisionally selected for redundancy on the basis that the position is unique.
1.3 Where there is a pool, selection criteria will be developed to determine which employee(s) should be put forward for redundancy. Selection criteria will normally be based on the current and future needs of the School/Service in relation to that specific area of activity.

2. **Avoidance of Redundancy and Consultation with trade union representatives**

2.1 Before a decision is taken to effect redundancies, the University will consult with individual employees and/or their representatives, having due regard to any consultation required in accordance with Section 188 of the Trade Union and Labour Relations (Consolidation) Act (TULRCA), on how to avoid the redundancies or reduce the numbers involved and, once a decision has been taken to proceed, about the means of effecting redundancies.

2.2 The purpose of consultation with trade union representatives in a redundancy situation is to provide as early an opportunity as practicable to share the problem and explore possible options. In some circumstances trade union representatives may be able to suggest alternative ways of addressing the problem faced by the University or, if redundancy is inevitable, ways of minimising hardship.

2.3 Where there is a possibility of compulsory redundancy the University will engage in consultation with the appropriate trade union representatives on the following points:

- the reason for the proposals;
- the number and descriptions of posts likely to be dismissed as redundant;
- the total number of employees of that description employed by the University;
- the period of consultation;
- the proposed method of selecting the employees who may be dismissed;
- the proposed method of carrying out the dismissals and timescales;
- the proposed method of calculating the amount of any redundancy payments to be made to employees who may be dismissed (other than statutory redundancy payment).

2.4 Where the University is proposing to dismiss as redundant 20 or more employees at one establishment within a period of 90 days or less, the University shall consult about the dismissals with the Campus Trade Unions representing any of the employees who may be affected by the proposed dismissals or who may be affected by measures taken in connection with those dismissals. The consultation shall begin in good
time and in any event where the University is proposing to dismiss 100 or more employees, at least 90 days, and otherwise, at least 30 days before the first of the dismissals takes effect.

2.5 The consultation will be with local trade union representatives and will include discussion about ways of avoiding dismissal, reducing the number of employees to be dismissed and ways of mitigating the consequences of dismissal.

3. Consultation with employees
3.1 As soon as is reasonably practicable the University will consult with individual employees whose positions are at risk of being made redundant. The procedural steps for individual consultation are set out in Appendix 1.

4. Compulsory Redundancy Selection Criteria
4.1 In circumstances where the requirement for staff reduction has been established, the University will undertake a compulsory redundancy exercise involving consultation with the unions and individuals as described above.

4.2 Once the pool has been identified the University will, after consultation with the relevant recognised trade union, decide the criteria to be used in selecting staff. The criteria will depend on the individual redundancy situation.

4.3 An appropriate method of ranking and weighting the individual factors may be applied following consultation with trade union representatives.

5. Procedural Steps for Redundancy
5.1 The individual consultation process will vary in accordance with different redundancy situations, but as a minimum will comply with the following;

5.2 Invitation to a Meeting
As soon as is reasonably practicable after a potential redundancy situation has been identified, the University will consult with all employees whose positions are at risk.

5.3 The Meetings
There will normally be at least two meetings with an employee in a redundancy situation.

The first meeting will be held before any selection decision is taken and the purpose of the meeting is:

- to explain the reason for the proposed redundancy exercise;
to identify that the employee is “at risk” of redundancy;
• to give the employee a fair opportunity to discuss any factors which may contribute to their selection for dismissal by reason of redundancy;
• to discuss the possibility of suitable alternative work and to consider any other vacancies within the university should they be selected for redundancy;
• to listen to any comments/representations that the employee wishes to make.

5.4 Following this meeting and the completion of a selection process the employee will be invited to a second meeting. At that meeting they will be advised if they have been selected for redundancy. The employee will be entitled to see and comment on their own assessment scores against criteria. Any comments will be taken into account at this point and a record kept of whether or not the scores require to be amended, any amended scores and the reason for any decision taken to make a change.

5.5 If selected for redundancy the employee will be placed on the Redeployment Register which will ensure that they receive notification of all vacancies within the University.

The purpose of the second meeting is to:
• advise if the employee has been selected for redundancy;
• consider any requests for voluntary redundancy;
• review the position in relation to suitable alternative work;
• to listen to any other comments/representations that the employee may wish to make.

5.6 Following this meeting the Head of School/Department will inform the employee of their decision. If the decision is to dismiss the employee by reason of redundancy, the written notice will:
• inform the employee that his/her employment will end and the date upon which it will end;
• explain the basis for the decision;
• set out any arrangements in relation to the notice period i.e. whether the University requires the employee to work their notice;
• state details of the payment due;
• advise the employee of his right to a reasonable amount of time off to look for another job or to arrange training;
• give details of outplacement support;
• give details of the right of appeal.
6. **Compensation**

6.1 Employees with two or more years’ continuous service have the right to a statutory redundancy payment.

6.2 Current statutory payments can be found at:

[http://www.direct.gov.uk/redundancy.dsb](http://www.direct.gov.uk/redundancy.dsb)

7. **Outplacement Support**

7.1 Where restructuring results in a reduction or change in staffing requirements the University will put into practice redeployment, retraining and other services to support affected staff.

7.2 The University will seek to provide support and outplacement services to staff at risk of redundancy. Support may include:

   a. generic job seeking skills training and advice e.g. CV writing, interview skills etc;
   b. time off to look for alternative employment and access retraining facilities;
   c. assistance in finding new employment or education opportunities;
   d. career research facilities;
   e. independent financial advice;
   f. pre-retirement advice/counselling;
   g. in-house re-training for redeployment;
   h. external Career Management.

8. **Period of Notice**

8.1 The University will try to give employees as much notice as is reasonably practicable, but the minimum periods of notice are as per the employee’s contract of employment and subject to statutory consultation requirements. The University may ask the employee to work their notice period, or remain at home to allow them to seek alternative employment, depending on the circumstances of the redundancy.

9. **Appeals**

9.1 An employee dismissed by reason of redundancy shall have the right of appeal against the decision. The appeal must be lodged in writing 10 working days from the date of the notice of redundancy. The letter must set out the grounds for appeal and a hearing will then be convened at which the decision and appeal shall then be considered by the next level of management as follows:
9.2 The Officer to whom the appeal should be addressed will have been identified to the employee in the letter confirming the redundancy decision.

APPENDIX 1

Redeployment Procedure
To retain and invest in staff and to minimise staff losses as a result of restructuring, the University will seek to offer suitable alternative employment to any employee whose post is at risk of being made redundant. In such circumstances the following will apply.

- Any employee whose post is at risk of being made redundant, or who is under notice of redundancy, will be placed on the Redeployment Register and will receive early notification of all vacancies within the University.

- The HR & OD Office will, with the employee’s permission, circulate their CV to Heads of School/Department throughout the University to assist in identifying current or future potential vacancies.

- Any post, for which the employee might be suited, with or without a reasonable amount of training, will be viewed as a potential redeployment option. If the post is of the same or lower grade, the vacancy shall be suspended whilst an evaluation is undertaken of the individual’s suitability for the vacancy.

- If the vacancy has already been advertised, the normal process for administering internal and external candidates’ applications will continue, but the post shall not progress to the interview stage.

- The HR Partner will review the vacancy with the Head of School/Department and conduct a matching exercise. Where the match is not sufficient the individual will be informed of this in writing and given reasons and the vacancy will be released for normal recruitment processes.

- If there is a reasonable match between the post and the individual being made redundant, then the individual should be offered a preferential interview alongside any disabled members of staff who are also on the redeployment register. A preferential interview is one that takes place prior to the post being advertised. A preferential interview will not guarantee a job offer.
Any consequent offer of alternative employment must be made in writing and should explain any differences in the new employment terms. The new position offer must be made before the employment under the previous contract expires or immediately after the previous position ends to ensure continuous service.

An employee under notice of redundancy has the right to a four week trial period in the alternative role without losing the right to redundancy pay. The trial period allows the employee and the University to assess whether the new position is suitable and if it is not felt to be by either party then the employee’s right to redundancy payment under the old contract is preserved.

In a redeployment situation where the employee is on a higher salary than the grade for the role that they are moving into, they will maintain their package but will not receive any increments or pay awards until the rate for the new role matches the existing salary.

If any employee refuses a suitable alternative offer of employment without good reasons, they may lose their right to redundancy pay.

PART II

V - APPEALS PROCEDURE

1. **Scope and Definitions**

   1.1 The following procedure shall be followed at appeal hearings in respect of appeals made under the following procedures:
      - Disciplinary Procedure
      - Grievance Procedure
      - Redundancy Procedure
      - Fixed Term Contract Procedure
      - Any other relevant procedure

2. **Process**

   2.1 An appeal should be submitted in writing to the nominated officer of the University, as stated in the letter detailing the decision, within 10 working days of written confirmation of the decision and should state the reason(s) for appeal.

   2.3 A hearing will then be convened at which the appeal shall then be considered by the next level of management as follows:

   - If the decision was made by the line manager the appeal should be addressed to the Head of School/Department,
If the decision was made by the Head of School the appeal should be addressed to a Deputy Principal
If the decision was made by a Head of Department (Service areas), the appeal should be addressed to the University Secretary
If the decision was made by a Deputy Principal, the appeal should be addressed to the Senior Deputy Principal
If the decision was taken by the Senior Deputy Principal, Deputy Principal or University Secretary, the appeal letter should be addressed to the Principal

2.4 An appeal will not be heard by anyone who has had previous involvement in the case.

2.5 If an appeal against dismissal is upheld in favour of the employee, they will be reinstated and reimbursed for all salary lost during the period between the date of dismissal and the date of reinstatement, including any contractual allowances normally paid.

2.6 Other than in cases of dismissal an appeal will be chaired by a more senior officer, not involved in the earlier disciplinary decision, supported by an HR Partner. In cases of dismissal and summary dismissal the appeal will be heard by a panel of two or more senior officers.

2.7 The appeal will, where practicable, be heard no later than twenty one working days after notification of the receipt of the appeal.

2.8 The appeal hearing will not normally be a full re-hearing of the case. New evidence will only be allowed if good reason is given as to why it was not available at the original hearing. At the hearing the employee will be given an opportunity to state his/her case and to ask questions of the Hearing Panel. The University representative will be asked to present the University’s case and can also ask questions of the Hearing Panel. Employees will be entitled to be accompanied by a union representative or work colleague.

2.9 The employee (or his/her union representative or work colleague) will be required to submit any new evidence to the HR Partner supporting the appeal at least five working days in advance of the date of the appeal.

2.10 The appeal panel shall deliberate in private, but may recall both the University’s representative and the employee (and their representative) to clarify any points of uncertainty on evidence already given.

2.11 At the appeal stage, the decision shall be reviewed and may be upheld, reduced or dismissed.
2.13 The decision of the appeal hearing panel will be communicated to the employee in writing within 10 working days of the appeal hearing.

2.14 The decision of the appeal hearing panel will be final and binding. There is no higher internal means of appeal.

(NOTE: - reference to the University’s representative above includes both the manager who took the formal action under the procedure which is being appealed against and any other person appointed by the University to present the University’s case.)

Revised Ordinance approved by the University Court: 21 March 2011
RULES AND REGULATIONS

REGULATIONS FOR RESEARCH POSTGRADUATES

Regulations relating to research postgraduates are now located on the Academic Regulations website along with undergraduate and taught postgraduate regulations. The following documents can be found at: http://www.stir.ac.uk/regulations/researchpostgraduateregulations/

- Regulations for Higher Degrees by Research
- Supplementary Guidelines for Doctor of Philosophy (Ph.D.) by publication
- Supplementary Guidelines for Practice-Based Doctor of Philosophy (Ph.D.) in Arts
- Regulations for Professional Higher Degrees by Research
- Doctor of Letters and Doctor of Science
- Rules for the form and presentation of Theses for Higher Degrees

RULES FOR USE OF ACADEMIC DRESS

1. On ceremonial occasions, including ceremonies for the conferment of degrees and other academic distinctions, participating staff and graduates shall wear gowns and hoods appropriate to the academic awards they hold.

   On such occasions special robes and headgear may be worn by the Chancellor, and by the Principal and Vice-Chancellor.

   Non-graduates who participate in ceremonies shall wear a gown of black, masters style.

2. Academic dress for a graduate of the University of Stirling shall consist of only a gown and a hood, as determined by the Academic Council from time to time for each award it has power to grant according to the University’s Ordinances.

ACADEMIC DRESS

Gowns:

D.Univ.(honorary degree) - dove grey with square loose collar and long sleeves facings and two inch edging on collar of powder blue.

M.A. (honorary degree) - black, masters style with 2.5 inch facing of
medici crimson.
D.Litt. - dove grey, masters style with violet facings.
D.Sc. - dove grey, masters style with crocus facings.
PG Dip., PG Cert. – black, masters style.
LLB, LLM – black, masters style.

Hood:
D.Univ. - full shape, malachite green lined with powder blue.
M.A. - full shape, black body lined with medici crimson.
D.Litt. - full shape, dove grey body lined with violet.
D.Sc. - full shape, dove grey body lined with crocus.
Ph.D. - Edinburgh shape, dove grey lined with malachite green.
Ed.D. - Edinburgh shape, dove grey lined with azure blue.
D.M. and D.N. – Edinburgh shape, grey body lined with dove grey and edged with azure blue.
D.B.A. – Edinburgh shape, grey body lined with maroon.
M.Sc. - Edinburgh shape, black body lined with malachite green and bordered with fur.
M.Litt. - Edinburgh shape, black body lined with malachite green, edged with stone white ribbon and bordered with fur.
M.Ed. - Edinburgh shape, black body lined with bunting azure blue and bordered with fur.
M.Phil. - Edinburgh shape, black body lined with stone white, edged with malachite green ribbon and bordered with fur.
M.B.A. - Edinburgh shape, black body lined with maroon and bordered with fur.
M.Res. – Edinburgh shape, black body lined with malachite green, edged with dove grey and bordered with white fur.
M.M. and M.N. – Edinburgh shape, black body lined with dove grey, edged with azure blue and bordered with white fur.
LLM – Edinburgh shape, black body lined with dove grey, edged with maroon and bordered with white fur.
LLB – Edinburgh shape, black body lined with dove grey and edged with maroon
PG Dip. and PG Cert. – Edinburgh shape, black body edged with dove grey.
B.A. - Edinburgh shape, black body lined with dove grey.
B.Acc. - Edinburgh shape, black body lined with calamine blue.
B.Sc. - Edinburgh shape, black body lined with dove grey and edged with
malachite green ribbon.
B.M. and B.N. - Edinburgh shape, black body lined with dove grey and edged with azure blue.
UG Dip and UG Cert. - Edinburgh shape, black body edged with azure blue.

REGULATIONS: STUDENT RESIDENCES

Students accommodated within University residences are required to adhere to the conditions outlined within the accommodation Occupancy Agreement and should ensure that they act at all times with consideration for other residents and University staff.

HIGHLANDS AND WESTERN ISLES CAMPUSES

Students attending courses on these campuses are subject to University regulations listed in this Calendar except those relating to the estate, where local regulations apply.
EQUALITY AND DIVERSITY POLICY

Statement of Purpose

The University of Stirling is committed to creating and sustaining a positive, stimulating and supportive working environment for our staff, and an excellent teaching and learning experience which encourages our students to thrive academically and personally.

As an employer and a provider of education, we strongly value the diversity of our staff and students. We aim to create an environment and culture where staff and students are equally valued and respected, where diversity is celebrated, and where our staff and students are able to achieve their full potential, to contribute fully, and to derive maximum benefit and enjoyment from their involvement in the life of the University. We recognise that the promotion of equality and diversity is fundamental to good governance and management practices, and that this principle will support the University to achieve its strategic priorities and outcomes, as set out in the institutional Strategic Plan 2011-2016 and future strategic objectives.

Key principles of the policy

The key principles upon which this policy is based are:

- **Equity** – We believe in and encourage fair and equitable treatment for all our staff, students, and users of our services.

- **Diversity** - We consider the diversity of our staff, students and alumni to be one of our greatest assets.

- **Respect and tolerance** – All our staff and students deserve to be treated with dignity and respect, regardless of background or personal characteristics.

- **Excellence** – We believe that individual and institutional excellence can only be achieved through recognising the value of every individual and encouraging them to achieve their potential.

- **Inclusion and accessibility** – Staff and students should have the opportunity to participate in, contribute to, and benefit from the services and successes of the University, without experiencing unnecessary barriers caused by the presence or otherwise of a protected characteristic.
Eliminating discrimination, harassment and victimisation

The University does not tolerate harassment, victimisation or unjustifiable discrimination on the grounds of age, caring responsibility, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or any other irrelevant characteristic, and is committed to working with our diverse University community in a wholly positive way to embed respect, equity, and inclusion. The University will continue to comply with its statutory duties to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010. Appendix I provides a summary of the legal framework.

All staff and students - whether existing or potential - and visitors to the University’s campuses should receive fair treatment, whatever their relationship with the University.

Going beyond tackling discrimination: promoting equality and diversity

The University aims to pay due regard to the principle of equality in relation to all its activities, from decisions on its mission and strategic objectives through to day-to-day operations. As well as taking steps to eliminate discrimination and other unlawful conduct, the University is committed to fulfilling its statutory duties to advance equality of opportunity and foster good relations between people who share a protected characteristic¹ and those who do not.

Responsibilities

All staff, students, visitors and organisations with which the University has a contractual arrangement are expected to accept and espouse the principles of respect, equality and inclusion, to abide by the University’s equality policy, and not to be party to situations which could lead to discrimination, bullying, harassment or victimisation. In addition:

- **University Court**, the University’s governing body, is responsible for the overall fulfilment of the University’s statutory equality duties, and thus for the implementation of this policy.

- **Academic Council** is responsible for ensuring that the principles of equality and diversity are embedded into research policy and practices and the learning and teaching environment, and are appropriately integrated into academic regulations and standards.

¹ As defined by the Equality Act 2010
The Equality Steering Group (ESG) is responsible for overseeing all equality and diversity activities and the implementation of the University’s Equality Outcomes (2013 – 2017) and duties set out under the Equality Act, and for providing advice to the University Strategy and Policy Group (USPG) on equality issues affecting the University.

All Committees, management groups and working groups are responsible for paying due regard to this policy and the University’s statutory equality duties when making decisions and carrying out their business.

When entering into a contractual relationship with any partner or supplier, the University will clearly set out its expectations in respect of equality and diversity.

Implementation

The University’s strategy for equality and diversity is set out in the University’s Equality Outcomes, which can be downloaded at this link: http://www.stir.ac.uk/equalityanddiversity/equalityoutcomes/

The Outcomes set out our priorities for action and are accompanied by our equality outcome action plan. The implementation of the Equality Outcomes is monitored by the ESG.

This policy is also supported by a range of staff and student related policies that underpin a cohesive University-wide approach to equality and diversity including our commitment to Athena Swan and related action plans. Key supporting policies are listed in appendix II.

Monitoring

The successful implementation of this policy will be monitored on an ongoing basis by the ESG. Its success will be monitored by considering the results of an ongoing programme of equality impact assessments, the results of regular statistical monitoring, and periodic consultation with staff and students. Progress against our outcomes will be published through a biennial mainstreaming report, annual employee equality report and pay gap report which will be published on our webpages http://www.stir.ac.uk/equalityanddiversity/equalityoutcomes/.
Breaches of the equality and diversity policy

Breaches of this policy by any student or member of staff will be taken seriously, investigated thoroughly and fairly, and may lead to disciplinary proceedings.

If any member of staff considers that this policy has been breached, he or she should contact his or her line manager in the first instance. If the alleged breach relates to bullying or harassment, you may wish to contact one of the University’s anti-bullying and harassment contacts for initial advice\(^2\).

If any student considers that this policy has been breached, he or she should contact his or her Personal Tutor or Adviser of Studies in the first instance. All students are allocated an individual Personal Tutor, details are available from each Academic School. A list of Advisers in each School and details on how to contact them are available on the student portal at: http://www.stir.ac.uk/tse/advisers/.

Allegations of bullying, harassment or victimisation of any student or member of staff will be taken seriously and will be dealt with appropriately under the relevant procedures.\(^3\)

Review

This policy will be reviewed in response to legislative changes, or every three years.

Feedback

The University welcomes feedback from stakeholders and members of its community. If you have any views on the implementation of this policy, or if you have an equality issue that you want to raise, please let us know. You can do this by emailing equality@stir.ac.uk.

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\(^2\) A list of the anti-bullying and harassment contacts is provided at the web link above.

\(^3\) The University has in place policies and procedures for dealing with instances of bullying, harassment and victimisation as they affect staff and students. Visit the anti bullying and harassment website for further information relating to staff http://www.hr-services.stir.ac.uk/policies-procedures/Anti-BullyingandHarassmentfrontpage.php or visit the Academic Policy and Practice website for further information relating to students http://www.quality.stir.ac.uk/ac-regs/index.php
Further information

For more information on the University's approach to equality and diversity, visit the equality and diversity web page [http://www.stir.ac.uk/equalityanddiversity/](http://www.stir.ac.uk/equalityanddiversity/) or email equality@stir.ac.uk

Endorsement

*This policy was approved by University Court on 12 December 2011 and revisions approved by the Equality Steering Group April 2015.*

Appendix I

The Legal Framework

The Equality Act 2010 came into force in October 2010. The aim of the Act is to reform, harmonise and streamline discrimination law, and to strengthen the law to support progress on equality. The Equality Act replaces all previous UK equality and anti-discrimination legislation with one piece of legislation. The Act applies to employers, service providers, public bodies and providers of education. The University is therefore covered by the Act in a number of roles.

The Act strengthens and extends protection from discrimination to cover nine ‘protected characteristics’: age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion and belief, sex, and sexual orientation. It continues to outlaw direct discrimination and indirect discrimination\(^4\), and it extends protection from discrimination to cover discrimination by association and discrimination by perception. It also extends protection against harassment across most of the protected characteristics.

The Act also introduced a new public sector equality duty. The duty replaces the previous race, gender and disability equality duties, and it applies to all public bodies, including universities and colleges. It places a general duty on public authorities (including universities), when exercising their functions, to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it

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\(^4\) Indirect discrimination can sometimes be justifiable if it is shown to be a proportionate means of achieving a legitimate aim. Direct discrimination is never permissible under the Act.
• foster good relations between persons who share a relevant protected characteristic and persons who do not share it

For the purposes of the duty, there are eight protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation.) The University must pay due regard to the duty as it relates to these eight characteristics when carrying out all its functions. Note that the first element of the duty (elimination of discrimination, harassment and victimisation) also covers marital and civil partnership status (the 9th protected characteristic.)

The vast majority of the Act came into force on 1 October 2010. The public sector equality duty and the introduction of extended positive action provisions came into force in 2011. The extension of protection from age discrimination in service provision came into force on 1 October 2012.

For further information on the Equality Act 2010 and what it means for the University and its staff and students, visit the EHRC website http://www.equalityhumanrights.com/legal-and-policy/equality-act

Appendix II

Supporting policies

The Human Resources Department, in partnership with Academic Schools and Service Areas, implements a number of policies in relation to:

• Appraisal/Achieving Success
• Adoption
• Anti-bullying and harassment
• Flexible working
• Grievance/disciplinary procedures
• Maternity
• Paternity
• Parental leave
• Grading and re-grading
• Recruitment and selection
• Race equality

http://www.hr-services.stir.ac.uk/policies-procedures/index.php

The Student Support Service (SSS) also implements a number of policies aimed at supporting students with particular needs, including:
Process and Procedures for supporting disabled students
Mental health guidelines
Arrangements for examinations and course work
Procedures for agreeing adjustments

The SSS website includes a wealth of guidance aimed at supporting disabled students [http://www.student-support.stir.ac.uk/advice/disability/index.php](http://www.student-support.stir.ac.uk/advice/disability/index.php)
EQUALITY OUTCOMES 2013-2017

Our commitment to equality

The promotion of equality of opportunity has been a fundamental value of the University of Stirling since its establishment in 1967. Our charter states that “the University shall be committed to the fair and equal treatment of every person and shall not discriminate on unjustified, irrelevant or unlawful grounds.”

The University’s current Strategic Plan (2011-2016) maintains our commitment to equality and diversity. The first of our eight institutional values is “we believe everyone should be treated with respect, and we will deal with all people as equals.” The values set out in the Strategic Plan underpin the delivery of all our strategic goals and objectives.

The University’s Equality Policy (2011) further emphasises our commitment, stating: “The University of Stirling is committed to creating and sustaining a positive, stimulating and supportive working environment for our staff, and an excellent teaching and learning experience which encourages our students to thrive academically and personally. As an employer and a provider of education, we strongly value the diversity of our staff and students. We aim to create an environment and culture where staff and students are equally valued and respected, where diversity is celebrated, and where our staff and students are able to achieve their full potential, to contribute fully, and to derive maximum benefit and enjoyment from their involvement in the life of the University. We recognise that the promotion of equality and diversity is fundamental to good governance and management practices, and that this principle will support the University to achieve its strategic priorities and outcomes, as set out in the institutional Strategic Plan 2011-2016.”

We see the promotion of equality and diversity as integral to all that we do. Our approach is not simply to fulfil our statutory obligations but to mainstream the promotion of equality into our functions, and to ensure that the University culture and environment is based on fairness, equality, cultural diversity, inclusion and respect.

Contribution to the Strategic Plan 2011-16

Our work to promote equality and diversity and achieve our equality outcomes (appendix one) will contribute to a number of our institutional priorities and outcomes, including:

- Nurture and develop a culture of belonging and engagement
- Enhance employee relations across the University
- Provide one of the best student experiences in the UK
UNIVERSITY OF STIRLING CALENDAR - RULES AND REGULATIONS

✓ Provide a vibrant, multi-cultural student community, by increasing our international population and enriching the experience for home students
✓ Ensure that we are accessible to all students who can benefit from the education we offer
✓ Be a welcoming, supportive, inclusive and culturally diverse community
✓ Invest in the University’s intellectual capital by developing and supporting researchers and making high equality academic appointments

Setting equality outcomes

The publication of this set of equality outcomes represents a new phase in our approach to equality and diversity. The outcomes replace and build upon our Single Equality Scheme 2009-2012. A supporting action plan is currently under development, and will be published later in 2013.

The outcomes represent the areas that we regard as priorities for action, based on the evidence that we have analysed. The actions that we take to achieve these outcomes are those which we consider will best maintain a fair and inclusive working, studying and living environment in which diversity is welcomed and respected.

Working towards the fulfilment of these outcomes will ensure that we are paying due regard to our duties under the Equality Act, which are to:

• eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
• advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
• foster good relations between people who share a protected characteristic and people who do not share it.

The outcomes in their totality cover all three parts of the duty, and all nine of the protected characteristics defined by the Equality Act 2010, specifically: age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion and belief, sex, and sexual orientation. Appendix 1 demonstrates which characteristic each outcome relates to, and to which parts of the general duty our progress will contribute.

Under the leadership of the Equality Steering Group, we will monitor progress and identify further actions required to make progress towards our outcomes. We will review our outcomes and underpinning action plan on a biennial basis, reporting progress to our Academic Council and University Court.
Evidence and consultation

Our equality outcomes are firmly based on quantitative and qualitative evidence that we gathered and analysed. Evidence that we utilised included the following:

- Statistical data on the demographics of the student body, concentrating on key stages of the student journey (enrolment, retention, attainment, destination of leavers). Where possible and appropriate, these data were compared with sectoral benchmark data produced by the Equality Challenge Unit.

- Statistical data on the demographics of university staff, concentrating on key aspects of the employee journey (applications, acceptances, retention, promotion, training, grievances and disciplinary action). Where possible and appropriate, these data were compared with sectoral benchmark data produced by the Equality Challenge Unit.

- Equality and diversity findings from the staff survey 2012.

- Top level equality findings from the 2012 Student Barometer/International Student Barometer surveys.

- Feedback obtained during a series of 16 equality consultation events for staff from our academic schools and service areas.

- Feedback obtained in response to a survey for staff and students about equality and fair treatment at the university.

- A report from three focus groups concentrating on staff experiences of development and progression at the University.

- Anecdotal evidence sent to the equality inbox or received through the online equality feedback box.

- Consultation with the University of Stirling Students’ Union.

A relatively high proportion of the outcomes relate to gender equality. This is because the evidence indicates that gender equality issues are the priority for action. There is little or no evidence to suggest that we need to develop specific outcomes for many of the other characteristics. However, some of the outcomes encompass all protected characteristics, e.g. maintaining a fair and inclusive culture and environment for all students and staff, regardless of their background or protected characteristics.
Monitoring

The Equality Steering Group is responsible for monitoring progress against the outcomes. Progress will be monitored by considering HESA staff and student data, findings from the staff survey, student barometer and international student barometer, and anecdotal feedback received from staff, students and service users.

The University will publish its first progress report by 30 April 2015. We will review our outcomes no later than 30 April 2017.

Responsibilities

All staff and students are expected to accept and espouse the principles of respect, equality and inclusion, to abide by the University’s equality policy, and not to be party to situations which could lead to discrimination, bullying, harassment or victimisation.

As a general principle, all staff are responsible for paying due regard to the equality duties when carrying out their functions at the University.

The supporting action plan will identify actions to achieve the outcomes. Responsibilities for delivering these actions will be set out in the plan. Each of the University’s schools and service areas has at least one named equality contact who is responsible for providing a communication link between the school/service area and the Equality Steering Group. Through that network, progress to deliver the actions will be reported.

The **Equality Steering Group (ESG)** is responsible for overseeing activity to achieve the institutional equality duties, and for reporting progress to the University Strategy & Policy Group, University Court, and other University committees as appropriate.

**University Court**, the University’s governing body, is ultimately responsible for the fulfilment of the University’s statutory equality duties. Through regular reports from the ESG, Court will satisfy itself that the duties are being properly exercised.

The **Joint Policy, Planning and Resources Committee (JPPRC)** is responsible for scrutinising new equality and diversity policies and strategies and recommending their approval to University Court. Academic Council is responsible for ensuring that the principles of equality and diversity are embedded into research, learning & teaching environments and practices, and are appropriately integrated into academic regulations and standards.
All University **committees, management groups and working groups** are required to pay due regard to the University’s statutory equality duties when making decisions and carrying out their business.
<table>
<thead>
<tr>
<th>OUTCOME</th>
<th>SUCCESS MEASURES</th>
<th>SOURCE OF EVIDENCE</th>
<th>PROTECTED CHARACTERISTIC</th>
<th>RELEVANT PARTS OF THE GENERAL EQUALITY DUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CULTURE: We will maintain a welcoming and inclusive culture and environment where staff and students feel valued, respected and supported, and where discrimination, harassment and bullying is tackled.</td>
<td>Measure (i): Perceptions of fair and equitable culture  - % staff who agree the University respects equally people with different protected characteristics  - % of students who agree that the University is committed to equality of opportunity  - % students who are satisfied with facilities for religious worship Measure (ii): Experiences of discrimination and harassment  - % staff who state that they have experienced discrimination in the previous 12 months  - % staff who perceive that they are currently being bullied or harassed at work  - Formally recorded cases of discrimination or harassment  - % students who state that they have ever experienced discrimination or unfair treatment on the grounds of a protected characteristic during their time at the University</td>
<td>(i) Staff survey/Student Barometer/International Student Barometer (ii) Staff survey/SAP HR data system (SAP) / Student Barometer/ International Student Barometer</td>
<td>All</td>
<td>i ii iii</td>
</tr>
</tbody>
</table>
### UNIVERSITY OF STIRLING CALENDAR - RULES AND REGULATIONS

<table>
<thead>
<tr>
<th>Measure (iii): Support for staff and students with protected characteristics</th>
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<tr>
<td>- % of respondents who are satisfied with the Disability Service</td>
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<tr>
<td>- % of students who are satisfied with opportunities to study with people from other cultures</td>
</tr>
<tr>
<td>- % of students who are satisfied with opportunities to make friends from this country.</td>
</tr>
<tr>
<td>- % of students who are satisfied with opportunities to make friends from other countries.</td>
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</tbody>
</table>

**Measure (iv): External assessment of equitable culture**
- Position in the Stonewall Gay by Degree Index
- Position in the Stonewall Workplace Equality Index

<table>
<thead>
<tr>
<th>GENDER PAY GAP: The institutional gap between male and female pay will reduce from 23% as a result of taking steps within our power to address occupational segregation.</th>
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<tbody>
<tr>
<td>- Median gender pay gap vs. sectoral median pay gap.</td>
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<th>KNOWLEDGE: Knowledge and understanding of equality issues in the institution will be enhanced.</th>
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<tr>
<td>(i) Staff: % of staff disclosing their protected characteristics</td>
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<td>(ii) Students: % of students disclosing their protected characteristics</td>
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<td>(iii) The proportion of staff who:</td>
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state that they understand their and the University’s responsibilities in relation to equality & diversity will remain higher than 90%; state that they know where to find information about equality & diversity will improve from 81%.
disciplines (specifically, biological and environmental sciences; computing sciences and mathematics; aquaculture, and sports science); and

(b) the proportions of male staff working in nursing, education and social sciences will be increasingly in line with the overall gender profile of academic staff.

### 7 STUDENT GENDER BALANCE
The proportions of:

(a) women studying SET subjects and sport; and

(b) men studying nursing, education and social science subjects will be increasingly in line with the overall gender profile of Stirling students.

<table>
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<tr>
<th>% of female/male students within each academic subject vs. % female/male students in the institution</th>
<th>HESA student data</th>
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</table>

### 8 CONTINUATION: Continuation rates of students who share a specific protected characteristic

% of students continuing or qualifying, by protected characteristic

<table>
<thead>
<tr>
<th>HESA student data/ECU sectoral data</th>
</tr>
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A
D
R
and those who do not share will be broadly comparable.

| 9 | DEGREE ATTAINMENT: Degree attainment levels of students who share a protected characteristic and those who do not share it will be broadly comparable. | % of students attaining 1st/2:1/2:2/3rd class degrees, by protected characteristics | HESA student data/ECU sectoral data | A D R S | ii |

Notes on the table

**Column 5:** This indicates which of the protected characteristic(s) [PC] each outcome relates to. The protected characteristics are age (A); disability (D); gender reassignment (GR); marriage & civil partnership status (MCP); pregnancy & maternity (PM); race (R); religion & belief (RB); sex (S); sexual orientation (SO).

**Column 6:** This column indicates which of the three parts of the general equality duty each outcome will impact upon. In carrying out its functions, the University is expected to pay due regard to the need to:

(i) eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
(ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
(iii) foster good relations between people who share a protected characteristic and people who do not share it.

*Approved by Court: 24 June 2013*
ANTI-BULLYING AND HARASSMENT POLICY - STAFF

Policy Aim

The University, in partnership with staff, is committed to developing and maintaining an environment in which all staff can work free from any form of bullying, harassment or victimisation (as defined in this policy) and the University is committed to dealing quickly and efficiently with any incidents of bullying and harassment that arise.

Any incidents of bullying, harassment or victimisation will be regarded extremely seriously and could be grounds for disciplinary action which may include dismissal.

The University vision is that no member of staff should:

- be subjected to any form of harassment, bullying or victimisation;
- feel that such harassment, bullying or victimisation has to be tolerated;
- feel that such harassment, bullying or victimisation is his/her fault.

All members of the University community are entitled to be treated with dignity, fairness and respect.

Staff who feel that they may be victims of bullying, harassment or victimisation should pursue the issue either informally or formally by using the procedures described in this policy. When reported, formal complaints of bullying, harassment or victimisation will be investigated and the University will take appropriate action as quickly as possible.

The University will, as far as possible, treat as confidential all allegations or complaints of bullying, harassment or victimisation and will investigate complaints impartially. There may be occasions where this is not possible, for example if an enquiry is needed as a result of alleged behaviour. The University will respect the particular sensitivity of bullying, harassment and victimisation complaints and their consequences.

Definitions

Harassment, in general terms, is unwanted conduct which has the purpose or effect affecting the dignity of individuals or groups of people.

The Equality Act 2010 specifically prohibits three types of harassment. These are:
I. **Harassment related to a “relevant protected characteristic”**.

The seven protected characteristics are listed below with a more detailed definition in appendix 2:

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation.

II. **Sexual Harassment.**

Sexual harassment occurs when any such unwanted sexual attention creates an intimidating, hostile or offensive environment for employment, for study or for social life. Sexual harassment involves unwanted sexual attention which emphasises sexual status over that as an individual, colleague or student. It can be

- physical – this could range from suggestive looks to serious sexual assault,
- verbal - this could include belittling or suggestive remarks, compromising invitations, aggressively foul language, unwanted demands for sex/sexual favours
- visual/written - this could include displays of sexually suggestive or degrading pictures in the workplace, suggestive, offensive or degrading emails, notes or text messages.

Sexual harassment of women by men is most often reported. However, sexual harassment between members of the same sex or of men by women also occurs.

III. **Less favourable treatment of a worker because they submit to, or reject, sexual harassment or harassment related to sex or gender reassignment.**

The third type of harassment occurs when a worker is treated less favourably by their employer because they have submitted to, or have rejected unwanted conduct of a sexual nature, or unwanted conduct which is related to sex or to gender reassignment, and the unwanted conduct then results in a violation of their dignity or the creation of an intimidating, hostile, degrading, humiliating or offensive environment.

*Third Party Harassment - Repealed*

Under the Equality Act 2010, the University may be liable for harassment of employees by third parties. A third party is anyone who is not the employer or
another employee. It refers to those over whom the University does not have
direct control, such as customers or clients. Following the repeal of Section 40
of the Equality Act 2010, in October 2013, employees who have been harassed
by a third party may still be able to bring a claim against their employer in the
following ways:

1. If the employer takes no action to prevent harassment by a third party
from taking place or continuing, the employee could claim that the
employer’s failure was 'unwanted conduct' which is 'related to' their
protected characteristic (i.e. sex, race etc) and therefore a breach of
the general anti-harassment provision in the Equality Act (Section 26);

2. An employee could argue that being put in a situation which subjects
them to third party harassment constitutes a 'detriment' and direct
discrimination under the Equality At 2010 on the grounds that the
reason their employer put them in that situation was because of their
protected characteristics; and/or

3. The harassment by a third party and the employer's failure to take
reasonable steps to prevent it constitutes a fundamental breach of
contract which entitles the employee to resign and claim constructive
and (subject to having the qualifying period of service) unfair dismissal.

Therefore it would still be advisable to investigate any complaints of third party
harassment by employees and consider whether any action can be taken to
prevent the harassment from continuing (e.g. by not requiring the employee to
visit/deal a particular client or customer).

**Bullying** may be characterised as “offensive, intimidating, malicious or insulting
behaviour, an abuse or misuse of power through means intended to undermine,
humiliate, denigrate or injure the recipient.” Bullying behaviour may or may not
amount to harassment in equality law, as set out later in this policy.

Bullying can cover a wide range of behaviours and need not occur face to face.
It may also occur in written communication, electronic mail and on the phone,
some examples include:

- non-constructive criticism which is personal rather than related to
  the person’s performance
- public humiliation
- unwanted physical contact
- unwelcome remarks about a person’s dress or appearance
- use of offensive language or obscene gestures
- gossip, or making defamatory comments
- the display of obscene or otherwise offensive posters or graffiti
- isolation or non-cooperation and exclusion from social activities
- intrusion by pestering, spying and stalking
- failure to safeguard confidential information
Bullying or harassment may be by an individual against an individual (perhaps by someone in a position of authority such as a manager, supervisor, lecturer or teacher), or it could involve groups of people. It might involve a visitor on campus or contractor. It may be obvious or it may be insidious. It may be persistent or may be an isolated incident.

Any difficulty in defining what constitutes bullying or harassment should not deter staff from complaining about behaviour which they feel violates their dignity, intimidates, offends, humiliates or degrades them. Nor should anyone be deterred from making a complaint because of embarrassment or fear of intimidation.

Victimisation can be defined as unfavourable treatment of a person because he or she has made a complaint about being discriminated against, harassed or bullied, because he or she intends to make a complaint about discrimination, harassment or bullying, or because he or she has or intends to act as a witness or give evidence in support of another person(s) relating to a complaint about discrimination, harassment or bullying.

Differences of attitude or culture and the misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another. The defining feature, however, is that the behaviour is offensive or intimidating to the recipient or a witness. It is not the intention of the perpetrator that is key in deciding if harassment or bullying has occurred, but whether the behaviour is unacceptable by reasonable normal standards and is unwelcome to the person or people subjected to it or witnessing it.

**Harassment**

**Procedures for reporting and dealing with harassment**

If you feel that you are being bullied or harassed, as a first step you should try to make it clear to the person causing the offence that such behaviour is unacceptable, unwelcome and should be stopped. This will often be sufficient to end the behaviour which is causing offence, because in some cases the person against whom the complaint is directed might be unaware that their behaviour is inappropriate or their words or actions may inadvertently have caused offence. If this is the case, this needs to clear up speedily.

If you need help or advice you can approach any of the following people:
• a trusted friend or sympathetic colleague
• a staff representative
• your supervisor, manager or Head of School
• the Director of HR
• somebody who has been designated as an Anti-Bullying and Harassment Contact and trained in equality issues. The names of these people are kept on the University intranet, on the HR web page, within Policies and Procedures, Anti-Bullying and Harassment Policy.

The names of the Anti-Bullying and Harassment Contacts can be obtained from the intranet on the HR Services web page, within Policies and Procedures, Anti-Bullying and Harassment Policy.

The Anti-Bullying and Harassment Contacts receive refresher training annually to allow them to support members of staff effectively.

Any of the people mentioned could advise you on a course of action. They will be willing to discuss in an informal way incidents or problems, however large or small they may seem. Any discussion, as far as is reasonably practicable, will be confidential and further action will not be taken without your express permission.

At this stage the person you consult may go with you to speak to the alleged harasser, or go in your place, or help you to write to the alleged harasser with the specifics of your complaint. You should keep a copy of any correspondence.

**Formal Complaint**

It is very important to note that if:

• for any reason, you feel unable to approach one of the people listed above; or
• for any reason, you feel unable to approach the alleged harasser informally from the outset, or
• after communicating with the alleged harasser, you are not satisfied with the outcome of that approach (including that the harassment has stopped or will now stop); or
• the nature of the harassment is sufficiently serious as to make it inappropriate to deal with informally as a first step;

you know that you can take forward your complaints about bullying, harassment or victimisation using the University’s formal Grievance procedure which will be used to deal with the complaint through the initial and appeal stages.
Ordinance 68, Part II, Schedule III – Grievance Procedure

However the possibility that complaints may be made with mischievous or malicious intent or in order to undermine reasonable instructions or changes to working practices by managers or academic staff with which an individual may disagree, is also recognised by the University and will be treated as a serious disciplinary matter.

Monitor this Policy

The University has put measures in place to monitor the number of bullying and harassment cases raised at an informal stage with the harassment contacts and formally to enable analysis and review of any patterns that emerge.

A full Equality Impact Assessment has also been carried out on the University Policy and will be reviewed regularly.

Review this Policy

This policy will be reviewed every three years or more frequently if required as a result of legislative changes.

Appendix 1

Bullying and harassment: the legal framework

The Equality Act (2010) consolidates and replaces previous legislation for England, Scotland and Wales prohibiting harassment on the grounds of age, disability, gender reassignment, race, religion and belief, sex and sexual orientation. Pregnancy and maternity and marriage and civil partnership are not protected directly under the harassment provisions. However harassment related to pregnancy and maternity harassment could amount to harassment related to sex, and harassment related to civil partnership could amount to harassment related to sexual orientation.

Bullying is not explicitly defined by law.

The Crime and Disorder Act 1998 amended the Criminal Law (Consolidation) (Scotland) Act 1995 and created the criminal offence of "racially aggravated harassment" in Scotland. If someone is found guilty of this offence, it is punishable by a fine and/or imprisonment.
Appendix 2

Definitions of the seven characteristics protected within the Equality Act when related to the act of Harassment

The Equality Act definition of Age

Age is defined in the Act by reference to a person’s age group. In relation to age, when the Act refers to people who share a protected characteristic, it means that they are in the same age group.

An age group can mean people of the same age or people of a range of ages. Age groups can be wide (for example, “people under 50”; “under 18’s”). They can also be quite narrow (for example, “people in their mid-40s”; “people born in 1952”). Age groups may also be relative (for example “older than me” or “older than us”).

The meaning of certain age-related terms may differ according to the context. For example, whether someone is seen as ‘youthful’ can depend on their role: compare a youthful bartender with a youthful CEO. Age groups can also be linked to actual or assumed physical appearance, which may have little relationship with chronological age – for example, ‘the grey workforce’.

The Equality Act definition of Disability

Harassment on grounds of disability may be defined as unwanted behaviour based on disability, impairment or additional need which creates an intimidating, hostile or offensive environment for disabled people. The Act says that a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day to day activities. Physical or mental impairment includes sensory impairments such as those affecting sight and hearing. An impairment which consists of a severe disfigurement is treated as having a substantial adverse effect on the ability of the person concerned to carry out normal day to day activities.

Long term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person’s life.

Where a person is taking measures to treat or correct an impairment (other than by using spectacles or contact lenses) and, but for those measures, the impairment would be likely to have a substantial adverse effect on the ability to carry our normal day to day activities, it is still treated as though it does have an effect.
This means that “hidden” impairments (for example, mental illness or mental health conditions, diabetes and epilepsy) may count as disabilities where they meet the definition in the Act. Cancer, HIV infection, and multiple sclerosis are deemed disabilities under the Act from the point of diagnosis. In some circumstance, people who have a slight impairment are automatically treated under the Act as being disabled.

Progressive conditions and those with fluctuating or recurring effects will amount to disabilities in certain circumstances.

**The Equality Act definition of Race**

Racial harassment is harassment which is related to race, ethnic origin, colour, language or nationality. The Act defines “race” as including colour, nationality and ethnic or national origins. Everyone has an ethnic origin but the provisions of the Act only apply where a person belongs to an “ethnic group” as defined by the courts. This means that the person must belong to an ethnic group which regards itself and is regarded by others as a distinct and separate community because of certain characteristics. These characteristics usually distinguish the group from the surrounding community.

There are two essential characteristics which an ethnic group must have: a long shared history and a cultural tradition of its own. In addition, an ethnic group may have one or more of the following characteristics: a common language; a common literature; a common religion; a common geographical origin; or being a minority; or an oppressed group.

An ethnic group or national group could include members new to the group, for example, a person who marries into the group. It is also possible for a person to leave an ethnic group. The courts have confirmed that the following are protected ethnic groups: Sikhs, Jews, Romany Gypsies, Irish Travelers, Scottish Gypsies and Scottish Travelers.

A racial group is a group of people who have or share a colour, nationality or ethnic or national origins. For example a racial group could be “British” people. All racial groups are protected from unlawful discrimination under the Act.

A person may fall into more than one racial group. For example, a “Nigerian” may be defined by colour, nationality or ethnic or national origin.

A racial group can be made up to two or more distinct racial groups. For example, a racial group could be “black Britons” which would encompass those people who are both black and who are British citizens. Another racial group could be “South Asian” which may include Indians, Pakistanis, Bangladeshis and Sri Lankans.
Racial groups can also be defined by exclusion, for example, those of “non-British” nationality could form a single racial group.

The Equality Act definition of Religion or Belief

Harassment relating to religion or belief may be defined as unwanted behaviour based on religious beliefs or practices.

The protected characteristic of religion or belief includes any religion and any religious or philosophical belief. It also includes a lack of any such religion or belief.

For example, Christians are protected against discrimination because of their Christianity and non-Christians are protected against discrimination because they are not Christians, irrespective of any other religion or belief that may have or any lack of one.

“Religion” means any religion and includes a lack of religion. The term “religion” includes the more commonly recognised religions in the UK such as the Bahá’í faith, Buddhism, Christianity, Hinduism, Islam, Jainism, Rastafarianism, Sikhism and Zoroastrianism. It is for the courts to determine what constitutes a religion. A religion need not be mainstream or well known to gain protection as a religion. However, it must have a clear structure and belief system. Denominations or sects within religions, such as Methodists within Christianity or Sunnis within Islam, may be considered a religion for the purpose of the Act.

Belief means any religious or philosophical belief and includes a lack of belief.

Religious belief goes beyond beliefs about and adherence to a religion or its central articles of faith and may vary from person to person within the same religion.

A belief which is not a religious belief may be a philosophical belief. Examples of philosophical beliefs include Humanism and Atheism.

A belief need not include a faith or worship of a God or Gods, but must affect how a person lives their life or perceives the world.

For a philosophical belief to be protected under the Act:

- it must be genuinely held;
- it must be a belief and not an opinion or viewpoint based on the present state of information available;
- it must be a belief as to a weighty and substantial aspect of human life and behaviour;
UNIVERSITY OF STIRLING CALENDAR - RULES AND REGULATIONS

- it must attain a certain level of cogency, seriousness, cohesion and importance
- It must be worthy of respect in a democratic society, not incompatible with human dignity and not conflict with the fundamental rights of others.

The Equality Act definition of Sex

Harassment relating to gender may be defined as any hostile, intimidating, degrading or offensive act by a person against another person (or people), which is related to male or female status.

Such behaviour might include derogatory name calling, insults and sexist jokes, sexist graffiti, slogans, songs or images, verbal abuse and threats, physical attack, and ridicule of a person or people as a result of gender differences. Demanding that a person undertakes (or ceases to undertake) certain types of work based on gender stereotypes could also constitute gender harassment.

The Equality Act definition of Gender Reassignment

Harassment relating to gender reassignment may be defined as unwanted behaviour due to the fact that a person has undergone, is undergoing, or intends to undergo a process to reassign their sex by changing physiological or other attributes of sex. Under the Act ‘gender reassignment’ is a personal process moving away from one’s birth sex to the preferred gender, rather than a medical process. The reassignment of a person’s sex may be proposed but never gone through; the person may be in the process of reassigning their sex; or the process may have happened previously. It may include undergoing the medical gender reassignment treatments, but it does not require someone to undergo medical treatment in order to be protected.

The Equality Act definition of Sexual orientation

Harassment relating to sexual orientation may be defined as unwanted behaviour based on known or presumed sexual orientation.

Sexual orientation is a protected characteristic. It means a person’s sexual orientation towards:
- persons of the same sex (that is, the person is a gay man or lesbian)
- persons of the opposite sex (that is, the person is heterosexual); or
- persons of either sex (that is, the person is bisexual)

Sexual orientation relates to how people feel as well as their actions.
Sexual orientation discrimination includes discrimination because someone is of a particular sexual orientation, and it also covers discrimination connected with manifestations of that sexual orientation. These may include someone’s appearance, the places they visit or the people they associate with.

Approved by Combined Joint Negotiating & Consultative Committee in May 2011
Updated 2014

ANTI-BULLYING AND HARASSMENT POLICY – STUDENTS

This policy should be read in conjunction with the University’s equality and diversity policy (approved by University Court December 2011).

1. Statement of intent

1.1 Bullying and harassment can have a serious detrimental effect on the confidence, morale, performance and health of those affected. Ultimately, being subjected to bullying or harassment could have the effect of a student suspending his or her studies or withdrawing from the University altogether. The University believes that this situation should never be allowed to materialise.

1.2 The University believes that all students, regardless of their background and personal circumstances, should be treated with dignity, respect and fairness. The purpose of this policy is to promote a culture where bullying and harassment are acknowledged to be unacceptable and are not tolerated, and where allegations of such behaviour are dealt with fairly and in a timely fashion, without fear of victimisation.

1.3 All students and staff have a responsibility to treat colleagues and peers with dignity and respect. This means respecting the feelings, sensibilities, cultural, religious and belief differences of others and considering how your behaviour is being perceived.

1.4 This policy covers harassment of students by another student, or by a member of University staff.

2. The University’s commitment to tackling bullying and harassment of and by students

2.1 The University of Stirling is committed to:
(i) Creating and sustaining a working and learning environment which is free from discrimination, bullying, harassment or victimisation.

(ii) Tackling swiftly any incidents of bullying, harassment or victimisation of or by students.

(iii) Promoting this policy to all students and staff.

(iv) Monitoring the implementation of this policy.

3. What constitutes bullying and harassment?

3.1 Harassment can be defined as unacceptable and offensive behaviour that has the purpose or effect of affecting the dignity of an individual or group of people. It describes behaviour which subjects an individual or a group to unwelcome attention, intimidation, humiliation or ridicule. It can range from extreme forms, such as violence, to more subtle forms, such as deliberately ignoring someone.

Harassment of a student by a member of the University

3.2 Harassment of a student by a person employed by the University is unlawful under the Equality Act 2010. The Act makes three types of harassment unlawful:

(i) Harassment related to a relevant protected characteristic.
(ii) Sexual harassment.
(iii) Less favourable treatment of a student because he or she submits to or rejects sexual harassment or harassment related to their sex.

3.3 For the purposes of the harassment provisions in the Equality Act, the protected characteristics are: age, disability, gender reassignment, race, religion and belief, sex and sexual orientation. Pregnancy and maternity is not protected directly under the harassment provisions, however, unwanted behaviour related to pregnancy and maternity (as described below) may amount to harassment related to sex.

(i) Harassment related to a relevant protected characteristic.

3.4 Guidance on the Equality Act 2010\(^5\) states that “harassment of a student occurs when [an individual] engages in unwanted behaviour

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\(^5\) “What equality law means for you as an education provider – further and higher education” (Equality and Human Rights Commission, 2011)
which is related to a relevant protected characteristic and which has the purpose or effect of:
- violating a student’s dignity or
- creating an intimidating, hostile, degrading, humiliating or offensive environment…”

3.5 The word ‘unwanted’ means ‘unwelcome’ or ‘uninvited’. It is not necessary for the student to explicitly state that they object to the behaviour for it to be unwanted.

Example 1: A University lecturer makes derogatory remarks about the local Gypsy and Traveller community and states that their site should be shut down. A student from a Traveller background is in the class and finds the tutor’s behaviour degrading and offensive. This is likely to be harassment related to the protected characteristic of race.

(ii) Sexual harassment

3.6 Sexual harassment occurs when an individual engages in unwanted behaviour which is of a sexual nature and which has the purpose or effect of:
- violating a student’s dignity or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for the student.

3.7 ‘Of a sexual nature’ can cover verbal, non-verbal or physical conduct including unwelcome sexual advances, inappropriate touching, forms of sexual assault, sexual jokes, displaying pornographic photographs or drawings, or sending emails with material of a sexual nature.

Example 2: A male tutor walks up to a female student who has stayed behind to speak to him and puts his arms around her waist and tells her she is ‘very attractive’. The student is offended by his behavior but doesn’t push him away. Nevertheless, the tutor’s behavior would constitute sexual harassment.

(i) **Less favourable treatment of a student because he or she submits to or rejects sexual harassment or harassment related to their sex**

3.8 It is unlawful to treat a student less favourably because they either submit to, or reject, sexual harassment or harassment related to their sex.

Example 3: In relation to example 2 above, if the tutor then refused to allow the student to go on a field trip or failed her assignments when they in fact deserved a pass grade, this would be less favourable treatment because the student had submitted to sexual harassment.

3.9 In relation to all three types of harassment listed above, the harasser does not have to intend to harass; it is the perception of the victim that is important. Differences of attitude or culture and the misinterpretation of social signals *can* mean that what is perceived as harassment by one person may not seem so to another. The defining feature, however, is that the behaviour is offensive or intimidating to the recipient or a witness. It is not the intention of the perpetrator that is key in deciding if harassment or bullying has occurred, but whether the behaviour is unacceptable by reasonable normal standards and is unwelcome to the person or people subjected to it or witnessing it.

3.10 Harassment may refer to persistent unacceptable or offensive behaviour, but – depending on the seriousness of the incident – might also refer to a single incident.

3.11 Some examples of harassment could include:
- Assault or other physical abuse
- E-mail or online abuse, including through the use of social networking sites
- Jokes, ridicule or derogatory comments relating to particular equality characteristics e.g. racial background or cultural differences; sexual orientation; age; disability; sex; religion or belief; pregnancy or maternity
- Innuendo or gossip, for example based on sexual orientation
- Communicating with a person with a disability via a third party (unless specifically requested)
- Invading privacy or personal space
- Displaying offensive material
- Graffiti
• Threats of academic failure/promises of high marks in return for sexual favours, or because a student failed to submit to sexual advances
• Inciting others to harass

Harassment of a student(s) or a member of staff by another student

3.12 Harassment of a student, a group of students, or a member of staff by another student is expressly prohibited by the University. Under the terms of this policy, harassment of a student, a group of students, or a member of staff by another student(s) is defined in paragraph 3.1. The University considers that any of the behaviours described in paragraphs 3.2 to 3.11 would constitute harassment of a student, group of students or member of staff by another student(s).

Bullying of or by a student of the University

3.13 **Bullying** can be defined as the abuse of power or position to threaten abuse, intimidate, insult or criticise; or to humiliate and undermine a person so that their confidence and self-esteem is affected. Bullying may happen in public or in private and may range from overt forms such as shouting to more subtle forms such as marginalising a person or setting unreasonable goals or deadlines.

3.14 Some examples of **bullying** could include:
• Violence
• Shouting
• Sarcasm
• Constant destructive criticism
• Ignoring or ostracising
• Patronising comments
• Setting a person up for failure with impossible workloads and deadlines.

3.15 In practice, the behaviours associated with and the effects of bullying and harassment often cannot be separated. The main difference is that one term (‘harassment’) is defined by law and that protection against harassment of students exists under the Equality Act 2010. Bullying is not defined in law. Nevertheless, the University regards bullying as seriously as it regards harassment, and does not tolerate bullying of or by students.

3.16 Students who feel that they are being bullied or harassed can take action as set out in section four below.
Victimisation

3.17 Under the Equality Act 2010\(^6\), victimisation occurs when a university subjects a student to detriment because he or she has carried out a ‘protected act’ (or because it is believed that a student has carried out or is going to carry out a protected act).” A ‘protected act’ covers the following:

- Making a claim or complaint of discrimination (under the Equality Act).
- Helping someone else to make a claim by giving evidence or information.
- Making an allegation that you or someone else has breached the Act.
- Doing anything else in connection with the Act.

3.18 If a member of the University treats a student less favourably because they he or she has carried out a protected act, this could be regarded as unlawful victimisation. There must be a link between the student’s protected act and the University officer’s treatment of that individual.

3.19 Note that an individual need not have a particular protected characteristic in order to be protected against victimisation under the Act.

Example 4: An accommodation officer refuses to grant a student a place in University accommodation because she has supported another student’s sex discrimination claim. This would amount to victimisation under the Equality Act.

4. Reporting, investigating and tackling incidents of bullying and harassment

4.1 The University takes all allegations of bullying, harassment or victimisation seriously. Formal procedures are in place to allow allegations of bullying or harassment to be investigated fairly and transparently and to be tackled if found to be true.

Informal resolution

4.2 If a student feels that he or she is being bullied or harassed – either by another student, or by a member of University staff, he or she is encouraged to first of all seek to resolve the matter informally. As a first step, the student should try to make it clear to the person causing the offence that such behaviour is unacceptable, unwelcome and should be stopped. This will often be sufficient to end the behaviour which is causing offence, because in some cases, the person against whom the complaint is directed might be unaware that his/her behaviour had inadvertently caused offence. If this is the case, the inappropriate behaviour should cease quickly.

4.3 If they need help or advice, students might wish to consider approaching any of the following people:
- Their Personal Tutor
- A member of Student Support Services (SSS)
- A trusted friend
- A supportive lecturer or other member of academic staff
- The Students’ Union

Formal complaint

4.4 A student might want to consider raising a formal complaint if:
- he/she feels unable to approach the alleged bully or harasser informally from the outset, or
- after communicating with the alleged bully or harasser, he/she is not satisfied with the outcome of that approach (i.e. that the bullying/harassment has stopped or will now stop); or
- the nature of the harassment is sufficiently serious that it is inappropriate to deal with it informally as a first step

4.5 If a student wishes to make a formal complaint, he or she should follow the Student Complaints procedure. This is available on the University website at www.stir.ac.uk/complaints.

Tackling bullying and harassment

4.6 If a student is found to be guilty of behaviour which constitutes bullying or harassment under this policy, he or she will be subject to disciplinary action, as set out in the **Code of Student Discipline** (Ordinance 2). The Code of Student Discipline is set out in full in the University Calendar. It can be downloaded at this link http://www.stir.ac.uk/media/services/calendar/ordinances/2-ordinances-code-of-student-discipline.pdf.
4.7 If a member of staff is found to have bullied or harassed a student of the University, he or she will be subject to disciplinary action under the University’s Staff Disciplinary Procedures.

Malicious or vexatious allegations

4.8 Students should be aware that making malicious, vexatious or spurious allegations of bullying and harassment may constitute a breach of the Code of Student Discipline.

4.9 Students who wish to inform the University of a malicious or vexatious allegation should follow the Student Complaints Procedure at www.stir.ac.uk/complaints.

4.10 Members of staff who wish to inform the University of a malicious or vexatious allegation made by a student should inform the Academic Registrar, who can be contacted by emailing academic.registrar@stir.ac.uk

Staff or students who are concerned that they may have engaged in behaviour which may be perceived as bullying or harassment

4.11 If a member of staff or a student is concerned that he or she has inadvertently engaged in behaviour which might be perceived as bullying or harassment, he or she might wish to consider taking the following course of action:

(i) Seek the advice of a trusted colleague, fellow student or advisor (e.g. a Human Resources partner, a Student Advisor, Personal Tutor or one of the anti-bullying and harassment contacts)
(ii) If appropriate, seek to clarify understanding and reach an informal resolution with the person or persons who may have been offended.
(iii) Notify someone in the University of the potential risk (for example, the individual could advise their supervisor or line manager about their concern)

Example 5: A person (staff or student) makes what s/he intends to be a light-hearted comment in a social context to a student, who reacts by withdrawing and subsequently avoids the individual

Example 6: A lecturer introduces sensitive material about race relations in a seminar and it becomes clear that some students are troubled by the tone of the conversation
5  Further information and advice

5.1 Further advice on the scope and implementation of this policy can be obtained from staff within Registry and Governance Services, by emailing complaints@stir.ac.uk or calling 01786 466810.

5.2 The staff anti-bullying and harassment policy can be obtained from the Human Resources website http://www.hr-services.stir.ac.uk/policies-procedures/Anti-BullyingandHarassmentfrontpage.php

5.3 The equality and diversity policy and information on the University’s approach to tackling discrimination is available at http://www.stir.ac.uk/equalityanddiversity/. Further advice on the University’s equality and diversity work can be obtained by emailing equality@stir.ac.uk or by calling 01786 466261 in the first instance.

5.4 Information about the services provided by Student Support Services (SSS) is available at http://www.student-support.stir.ac.uk

5.5 The Code of Practice: Personal Tutor Scheme is available at http://www.stir.ac.uk/academicpolicy/personaltutorschemepolicyandguidance/code/

5.6 The website of the Students’ Union is available can be accessed at this link http://www.stirlingstudentsunion.com/ If you want to talk to someone in the Union in confidence about bullying or harassment, get in touch with one of the Union officers, who will put you in touch with the appropriate person.

6  Monitoring and review

6.1 Student complaints and disciplinary cases are monitored by the Academic Registrar’s Office.

6.2 This policy will be reviewed every three years or in response to legislative changes.

Acknowledgements

The University of Stirling would like to thank the Equality and Human Rights Commission for permission to use text from its materials and guidance on the Equality Act.
COMPLAINTS PROCEDURE: A GUIDE FOR MEMBERS OF THE PUBLIC (INCLUDING APPLICANTS)

We are committed to providing high quality services to members of the public, including applicants for admission. We value complaints and use information from them to help us improve our services.

If something goes wrong or you are dissatisfied with our services, please tell us. This leaflet describes our complaints procedure and how to make a complaint. A copy of the full complaint policy can be accessed at www.stir.ac.uk/complaints.

What is a complaint?
We regard a complaint as any expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

What can I complain about?
You can complain about things like:
- the quality and standard of any service we provide or fail to provide
- the quality of our facilities and learning resources
- the quality and standards of academic services and personal support services available to you
- failure of the University to follow an appropriate administrative processes
- unfair treatment or inappropriate behaviour by a student or staff member.

Your complaint may involve more than one of the above services/departments or be about someone working on our behalf.

What can’t I complain about?
There are some things we can’t deal with through our complaints handling procedure. These include:
- a routine first-time request for a service
- a request for information or an explanation of policy or practice
- a request under freedom of information or data protection legislation
- requests for compensation from the University
• things that are covered by academic appeals, such as academic judgements on admissions
• an issue which is being, or has been, considered by a court or tribunal
• an attempt to have a complaint reconsidered where we have already given our final decision following an investigation.

If other procedures or rights of appeal can help you resolve your concerns, we will give information and advice to help you.

Who can complain?
Anyone who receives, requests or is directly affected by the services of the University can make a complaint to us. If you are not able to complain in person you may nominate someone to act on your behalf. You must provide us with your written consent to liaise with your representative.

How do I complain?
You can complain in person, by phone, in writing, email using our complaints form accessible via www.stir.ac.uk/complaints.

It is easier for us to resolve complaints if you make them quickly and directly to the service concerned. So please talk to a member of our staff within the department you are complaining about so that they can try to resolve any problems on the spot.

When complaining, tell us:
• your full name and address
• as much as you can about the complaint
• what has gone wrong
• how you want us to resolve the matter.

How long do I have to make a complaint?
Normally, you must make your complaint within six months of:
• the issue arising, or
• finding out that you have a reason to complain.

In exceptional circumstances, we may be able to accept a complaint after the time limit. If you feel that the time limit should not apply to your complaint, please tell us why.

What happens when I have complained?
Our complaints procedure has two stages:

Stage one – frontline resolution
We aim to resolve complaints quickly and close to where we provided the service. This could mean an on-the-spot apology and explanation if something
has clearly gone wrong, and immediate action to resolve the problem. Where possible, your concerns should be raised with the relevant staff member. This can be done face-to-face, by phone, in writing or by email.

We will give you our decision at Stage 1 in five working days or less, unless there are exceptional circumstances.

If you are not satisfied with the response we give at this stage, we will tell you what you can do next. If you choose to, you can take your complaint to Stage 2 of the complaints procedure. You may choose to do this immediately or shortly after you get our initial decision.

**Stage two – investigation**

Stage 2 deals with two types of complaint: those that have not been resolved at Stage 1 and those that are complex and require detailed investigation. We have a complaint form, which will help you to state your complaint clearly to us. Although we will also accept complaints that are made in person or on the phone, we encourage you to complete the complaint form in the interests of clarity and in order to best assist the investigation process. The complaint form and any supporting documents will be seen by the person investigating your complaints, by anyone named in the complaint and by relevant staff in the department(s) being complained about.

When using Stage 2 we will:

- acknowledge receipt of your complaint within three working days and tell you who is dealing with your complaint
- discuss your complaint with you to understand why you remain dissatisfied and what outcome you are looking for
- give you a full response to the complaint as soon as possible and within 20 working days.

If our investigation will take longer than 20 working days, we will tell you. We will agree revised time limits with you and keep you updated on progress.

Stage 2 complaints should be submitted to [complaints@stir.ac.uk](mailto:complaints@stir.ac.uk) or in writing to:
The Complaints Investigations Co-ordinator
Governance & Review
University of Stirling
Cottrell Building
Stirling
FK9 4LA
What if I'm still dissatisfied?
After we have fully investigated, if you are still dissatisfied with our decision or the way we dealt with your complaint, you can ask the Scottish Public Services Ombudsman (SPSO) to look at it.

The SPSO cannot normally look at:
- a complaint that has not completed our complaints procedure (so please make sure it has done so before contacting the SPSO)
- events that happened, or that you became aware of, more than a year ago
- a matter that has been or is being considered in court.

You can contact the SPSO:

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Freephone: 0800 377 7330  
Online contact [www.spso.org.uk/contact-us](http://www.spso.org.uk/contact-us)  
Website: [www.spso.org.uk](http://www.spso.org.uk)  
Mobile site: [http://m.spso.org.uk](http://m.spso.org.uk)

Getting help to make your complaint
We are committed to making our service easy to use for everyone. In line with our statutory equalities duties, we will always ensure that reasonable adjustments are made to help you access and use our services. If you have trouble putting your complaint in writing, or want this information in another format, such as large font, or Braille, please contact us either by e-mail at complaints@stir.ac.uk or in writing to:

The Complaints Investigations Co-ordinator
Governance & Review
University of Stirling
Cottrell Building
Stirling
FK9 4LA

Approved by the University Court: June 2013
SAFETY POLICY

The University of Stirling is committed to providing a safe and healthy place of work where staff and students are confident that their health, safety and welfare are considered to be of the utmost importance at all times. The University is also committed to providing a safe and healthy environment for others who may be affected by its activities such as contractors and visitors to the University. In satisfying this commitment the University will:

- Ensure that managers and senior University personnel are fully aware of their responsibilities for safety and show strong and active leadership on safety management, in particular to establish safety objectives, ensure good risk control and to monitor performance.
- Establish effective communication systems and arrangements for safety, integrating good health and safety management with the strategic planning processes and business decisions.
- Ensure, through a robust system of performance monitoring and audit, that the University is complying with current health and safety law and where practicable aim to achieve higher standards and continual improvement in safety performance.
- Provide appropriate training, information, instruction and supervision to secure the competence of all staff and students.
- Adopt a collaborative approach between Trade Union and staff safety representatives and University management on health and safety issues.
- Allocate adequate resources to health and safety at all levels.
- Ensure that the University has access to competent specialist advice for health and safety.

The University also expects all staff and students to show high standards with regard to health and safety. All staff should be aware that they have statutory duties to take reasonable care for their own safety and the safety of others who may be affected by their actions, and that they must cooperate with the University’s arrangements for Health and Safety.

Revised June 2010
SUSTAINABILITY POLICY

Commitment: Sustainability is a process of ensuring the wise use of resources within a framework in which economic, environmental and social factors are integrated and balanced. It is a corporate value and the University aims to meet its commitment to continually improve its sustainability through research, teaching, the services it provides and in the way it operates as an organisation.

Responsibility: The corporate responsibility for this policy is shared by the entire University population, at every level and across all departments. The University Court, Principal and senior management team are committed to its success.

Policy statement: The University of Stirling operates as a place of research and learning, as a business and as a key member of the local and wider community. It has a role to play in shaping a sustainable future. The University is committed to integrating sustainable development into everyday practice by minimising environmental impact wherever possible, maximising economic performance and supporting beneficial social and community opportunities.

Aims: In satisfying this commitment the University aims to:

1 Environmental responsibility: -
   - Promote energy efficiency and responsible energy management and use.
   - Promote the responsible use of water.
   - Promote waste minimisation and reduce the environmental impact of waste to landfill through beneficial re-use and recycling activities.
   - Reduce atmospheric pollution by encouraging more sustainable travel alternatives to, from and between University sites and on University business.
   - Avoid the unnecessary use of hazardous materials and processes and take all reasonable steps to prevent damage to the environment where such materials are essential.
   - Take all steps to ensure the refurbishment and new build of University buildings and structures is implemented in a sustainable way.
   - Where possible, integrate the principles of biodiversity in the management of the Estate.
   - Support research and development activities aimed at the continual improvement of environmental performance.

2 Business, legal and economic responsibility: –
   - Embed sustainability within the University’s core strategies and business processes.
- Communicate and consult on sustainability performance through the relevant committees e.g. Safety, Health and Environment Committee (SHE).
- Carry out monitoring to ensure that the University complies with all current environmental legislation, regulation and other requirements e.g. those set by the Scottish Higher Education Funding Council.
- Support the use of products and services from suppliers whose own sustainability policies are in accord with the University and promote an ethical approach to procurement.
- Provide sufficient human and financial support to allow the implementation of the policy commitments.
- Adopt a sustainable approach to the financial viability of the University by taking a long term view of the financial and social costs and benefits of any development.

3 Social Responsibility: -
- Provide information and training to staff and students on sustainable practice and related issues.
- Foster behavioural change by encouraging participation and consultation by staff and students on sustainable initiatives.
- Work in partnership with the local community and authority towards sustainable improvements in the local area.
- Work in partnership with other Universities and Colleges to develop and integrate the principles of sustainability within the Higher and Further education sector.

Policy implementation: Sustainable development issues will be discussed and consulted on at the University Safety, Health and Environment Committee which will lead to objectives and specific targets. A process of monitoring, auditing and reporting of progress on these objectives will be considered by the SHE committee.

*Implemented: February 2007*

*Policy reviewed: Annually*
TRAFFIC AND PARKING REGULATIONS – 2015/2016

The following document comprises the University of Stirling’s Traffic & Parking Regulations and sets out the rules for all individuals bringing a vehicle onto the University’s Stirling campus and the conditions under which Permits are granted. These rules are referred to as the Regulations in this document and may be amended from time to time. This version of the Regulations comes into force on 14 September 2015. The Regulations are in force on the Campus 24 hours per day, 365 days a year.

1.0 GENERAL

1.1 All roads within the Campus connect with the public highway and come under the Road Traffic Acts and Police may be called by the University to deal with any serious breaches of the Acts.

1.2 The maximum speed limit for vehicles within the Campus is 20 miles per hour except within those areas as otherwise indicated. Vehicles must at all times be driven in accordance with the Highway Code and with due care and consideration for all pedestrians, wildlife, vehicular traffic and University property. Drivers must treat pedestrian crossings on the Campus in the same way as those located off campus.

1.3 All users of vehicles on the Campus must comply with all traffic and parking signs, notices and directional arrows showing the prescribed direction of traffic flow. This includes permanent signs and some which will be displayed from time to time. The Regulations apply to all signs whatever their nature or period of use. Vehicle users must also comply with instructions from University Security Officers or other University employees having requisite authority.

1.4 Motor cycles, scooters and bicycles must not be ridden on University footpaths or in areas which are normally closed to private motor vehicles. The only exception to this is where a path is officially designated and marked for use by cyclists.

1.5 All vehicles used on the Campus must be registered in terms of the Vehicles Excise and Registration Act 1994 and all drivers must hold a current insurance policy providing cover against third party risks (Section 143 Road Traffic Act 1988). It is the responsibility of the Registered Keeper to check that their insurance policy provides cover for driving on the Campus roads.
1.6 Vehicle users are reminded that parking is available in a number of locations on the Campus including areas adjacent to the residences and that it is their responsibility to locate a legitimate parking space within an area designated as a car park. It is not acceptable to park a vehicle illegally because insufficient time has been allowed to locate a legitimate space.

1.7 The University does not accept responsibility for damage to, or loss from, vehicles driven, parked, left or abandoned on Campus.

1.8 Owners of motorcycles are not required to register or display a permit or pay & display ticket unless they opt to park in a full parking space.

1.9 Electric vehicle charging stations are available for all car park users wishing to recharge their electric vehicles subject to a maximum permitted stay of 4 hours in any one day. It is the responsibility of any driver of an electric vehicle occupying a designated parking space for the purposes of recharging their vehicle battery, to ensure that they move their vehicle to an alternative parking space not reserved solely for charging purposes prior to the expiry of this 4-hour period.

1.10 The University of Stirling is a data controller under the Data Protection Act 1998 and is registered under that Act. Personal data is processed in relation to the management of parking on the University’s Campus and will be held and processed in accordance with the University’s Data Protection Policy (which can be found at http://www.recm.an.stir.ac.uk/documents/Data_Protection_Policy_and_Guidance.pdf) and this Regulation 1.10. The University collects and stores details relating to permit holders and their vehicles in order to manage parking. The University may where it is believed these Regulations have been breached and for the purposes of enforcement of these Regulations, either directly or via third party agencies, use vehicle information obtained including vehicle registration numbers to identify through DVLA where necessary, the details of Registered Keepers. The University therefore reserves the right to pass your data to third parties (such as but not limited to DVLA) for the purpose of enforcing these regulations and you hereby agree to such transfer. If you are a permit holder, these uses of your data are part of the University’s contract with you to provide that permit. If you are visiting the Campus you are deemed to have consented to the use of your data in accordance with this Regulation 1.10 by virtue of bringing your vehicle on to the Campus. The relevant sections of these Regulations are displayed on the Campus to inform you of these conditions.
2.0 PERMITTED VEHICLES

2.1 Other than those vehicles entering Campus to carry out official works on behalf of the University or hired directly in relation to University business, the following categories of vehicles are prohibited from parking on Campus without the special permission of the Director of Estates & Campus Services. Under no circumstances must these vehicles, even when permitted to park, be used as sleeping accommodation:

- Caravans
- Mobile Homes
- Vehicles of overall length greater than 5m.
- Minibuses or similar vehicles
- Trailers

3.0 ARRANGEMENTS FOR PARKING

Staff/Student

3.1 University Staff and Eligible students wishing to park a vehicle on the Campus must register their vehicle(s) and display a valid Permit in the Relevant Position whenever the vehicle is driven or parked on the Campus.

The requirement to display a valid Permit remains in force throughout the Charging Period unless drivers opt to use the Pay & Display facilities at the standard tariff rates i.e. without a Pay as you Go Permit.

3.2 Permits denote a holder’s entitlement to gain vehicular access to the Campus and a parking space in one of the designated parking areas but do not provide guaranteed access to a parking space or imply that parking spaces will be available at any given time.

3.3 There is a list of all Permits, together with their associated conditions of use and Charge on the University’s website accessible at: http://www.facilities.stir.ac.uk/documents/permit-table.pdf

3.4 Those applying for a Permit must hold a full driving licence. Provisional licence holders are not eligible to apply for a Permit.
3.5 **All staff and students wishing to park on campus must apply for a parking permit.** Staff and Eligible Students will be issued with a Permit once they have made an application and paid the relevant Charge (if appropriate).

3.6 Applications must contain details of the vehicle(s) to which the Permit(s) is to be affixed. A maximum of 2 vehicles per application will be allowed at any given time. If two vehicles are included on one application a Permit will be issued for each vehicle. However, only one of those vehicles is permitted on campus during Charging Hours (Monday to Friday 9am to 5pm during autumn and spring semesters).

3.7 1st year students resident in accommodation on the Campus, are not permitted to bring a car onto Campus or to apply for a Permit. The only exceptions to this are:

a) if they hold an officially registered and current Blue Badge or

b) if they have been issued with a ‘temporary Blue Badge’ by the University or

c) if they qualify for an exemption to this rule and have obtained and displayed a valid parking Permit upon production of the relevant Charge (where applicable).

1st year students resident on Campus who are found to have flouted this regulation will be banned from bringing a car onto the Campus and applying for a Permit in their SUBSEQUENT academic year.

3.8 Permits are only transferable upon change of vehicle by the applicant and notification of any such change being provided to the University or for those who may be issued with a University car share permit and participating in any car share scheme.

3.9 The University reserves the right to impose a charge for the replacement of lost, stolen or damaged Permits.

3.10 When making an application for a Permit, individuals may be requested to provide a V5 registration document and an original insurance certificate. During the application process individuals will be requested to provide their vehicle’s CO2 emissions which can be found within the V5 registration document. The University uses this information to measure and report on its carbon footprint.
3.11 The University reserves the right to withdraw Permit Rights from any individual at any time without reimbursement of any costs incurred by the Permit holder and/or to decline any future permit application, in the event that the terms and conditions of parking have been breached in a current or previous Charging Period.

**Visitors**

3.12 Visitors to the Campus wishing to park a vehicle during Charging Hours (Monday to Friday 9am to 5pm during autumn and spring semesters) are required to purchase a Pay-and-Display Ticket from a Pay and Display Machine and to display this on their vehicle dashboard so that the printed details are visible from outside the vehicle. Parking outside the Charging Hours is free although the remaining conditions in the Regulations apply at all times and throughout the year.

3.13 Neither University staff nor Eligible Students can be deemed a ‘visitor’ under the terms of these Regulations.

**Tenants**

3.14 Parking arrangements for tenants are defined in their individual written agreement with the University.

3.15 Any unauthorised use of tokens for the Pay & Display machine located at Airthrey Park Medical Centre or any other machines that may subsequently be provided with a similar facility may result in the withdrawal of parking rights and individual car park users being banned from bringing a car onto the Campus.

**4.0 RESTRICTED CAR PARKING AREAS**

4.1 Permit holders or those using Pay-and Display Tickets are not permitted to park in the following areas:

(a) Innovation Park: access roads and car parks, except when on official University business or as an official visitor to the Innovation Park.

(b) Bright Beginnings Nursery: access road and car park, except when visiting the Nursery or on official University business.
(c) Scottish Institute of Sport Headquarters (Fairview): the access road and car park except when on official business.

(d) The University Library Services Area.

(e) The Service Yard between Haldanes and the Robbins Centre

(f) Designated Disabled Parking Areas, unless displaying a valid Official Blue Badge or University-issue ‘Temporary Disabled Permit’.

(g) Designated Electric Vehicle Charging Points, unless occupying the designated space for the express purposes of recharging the battery of an electric vehicle and for a period not exceeding 4 hours on any day.

(h) Any other areas specified by the Director of Estates & Campus Services.

4.2 Members of Staff and Eligible Students are not permitted to park at The Robertson Trust Swimming Pool, Gannochy Sports Centre or adjacent sports facilities between the hours of 9am and 5pm Monday to Friday during semesters and mid-semester breaks inclusive. This restriction applies even if the individual is a member of the Sports Centre.

4.3 All Eligible Students resident on the Campus are entitled to park only in the car parks located adjacent to the Residences.

4.4 Staff and Eligible non-resident Students who do not reside on Campus are entitled to park in any car park designated for general use.

5.0 INFRINGEMENT OF THE REGULATIONS AND PENALTIES

5.1 Any vehicle parked in a car park for which the appropriate Permit and/or valid Pay-and-Display Ticket is not displayed will have its details noted and a Private Parking Notice (PPN) placed on the vehicle informing the owner that they have breached the Regulations and that an additional fee is due within the time specified in the PPN.

5.2 Any vehicle parked in the following areas or in any manner likely to cause an obstruction or a danger to other users, will be noted and a PPN placed on the vehicle informing the owner that they have breached a term of the Regulations and that an additional parking fee is due within 28 days as specified in the PPN:
UNIVERSITY OF STIRLING CALENDAR - RULES AND REGULATIONS

- within a car park or designated parking area but outwith a specified parking space (including parking over two spaces)
- in a designated disabled parking space
- in a designated electric vehicle charging space
- in a designated car-share space
- on double yellow lines or hatched area
- in an area reserved for service or University vehicles
- in the car parks defined in 4.1

5.3 A PPN Charge issued under Clauses 5.1 and 5.2 will, if applied, be reduced if payment of the amount specified in the notice is made in full within 14 calendar days of the date of issue of the PPN.

5.4 Failure to settle in full within 28 calendar days from the date of issue, any Charge due as a consequence of the issuing of a PPN(s) except in those cases of an outstanding valid appeal, will result in the revocation of any permit rights, until such time as that payment has been received by the University.

5.5 Permit holders who have had their permit rights revoked as a result of any breach of the Regulations, may also be prevented from applying for a Permit in the SUBSEQUENT Charging Period.

5.6 Repeated breaches of these Regulations by staff or Eligible Students may also result in the withdrawal of a Permit for a period or indefinitely. Other action, including disciplinary measures, will be dealt with under the appropriate University disciplinary procedures for staff or students.

5.7 Visitors who infringe The Regulations and who are issued with a PPN should be aware that the University will seek payment of the amount stated within the PPN and failing payment in the manner and within the time specified in any PPN, the University reserves the right to pursue payment of the sums of money due through any third party agency employed by the University for the recovery of any unpaid Charge. Failure to pay a PPN within 28 calendar days or the repeated issue of a number of PPN’s to any individual user may result in their vehicle being denied access to parts of the Campus.

5.8 Non-Permit holders who infringe The Regulations and incur a PPN Charge will be traced via the DVLA. The University reserves the right to levy a charge to cover any additional administration costs over and above the amount of the prevailing PPN Charge, where such additional charges can be reasonably
5.9 The University reserves the right to exclude vehicular access to the Campus and withdraw the parking rights of any driver for failing to observe traffic and parking signs, notices and directional arrows and the Campus speed limit.

5.10 Any motor vehicle which, in the opinion of the University, is causing an obstruction or a safety hazard or is found to have been apparently abandoned on Campus will be liable to be removed.

5.11 In cases of apparent abandonment, the University authorities will take all reasonable steps to obtain the legal owner’s particulars, and if ownership is established, the owner will be requested in writing to have the vehicle removed within 28 days. Failure by the owner to do so will result in arrangements being made for its disposal. Any expenses incurred in the removal or by the abandonment or disposal of such a vehicle will be met by the legal owner.

6.0 APPEALS

6.1 Appeals against the issue of a PPN or denial of vehicular access must be made by e-mail or letter within 28 days of the date of issue of the PPN. Guidance as to what may or may not constitute a valid appeal and to whom any such appeal should be directed is provided in: University of Stirling Car Parking Appeals – Guidance Document 2015/16: http://www.facilities.stir.ac.uk/documents/parking-appealguidelines.pdf

Paper copies are available at the Car Parking office, Room 4Z2, Cottrell Building, Tel: 01786 466065 or email: car.parking@stir.ac.uk

7.0 COMPLAINTS

7.1 The University is committed to providing a high quality of service to staff, students and members of the public. If you are dissatisfied with our service then please tell us. A copy of our Complaints Handling Procedure can be found here: http://www.stir.ac.uk/complaints/

These Regulations can be found in the Driving section of the University’s Getting Here web pages or a copy can be provided by the Car Parking office upon request.
DEFINITIONS

The terms below shall have the following meanings:

“Abandoned Vehicle” means any vehicle which after all reasonable efforts have been made by the University to trace the vehicle owner, including a DVLA search, remains in the opinion of the University to have been abandoned;

“Campus” means any land and buildings within the main University of Stirling campus under the control or ownership of the University, including land or buildings occupied by private individuals or companies whether as tenants or licensees;

“Charge” means the fee applicable to Permits and Pay and Display tickets in relation to parking a vehicle on the Campus or the fee payable as a consequence of receiving a Private Parking Notice (PPN). The rates will be published on the University’s website and may be amended from time to time by the University;

“Charging Hours” means 9am to 5pm Monday to Friday during the University’s autumn and spring semester periods;

“Charging Period” means the period of the calendar year when parking charges apply. This period comprises the months covered by the two academic semesters and is usually September–December inclusive and January–May inclusive. These dates will be advertised on the University website prior to the start of each academic year;

“Eligible Students” means:

- all currently registered students (undergraduate and postgraduate) except for 1st year students who live in accommodation on Campus
- any currently registered 1st year undergraduate students who reside on the Campus and where the University has confirmed that they qualify for an exemption to the restrictions relating to parking on Campus due to their individual circumstances.
- all students officially registered as disabled Blue Badge Holders or who, having met the required criteria, are entitled to a ‘temporary Blue Badge’ issued by the University;
“Likely to cause an obstruction or danger” means the positioning of a vehicle either in a designated car park (within or outwith a defined parking bay) or the positioning of a vehicle in an area that is not designated for parking in a manner contrary to local signs or in a manner deemed by University Security Staff to potentially limit the movement of other vehicles or present a hazard.

“Pay and Display Machine” means apparatus located in the areas designated for parking on Campus which issue tickets that when displayed in the vehicle, permit parking for a period defined by the Charge paid.

"Pay and Display Ticket" means a ticket or tickets issued by a Pay and Display Machine on the Campus for the purposes of parking a vehicle during the Charging Hours

“Pay As You Go Permit" means a permit issued by the University to a member of staff or Eligible Student which must be displayed by the holder throughout the Charging Period. Permits must be used with a Pay-and-Display ticket during the Charging Hours.

"Permit" means any of the valid parking permits issued by the University.

“Private Parking Notice or PPN” means a notice that indicates the Regulations have been breached and a Charge is payable.

“Registered Keeper” means the person responsible for the vehicle’s day-to-day use on the road and the person who is liable for licensing the vehicle and to whom the police and other enforcement authorities would direct any enquiries about motoring and parking offences.

"Relevant Position" means on the bottom left of the inside of the windscreen with the ‘date’ side of the permit facing outwards.
SMOKE FREE POLICY

Background

‘Smoking is the single most important cause of disease and premature death. Independent scientific bodies throughout the world have also concluded that passive smoking can cause lung cancer in non-smokers.’

Legislation has generally been in force for over 30 years to protect workers from tobacco smoke. Under Section 2 of the Health and Safety at Work Act 1974 employers have to ensure, so far as is reasonable practicable, the health, safety and welfare of all of their employees. This means that the University has had to take action to deal with the risk of passive smoking at work. In addition, under the Workplace (Health, Safety and Welfare) Regulations 1992, the University has had to implement arrangements to protect non-smokers from the discomfort caused by tobacco smoke.

In Scotland, the Smoking, Health and Social Care [Scotland] Act 2005 (which came into force on 26 March 2006), requires a complete restriction on smoking in enclosed public places and workplaces.

This policy has been developed to protect all employees, students, customers and visitors from exposure to second hand smoke and to ensure compliance with the Smoking, Health and Social Care (Scotland) Act 2005. The Smoke Free Policy was approved by the University Court and came into effect on 26 March 2006. The Policy was updated in 2012 to restrict smoking in University-managed residential accommodation with effect from 1 September 2013, following consultation with relevant staff, students, the Students’ Union and the relevant Unison safety representative. This policy was updated in 2015 to prohibit the use of e-cigarettes.

Policy statement:

The University of Stirling recognises its duty to seek to ensure that employees, students, customers and visitors to the University can work, study or visit in air free of tobacco smoke. Smoking, including the use of e-cigarettes, is prohibited throughout all University buildings, around entrances to buildings, within internal courtyards or in any University vehicle.

Smoking, including the use of e-cigarettes, is prohibited throughout all

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7 Passive smoking at work, HSE, INDG 63 (rev 1), 2/02
University managed accommodation, including individual study bedrooms.

This policy applies to all premises managed by the University of Stirling.

Original Implementation date: 26 March 2006
Reviewed and updated: April 2015

Implementation:

- The overall responsibility for policy implementation and review rests with the University Secretary. All staff have some responsibility for the implementation and monitoring of this policy. Members of staff are required to take all reasonable measures to ensure that staff, students, customers, contractors and visitors are aware of the Smoke Free Policy and its restrictions.
- ‘No-smoking’ signage will be placed at all entrances to University buildings, within internal courtyards, in toilets, in common rooms, within atrium areas and in all food outlets.
- Information for staff wishing to stop smoking is available from the Occupational Health Service.
- Information for students wishing to stop smoking is available from the Student Support Services.

Non compliance:

- Staff and students who do not comply with this policy may be subject to the University’s disciplinary procedures.
- Those who do not comply with the smoke free legislation are also liable to a fixed penalty fine and possible criminal prosecution.

Policy Review:

The policy will be subject to annual review.
REGULATIONS: ROOM BOOKINGS

1. Reservations for teaching or examination purposes are given priority over all other bookings.

2. All bookings of meeting rooms for non-teaching purposes (excluding department meeting rooms) must be made via Commercial Services. When booking a room, staff or students are requested to also confirm any requirements for audio-visual equipment and/or catering.

3. A minimum of two working days notice is required for the booking of meeting rooms and audio-visual equipment.

4. If the booking requires food and refreshments, these must be provided by the University’s appointed catering service provider. Booking with any alternative external caterer is not permitted however in exceptional cases where an alternative catering provider is required these arrangements will be handled by Commercial Services.

5. Clients are not permitted to provide home cooked foods at their event or fundraising activity. (Home cooked food means food that has been prepared at unregistered premises and has not been subject to the controls of the Food Hygiene (Scotland) Regulations 2006. It applies to food that is put for sale or donated whether for profit or not and is made available to groups of staff, students and visitors.)

6. If the booking requires portering, cleaning or security services over and above the standard level of service provided in the University, the client will be liable for any additional costs. The University reserves the right to charge in full for any damages or destruction of University property by the client or persons attending any meeting or function.

7. The University shall not be liable for any damage to or loss of goods or property brought into the rooms or to any other part of the University by the client or persons attending any meeting or function.

8. The client is responsible for ensuring that all attendees conduct themselves in an orderly manner and comply with any written notices or rules and regulations displayed within the University.

9. Any papers remaining in classrooms or lecture theatres will be treated by cleaning staff as litter for disposal.
10. The University will accept no liability or responsibility for fees due to, or any other requirements relating to, the Performing Rights Society, Phonographic Performance Ltd or any other organisation involved with music performance rights. Responsibility for any fees payable or duties to be discharged remains entirely with the person or organisation making the reservation.

11. The provision of alcohol, for sale or consumption within the University premises may only be provided by trained staff and must at all times be conducted in accordance with the appropriate sections of the Licensing (Scotland) Act 2005. Applications for particular licences for the provision of alcohol require a minimum of 35 days notice and requests for the provision of alcohol at any event or function must be made to Commercial Services in adequate time to permit the application to be processed.

12. Any individual wishing to bring their own items of electrical equipment onto campus should ensure that each item has been tested by a qualified electrician.

13. Designated representatives of the Student’s Union affiliated Clubs and Societies can book lecture theatres, seminar rooms, classrooms or centrally controlled exhibition space for club or society related events/meetings which they wish to hold on the main Stirling Campus. Booking requests can be submitted by completing the Students’ Union Clubs & Societies Room Booking Form found on www.stirlingstudentsunion.com

14. Student and other societies must declare at the time of booking, or at least two weeks in advance of a meeting, the names of outside speakers and other visitors (not being staff or students of the University) who have been invited to speak or attend.

15. No charge is made for the use of rooms by an approved Club or Society within the University, but a charge may be levied against the Club or Society where it is necessary to provide extra cleaning or portering services. In this respect it is the responsibility of the Club or Society to tidy up all litter and leave all furniture properly positioned. A charge will be made to the Club or Society if cleaning or portering staff have subsequently to be provided to make good any failure on the part of the Club or Society to carry out these obligations.

16. When it is proposed that a meeting in the University should be open to members of the public, or where an outside body proposes to meet in the
University, prior permission should be obtained by the organisers of the meeting from the University Secretary through Commercial Services and reasonable notice should be given.

17. The cancellation of bookings must be notified to Commercial Services as soon as possible. The client will be liable for any cost already incurred and further unavoidable costs due to late cancellation.

18. The University reserves the right in its absolute discretion and without giving reasons, to refuse or cancel any booking at any time prior to the event commencement date. In this respect the University will not be liable for any resulting financial loss.

19. Students and staff wishing to use University accommodation for private functions, meetings or conferences must make reservations through Commercial Services. Such reservations are subject to the terms and conditions governing similar events. Charges and deposit/cancellation fees for these events will be notified at the time of booking. Further information can be found at http://www.stir.ac.uk/business/conferences-and-events/

*Updated July 2014*
KNOWLEDGE EXCHANGE POLICY STATEMENT

Introduction
1. The University of Stirling (“our” or “us” or “we”) conducts world-class research that makes a significant contribution to society, the economy, environment or culture. We create and transfer new knowledge and ideas. In doing so we fulfil our responsibilities and deliver a substantial return on the investment made in us. Those who invest their money, time, expertise, information and other resources in us expect that we will deliver benefits, to them or to others, in return. This is embodied in mechanisms including grant funding for research, payment for services, partnerships, joint ventures and other relationships and interactions. We have a responsibility to use available resources to generate new knowledge and ideas and also to produce outputs which transfer that knowledge and to make a demonstrable contribution and positive impact.

2. In part, we transmit knowledge through our degree-level programmes of learning and teaching. These are continually developed, refreshed and informed by our research and scholarship. In part, we share knowledge through our academic and scholarly publications, presentations and other outputs. We also transfer knowledge through a wide range of our endeavours beyond the purely academic sphere: these include commercial ventures and partnerships; development of, advice on, and training in policy, professional practice and service delivery; cultural, sporting and community activities. This policy statement is concerned with this latter group of endeavours, which often involve a two-way exchange of ideas and information. We define knowledge exchange, therefore, as the sharing of knowledge derived from, and related to, research activity which makes a significant difference beyond the world of academia. The definition applies to the sharing of knowledge which has the potential to impact on innovation and to change, transform, enhance or generate new or improved professional practices, policies, technologies, products, services and public perceptions.

Our Approach
3. We are committed to, and value, knowledge exchange. It is a fundamental part of our purpose as an organisation and a major opportunity to engage with, and deliver benefit to, our funders, partners and other stakeholders. As a research-led University, knowledge exchange is an integral component of our research and enterprise portfolio.

4. In pursuit of this purpose, we are committed to maintaining and growing a strong and sustainable portfolio of knowledge exchange activities.
across our research base.

5. Accordingly:
   - Knowledge exchange is encouraged and recognised, and the participation and success of our staff in knowledge exchange activities is both expected and rewarded.
   - Help and guidance is provided, and a supportive policy environment for engagement in knowledge exchange is maintained.
   - We operate knowledge exchange processes which are effective and efficient both for our customers and our staff.
   - Understanding and meeting the requirements of our customers and stakeholders is central to our knowledge exchange activities.
   - We recognise that those with whom we exchange knowledge are frequently also partners in our research activities, and reflect that in our relationships and transactions with them.
   - Knowledge exchange activities are managed sustainably, with the clear objective of securing the resources necessary to maintain and grow our portfolio of knowledge exchange activities and the benefits it delivers.
   - The value of intellectual property to our knowledge exchange activities is recognised, and our intellectual assets and resources are managed effectively.
   - A culture of enterprise and entrepreneurship is fostered and promoted within and beyond the University of Stirling.

Further Information and Support
6. We have specific policies which govern and relate to our knowledge exchange activities contained in the following documents:
   - Policy for Staff Undertaking Consultancy and Other Outside Work
   - Policy on Development and Delivery of Continuing Professional Development
   - Intellectual Property Policy
   - Guidance on Pricing for Research and Enterprise Activities

7. Further information and assistance is available from The Research and Enterprise Office, University of Stirling, Stirling FK9 4LA; website: http://www.research.stir.ac.uk/ 01786 467041; fax 01786 466688; Email: research@stir.ac.uk.
POLICY FOR STAFF UNDERTAKING CONSULTANCY AND OTHER WORK FOR EXTERNAL BODIES

Introduction

1. The University of Stirling ("our" or "us" or "we") is committed to, and values, knowledge exchange. It is a fundamental part of our purpose as an organisation and a major opportunity to engage with, and deliver benefit to, our funders, partners and other stakeholders. As a research-led University, knowledge exchange is an integral component of our research and enterprise portfolio.

2. We encourage and support staff engaging in consultancy and other work for external bodies that is consistent with the discharge of their contractual responsibilities to, and objectives of, the University as their employer. We recognise and reward these activities by providing effective support for staff engaged in consultancy and other work for external bodies, attractive and flexible arrangements for sharing income, and in our criteria for promotion.

Definition of Consultancy and Other Work for External Bodies

3. We have adopted a broad definition of consultancy and other work for external bodies.

4. Consultancy is defined as an activity that a member of staff carries out within or related to his or her professional field through which their expertise is exchanged with an external organisation, but which does not involve original research work or form part of an accredited programme of learning and teaching.

5. Other work for external bodies includes activities that may or may not be directly related to the professional expertise of the member of staff, and which potentially involve significant calls upon the individual’s time or impinge upon the individual’s professional engagement with the University in some other way. The definition of other work for external bodies includes public service/duties such as membership of government or public organisations, commercial activities, and work undertaken for other educational institutions. An indicative, but not exhaustive, list of public service/duties covered by the definition of other work for external bodies includes appointment as a Justice of the Peace; member of a local authority; member of National or the European Parliament; member of a statutory tribunal; member of a police authority; member of NHS bodies, including Boards of Health Trusts, Primary Care Trusts and Strategic Health Authorities; member of a prison visitors or prison visiting committee;
member of relevant educational bodies; member of a government committee or commission; member of a Non-Departmental Public Body.

6. The following is an indicative, but not exhaustive, list of examples of consultancy and other work for external bodies for which approval must be sought:
   - University Consultancies (where the contract is between the University and the external body);
   - Provision of services and/or products (where the contract is between the University and the external body).
   - Employment by external bodies (either paid or unpaid);
   - Directorship of companies;
   - Business or Professional Partnerships;
   - Sole business or professional practice.
   - Professional practice for external bodies;
   - Regular journalistic work.

7. This policy applies to all such activities whether or not payment for services is involved. The definition of consultancy and external work does not include academic book publication; conference attendance or presentations; broadcasting (unless undertaken on a commercial basis), professional service on academic committees such as those operated by research funders; service for academic or professional associations, or external examiner duties. It is expected, nevertheless, that all such activities will be reported to line managers in accordance with normal management arrangements.

Disclosure of Consultancy and Other Work for External Bodies

8. We require that all consultancy and other work for external bodies undertaken by our employees is disclosed and formal approval for such consultancy and other work for external bodies must be given. In addition to the legal duty of an employee to an employer, we have the following reasons for requiring disclosure of such work for external bodies:
   - Public Accountability: We have to be able to justify the use of public funds in circumstances in which the activity undertaken by its employee is not part of the formal contract of employment supported by public funds. Justification may be required by both internal and external auditors.
   - Costs: The full economic cost of any University resources, facilities, services personnel or material must be recovered. No unrecovered costs must fall on the University in respect of work by an employee for an external body, except in specific circumstances and with prior approval.
- Income from consultancy and other work for external bodies: The price charged for work for external bodies should be set at a level so that normally, as a minimum, the full economic costs to the University are recovered and, where appropriate, to generate additional income for the University and the employee.
- Contracts: No work for external bodies should be undertaken that implies any contractual obligations with a third party on the part of the University unless the University has agreed to such obligations.
- Propriety: Work for external bodies should be academically and professionally appropriate and it should not bring the University's good name into disrepute. It must also comply with ethical guidelines. For further information, please see the University’s Code of Good Research Practice.
- Intellectual Property: Work for external bodies should be consistent with the terms and conditions of the University’s policy on Intellectual Property. For further information and guidance, please contact the Research & Enterprise Office.
- Probity: Potential conflicts of interest can only be avoided by full disclosure of work for external bodies. Normally, where a member of staff undertakes external work for a third party, they should not be involved in determining the final terms of any contract between that third party and the University. This negotiation will be undertaken by the Research and Enterprise Office.
- Quality Assurance: The University requires to have in place appropriate arrangements to assure the quality of work for external bodies, and to ensure that its contractual obligations to third parties can be met in the event of a member of staff originally undertaking the work being unable to complete the work for whatever reason.

**Requirement for Formal Approval to Undertake Consultancy and Other Work for External Bodies**

9. Engaging in Consultancy and other work for external bodies is subject to formal approval in advance by the employee’s Head of School, given the potential impact on the time and resources of the individual and/or facilities, resources, reputation and responsibilities of the University. The University does not prescribe a maximum limit on the amount of time spent by employees on these activities provided that they do not negatively impact on, or compromise, the discharge of the employee’s contractual responsibilities to the University. Ultimately, we must be satisfied that the individual will continue to perform all the duties required of them by their contract of employment with the University and that the consultancy and other work for external bodies does not conflict with the interests of the University. If this is not the case, permission to undertake the activity will
be withheld.

10. In some circumstances, consultancy and other work for external bodies can also be undertaken on a private basis (see “Private consultancy” below). Permission to undertake such work is also subject to formal approval in advance by the University, given the potential impact on the time of the individual and their contractual responsibilities to the University.

11. Failure to disclose or obtain formal approval for consultancy and other work for external bodies as required by this policy shall be regarded as a disciplinary matter, and subject to the University’s regular disciplinary procedures. In addition, members of staff will not be indemnified or insured by the University in circumstances where formal approval for consultancy and work for external bodies has not been obtained.

12. If an employee is in any doubt as to whether the work they propose to do falls within the definition of consultancy and other work for external bodies within this policy, and therefore whether such work should be disclosed and approval sought, the employee should seek the advice of the Research & Enterprise Office.

University Consultancy

13. In recognising the value of consultancy and other work for external bodies, the University provides supportive arrangements through which such work can be undertaken and encourages all staff to utilise them. Our criteria for promotion and progression also take full account of participation in knowledge exchange activities.

14. The University will offer Professional Indemnity Insurance to a member of staff undertaking consultancy or work for other external bodies as defined by this policy, provided that prior approval for the work has been granted by the University and that the agreement or contract to undertake the work is between the University and the external body (private consultancy is, therefore, explicitly excluded from these provisions). We will also provide Professional Indemnity Insurance for our employees undertaking public duties for which formal approval has been obtained. The University disclaims all liability for negligence, malpractice or lack of exercise of due care in every case in which work for other external bodies is undertaken without prior approval. The holding of a University post in a particular discipline could be held as evidence of professional competence in that discipline. Despite the disclaimer above, therefore, the University might be pursued for damages in respect of alleged incompetence of a member of staff undertaking work for external bodies where permission has not been
granted. This would result in a situation where not only the individual, but the University could find itself uninsured against the risk.

15. We maintain standard Consultancy and Other Work for External Bodies contract terms and conditions for reasons of good governance, simplicity and efficiency. Where possible, consultancy and outside work should be undertaken under these terms and conditions. However, it is recognised that contract terms and conditions may require to be varied from time to time in some circumstances to meet sponsor requirements. In every case, contract terms and conditions are subject to acceptance on behalf of the University by a person authorised by the University Court to accept contracts.

16. Consultancy activity may not be approved where there are other constraints on the member of staff’s time and availability or where it is not in the best interests of the University to undertake the activity at that time.

17. The University’s name may not be used without approval. Requests for use of the University name by third parties in endorsing Consultancy work being funded by the third party, or any output or outcomes from that Consultancy, should be referred to the Research & Enterprise Office. While it is unlikely that any such request arising from approved Consultancy will be turned down, possible misuse of the University’s name in endorsing Consultancy output means that prior agreement is required.

Private consultancy
18. As noted above, there are some circumstances where permission may be granted to a member of staff to undertake consultancy or other work for external bodies as a private individual. In undertaking such work, the member of staff must make it clear to the external body that they are doing so as a private individual rather than a University employee. The individual will be required to indemnify the University should any costs, claims, damages or expenses be incurred by the University as a consequence of the work. The individual will not be covered by Professional Indemnity Insurance or any other insurance provided by the University and must ensure that there is no interference with or compromise of their contractual responsibilities to the University. The individual is responsible for declaring any income from such work on all relevant tax returns and the University will have no responsibility for any tax, national insurance, interest or penalties payable in connection with the work. No use may be made of facilities, resources, equipment or premises belonging to the University whilst undertaking private work. The University’s name and/or endorsement (including use of headed paper, university business cards,
Use of Income from Consultancy and Other Work for External Bodies

19. Except where permission is given to undertake consultancy or other external work on a private basis, we make it a condition of approval of work for external bodies that details of time commitments of such work, and any earnings generated by the work are disclosed to the University.

20. All revenues from consultancy and other work for external bodies undertaken in the name of the university must be paid by the external bodies directly to the University.

21. Any income recovered from consultancy or other external work will first be used to meet the full economic costs incurred by the University. (For further information, please see the University’s Pricing Policy for Research and Knowledge Transfer). Such income will be distributed to Schools through the normal resource allocation and budget setting procedures. Heads of Schools are encouraged, in their internal use and allocation of resources, to recognise the contribution made to their budgets by members of their staff undertaking consultancy and other external work. Any income received which is in excess of that required to meet the University’s full economic costs will be allocated to the School(s) of the individual(s) undertaking the work. The Head(s) of those School(s) shall have discretion, in consultation with the individual(s) concerned, over whether to make such income available as an additional personal payment, or to have it placed into a departmental discretionary fund which shall then remain available to support the research and enterprise work of the individual(s) concerned, or a combination of the two. Any additional personal payments will be made in accordance with the University’s normal payment arrangements and subject to the deduction of Income Tax and National Insurance contributions, and any other deduction required by law.

22. Further information and assistance is available from the Research and Enterprise Office, University of Stirling, Stirling FK9 4LA; website www.research.stir.ac.uk; telephone 01786 467041; fax 01786 466688; email research@stir.ac.uk.

Approved by the University Court: June 2008
INTTELLECTUAL PROPERTY POLICY

Introduction
1. The University of Stirling (“our” or “us” or “we”) recognises the value and importance of intellectual property to our research and knowledge exchange activities. We are committed to managing our intellectual property assets and resources effectively.

2. Intellectual Property (“IP”) includes, but is not limited to, patents, registered designs, registered trade marks and applications and the right to apply for any of the foregoing, copyright, design rights, topography rights, database rights, brands, trade marks, utility model rights, rights in the nature of copyright, know how, rights in proprietary and confidential information and rights in inventions. We treat our IP as an asset and a resource to further our objectives and to protect the interests of our employees, partners, sponsors, collaborators and other stakeholders.

3. We manage our IP effectively and take steps as appropriate:
   - to secure ownership of IP arising out of our activities as set out in this policy;
   - to ensure suitable IP arrangements are in place for all activities;
   - to identify IP or potential IP;
   - to protect and preserve the value of IP or potential IP;
   - to build the value of IP or potential IP;
   - to avoid infringing IP rights owned by third parties;
   - to utilise IP as a business tool.

4. This policy addresses: (i) IP owned by us; (ii) IP owned by others but which is relevant to our work; and (iii) potential IP and other issues related to the administration of IP at the University of Stirling.

Protection of Intellectual Property
5. IP is the output of intellectual endeavour in literary, artistic, dramatic, industrial, scientific and engineering fields, which is generally capable of being identified and protected. The protection of IP is provided through certain legal rights many of which are established under legislation, common law and international treaties.

6. Often new IP arises from work which is based upon (although separable from) pre-existing IP and it is usually important to be able to distinguish between the new IP, which is generally known as “Foreground IP”, and the pre-existing IP, which is generally known as “Background IP”. Foreground IP is usually defined as IP which is created, found, produced, devised,
developed, or made during or generated in the course of the carrying out of the particular project or activity. Background IP is usually defined as any IP conceived, created, developed, or reduced to practice prior to, or independently of, any work performed pursuant to the particular project or activity it is being used in.

**General Principles**

7. IP is important to us and to our employees:
   - We are a generator of IP and a user of IP;
   - IP is a key input to and output from our research, teaching, knowledge exchange and other activities;
   - IP is integral to our research and knowledge exchange activities;
   - IP can be utilised to help further our research and knowledge exchange objectives.

8. IP is important to our funders and collaborators:
   - In accepting funding we agree to take on certain obligations in relation to IP that might be generated by the work undertaken in relation to such funding;
   - When undertaking research on behalf of a third party we may be under IP related obligations to such third party purchaser of that research;
   - When we enter into agreements with external bodies, including research funders and/or purchasers of our services, we will often be entering into IP related agreements;
   - Research funders will often not claim ownership of IP that might be created by the research they are funding but will generally require us to identify, protect, and where applicable, commercially exploit the IP generated by such research. In other cases, transfer of IP to a funder will be an explicit condition of the funding, and so protecting the IP from its point of creation will be essential for fulfilling contract terms and conditions.

**Responsibility and accountability for Intellectual Policy**

9. This policy identifies and acknowledges that all our employees have responsibilities with regard to IP arising from and/or used by them in the course of their employment.

10. This policy also recognises that our employees will require support and assistance to help them to meet their responsibilities, and this will be provided to them by University Services.
Identification of IP
11. We expect that IP identification will generally take place when our employees are involved in creating and developing IP. Much of the IP which will be created by our employees may be able to be anticipated prior to its creation by considering the nature of the project in question and outputs and results that are expected to be generated. Examples of outputs which are likely to have potential IP implications include (but are not limited to):
   - Software;
   - Modelling tools;
   - Recordings;
   - Educational/training materials and tools;
   - Methodologies;
   - Solutions to technical problems;
   - Environmental remediation technologies;
   - Quality/accreditation systems or processes;
   - Design/artistic projects; and
   - A new name for a product, service or program, logo or slogan.

Ownership of IP
12. Ownership of IP created by an individual who is an employee is generally determined by considering three things:
   - Who created the IP?
   - Was the IP created in the course of the creator’s employment?
   - Are there any contractual conditions that affect ownership?

13. It should be noted that clarity of ownership of IP and related rights is essential to enable IP to be effectively utilised, whether or not we are considering commercial exploitation of the IP.

Staff
14. Under UK law, we own the IP created by our employees in the course of them fulfilling their duties of employment to us (whether such duties are normal duties or duties that have been specifically assigned to them). We will also generally own IP that was developed by an employee at the direction of an employee’s manager.

15. Except as provided in Clause 16, we normally do not assert ownership or ask for assignment of copyright in some academic/scholarly material such as:
   - Journal articles, conference papers, presentations etc;
   - Notes for employees’ personal use (not including laboratory notebooks);
These and dissertations;
- Works of art, novels, poems; or
- Books.

16. Material deposited in the University Library, or in any digital research repository established by the University, or in University Schools, becomes our property and will be available for loan and possible copying in whole or in part for private study or research unless, with our agreement, the author wishes to restrict access. For the avoidance of doubt, our ownership of such material will be of the physical or electronic copy of the material, not of the copyright or IP which it contains, unless that otherwise belongs to us.

17. Where ownership is unclear, for example, where it is not clear if the IP was generated during the course of our employee’s employment with us, any dispute relating to ownership of the IP will, in the first instance, be attempted to be resolved through negotiation. In the event that such negotiations result in an acknowledgment by us that the IP is rightfully owned by an employee it will be our preferred approach to encourage such employee to utilise or commercialise the relevant IP through us.

18. When a member of staff leaves our employment we will generally retain ownership of any IP created during their employment. However, we will transfer ownership of IP where so required by the terms and conditions of sponsors and funders and will not normally seek to restrict the use of IP in which we have not previously asserted ownership.

**Students**

19. For the avoidance of doubt, where a member of our staff is also our student, they shall be governed by all of the provisions of this policy. In such instances, in case of any actual or potential conflict between the provisions relating to staff and the provisions relating to students, those relating to staff shall take precedence.

20. Students own any IP that they create in the course of their studies.

21. We will seek assignment of student owned IP to us if required to do so by the terms of agreements with funders or other external bodies and in other appropriate circumstances. Any such agreements must be entered into before the commencement of the project or activity. In such cases, it will be a condition of a student’s participation in the project or activity that IP arising out of their work is assigned to us.
UNIVERSITY OF STIRLING CALENDAR - RULES AND REGULATIONS

22. There may be occasions where IP will be created jointly between a student and us, for example where the IP has been created and/or developed jointly between our students and our employees through our supervision of a student research project. In these instances we may wish to negotiate with the student with a view to obtaining an assignment of the IP to us. It will be our usual approach in these cases to treat students on the same basis as our employees for purposes of distribution of any rewards and revenues.

23. Except when required by a funder or commercial collaborator, we will generally not seek to obtain an assignment of students’ ownership of copyright in academic/scholarly product such as:
- Journal articles, conference papers, presentations etc;
- Notes for personal use (including laboratory notebooks);
- Theses and dissertations;
- Works of art, novels, poems;
- Textbooks or
- Meta-data and raw data generated during research work.

24. In the case of work submitted for assessment, students agree (a) that we may submit the work to an external service for the purpose of checking for plagiarism or similar purposes and (b) that the University may retain copies of work for administrative and private study or research purposes which may be made available to third parties for those purposes, and in accordance with applicable law.

Visiting Fellows/Contractors/Volunteers
25. Generally, we do not automatically own any IP developed by personnel working for us on our projects who are not our employees, such as independent contractors, volunteers or visiting fellows. If such individuals are involved in work which is likely to involve the creation of IP, then we will seek to address this contractually, in advance of such individual commencing any such work and we may seek an assignation of this IP to us from such an individual in appropriate circumstances.

Collaborations
26. In any collaboration, we own the IP that is created by our employees, and in order for us to effectively implement our IP Policy it is necessary for us to enter into suitable agreements with any of our collaborators under which all and any IP created in the course of such collaboration is dealt with. Such agreements will be entered into before work on a project commences.
Agreements/Contracts

27. The preparation and negotiation of any IP agreements or contracts involving the allocation of rights in and to IP will be undertaken by a competent person or persons authorised for this purpose by the University Court.

28. Issues that will be addressed in such agreements include, but will not always be limited to:
   - ownership of Foreground IP;
   - licences to Foreground IP for uses outside the project or activity in question;
   - ownership of Background IP;
   - licences to use Background IP in the project or activity in question and in relation to the use of the Foreground IP arising from such project or activity;
   - allocation of rights to use or commercialise IP arising from any such project or activity and the sharing of revenues; and
   - publications arising from the relevant project or activity and the rights arising from such projects or activities.

29. The terms of such agreements may be subject to negotiation. However, it should be noted that some collaborators, purchasers or funders are not prepared to deviate from their standard terms and conditions relating to IP. If the terms of any agreement are not acceptable to us we will not enter into the agreement.

30. General principles for negotiation of IP provisions in collaboration agreements are as follows:
   - We will seek to protect IP arising from research projects and activities;
   - We will seek to own Foreground IP arising from research projects and activities;
   - Rights to Background IP owned by us may be licensed for specific use but will not normally be assigned to any party. As a rule such licences to Background IP will not be exclusive licences and they will be for specific purposes only;
   - The purchaser of research or other projects should not be entitled to any more IP than that which arises from the specific purposes of such research or projects and should not, generally, obtain ownership of ‘chance discoveries’ even if such ‘chance discoveries’ are made in the course of such research or projects;
   - Joint ownership of IP arising out of research or projects will generally be avoided but when joint ownership is agreed the rights of the
respective parties to use or exploit the IP will be set out in a formal agreement and will generally not require us to seek another party’s consent to use the IP in any manner whatsoever; and
- We will normally avoid agreeing to limit our rights to use the IP arising out of research or projects ‘for research purposes only’ as this may preclude our involvement in some future knowledge exchange or other activities.

31. We respect the IP of others and expect our staff and students to. In particular:
- Staff and students may only use the IP of third parties in accordance with licences we have agreed with its owner(s).
- If staff or students wish to incorporate in their published work, teaching materials or assigned work material produced by others, responsibility will rest with them to establish and acknowledge the ownership of copyright of the material incorporated. They will be responsible for ensuring that any such incorporation from whatever source does not breach any relevant law and that appropriate Copyright Licensing Agency or other licences are not infringed. Such sources shall include, but are not restricted to, paper material, Internet and electronic mail sources, distance learning and other computer based materials, and graphical, musical and artistic materials.

Protection/registration of IP
32. Some forms of IP require active steps to be taken to obtain protection (e.g.: patents, registered trademarks and registered designs). Other forms of IP rights are protected on creation (e.g. Copyright) but still require appropriate management in order to maximise the protection available.

33. All materials made publicly available by any of our employees must include a copyright notice.

34. Any decisions relating to the registration of any IP rights such as making an application for a patent or a registered trade mark or a registered design (including any decisions to continue or discontinue any such application) should be made in consultation with the person or persons appointed for this purpose by the University Court. The IP registration process can be very expensive and IP protection costs should not be incurred without appropriate consideration of how we will recover such costs of protection.

*Approved by the University Court: June 2008*
INFORMATION SERVICES

1 Definitions

1.1 Scope
These regulations cover those services and facilities under the management of the Director of Information Services, at each campus of the University of Stirling.

1.2 Users

- Registered students of this University and any partner organisations.
- Employees of this University and any partner organisations.
- Members of corporate bodies which have subscribed to use our facilities or which have a service agreement with us to provide them with specified services.
- Students and staff from other universities and colleges with whom we have arranged reciprocal rights of access.
- Members of the public and others who have been granted permission to use the facilities by the Director of Information Services.

2 User responsibilities

2.1 General

- Users are required to observe the regulations published in the University Calendar and in the various libraries and other facilities managed by Information Services.
- The facilities are provided for the support of learning, teaching and research, and their associated administration. Other use may be allowed as a privilege but not as a right.
- Users must conduct themselves in ways which do not interfere with, threaten or disrupt the work of others.
- Users may use the facilities only in ways which do not cause loss, damage, injury or offence to other persons.
- Users must vacate computer laboratories when asked to do so by members of staff about to undertake timetabled teaching in them.
- Users may bring children under 16 into the libraries but must ensure they remain under supervision at all times; they should not use the computing & network facilities.
- Hot food, or food which is smelly, noisy or otherwise distracting to fellow students should not be taken into libraries or computer labs. Any drinks should be in covered containers, and all food remnants or packaging either placed in appropriate bins or
removed from the premises. Consumption of hot food or alcoholic drinks will require prior permission from Director of Information Services.

- Smoking, including the use of e-cigarettes, is not permitted in the libraries or the computer laboratories.

- Computers, library books and other materials are the property of the University: due care should be taken when using all Information Services facilities not to damage them in any way.

- No such property may be borrowed or removed without the permission of Information Services and without its being properly recorded. (For details of Information Services regulations for borrowing books, please see the Library Web pages and / or the leaflets available in the library.)

- Personal belongings are the owner’s responsibility, and owners must accept all risks for them while on the University’s property.

- Library cards, passwords for the use of computers and electronic resources are for use only by the person to whom they have been issued; they are not transferable; users are responsible for maintaining the confidentiality of passwords issued to them.

- Email is an official form of communication within the University and all students are provided with user accounts. All students are expected to check these frequently for messages.

- Users must comply with the provisions of current United Kingdom and Scots law, including those laws applicable to copyright and intellectual property rights, data protection and computer misuse.

2.2 Use of Information Technology

The use of Information Technology is covered by the University’s “Information Technology Use Policy”. This can be viewed in full on the IS website at: http://www.stir.ac.uk/media/schools/is/documents/policy/itusepolicy.pdf

In particular users are directed to section 3 “Acceptable Use Policy”.

(The University reserves the right to: (i) access all Information on its IT equipment and (ii) monitor and/or record all Use of IT by Users, (subject always to the University complying with the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and the Human Rights Act 1998), (iii) withdraw services at any time and without notice; and (iv) pass on any unapproved costs to Users.)
2.3 Networks

- The university network is for use normally only by registered students and employees of the University; others may be given access at the discretion of the Director. Those accessing the network from other institutions through the facilities of the Joint Academic Network (JANET) are bound to accept the guidelines of the current JANET Acceptable Use Policy.

- Physical or virtual connections to this network must be made using only hardware or software approved by Information Services.

- Users must not use the networks for the purpose of receiving or conveying material which is indecent, intimidating or offensive.

- The facilities of any other university or institution or network may be used only in accordance with the regulations applicable to the use of those facilities. (See the JANET Acceptable Use Policy)

2.4 Software

- All use of software must be in accordance with the CHEST Code of Conduct for the Use of Software or Datasets, and where it is necessary to distinguish between educational and commercial usage the definitions in the code will apply.

- All centrally provided databases must be used in accordance with the related CHEST agreement and / or the data suppliers' licence conditions.

2.5 Copyright

- Printed and manuscript material, audio-visual items, computer software and any material retrieved electronically may be copied only in accordance with the legislation currently in force, or with any associated licence agreements. Modification, dissemination or use must also be in accordance with legislation and any relevant licences.

- Copies may not be made for commercial purposes without permission, and payment of an appropriate copyright fee. Copies cleared for commercial use may be ordered through the Library.

The legislation currently in force is the Copyright Design and Patents Act 1988.
3 Penalties for misuse

3.1 The Director of Information Services or his/her delegated representatives may institute proceedings under the Code of Student Discipline against students who infringe any Information Services regulations. As such, students may receive any or all of the following penalties:
- a reprimand
- a surety of good behaviour not exceeding £100 to be held for a period not exceeding one calendar year, to be paid within 10 working days.
- a fine not exceeding £40 to be paid within 10 working days
- a requirement to make compensation for damage, without financial limit, within 10 working days.
- suspension of one or more specific privileges for a period not exceeding one calendar month
- exclusion from Information Services premises for a period not exceeding one calendar month
- as an alternative to a fine, a student may undertake supervised voluntary service within the University up to a maximum of 12 hours, no more than 3 hours to be undertaken consecutively and subject to such supervision as the Director or his staff may decide.

3.2 Staff found guilty of misconduct are liable to discipline under Statute 17 of the University or the appropriate disciplinary procedure under their terms and conditions of service.

3.3 Members of the public are liable to have any access privileges withdrawn and to pay for any loss or damage they have caused.

3.4 Anyone causing damage to University property in Information Services' care is liable to pay the cost of repair or replacement, together with a contribution to the administrative costs incurred.

3.5 Penalties for infringing the library book borrowing regulations are published in the Library Web page and in leaflets available in the libraries.

4 Liability

The University does not accept liability for loss or corruption of information, data or computer files, or for damages, injury to third parties, economic loss whether caused by negligence or otherwise, or expenses which may result from use of the computing facilities or withdrawal at any time of any of the computing facilities by the University. The University reserves the right to take legal action against individuals who cause it to be involved in legal proceedings as a result of a breach of these Regulations, and to seek
reimbursement of any consequent damages, costs or other expenditure awarded against the University or incurred by it.

5 References

5.1 Legislation
   Computer Misuse Act 1990
   Copyright Design and Patents Act 1988
   Data Protection Act 1998

5.2 University Regulations & Codes of Practice
   Code of Student Discipline
   Information Technology Use Policy
   Policy on harassment
   Policy on smoking

5.3 Other Codes
   Obligations when using CHEST licenced software and datasets
   http://www.eduserv.org.uk/lns/agreements/about-our-licences/user-obligations

   Current JANET Acceptable Use Policy
   https://community.ja.net/library/acceptable-use-policy
REGULATIONS: DATA PROTECTION

The University of Stirling has notified as a ‘data controller’ for the purposes of the Data Protection Act 1998. All members and employees of the University who process (obtain, record or use) personal data in pursuance of their official duties must comply with the provisions of the Data Protection Act with reference to the Data Protection Principles. New members of staff must complete the online data protection training module.

The University has a Data Classification and Handling Policy to help manage information security. All data and information held by the University should be classified into one of four categories (Public, Internal, Restricted and Confidential) to help determine how that information should be handled shared, stored and destroyed.

The current editions of the University Data Protection Policy and Guidance and Data Classification and Handling Policy are available on the University website. (http://www.stir.ac.uk/policyandplanning/legalcompliance/dataprotection/)

INTERNATIONAL SPORTS SCHOLARSHIPS PROGRAMME - TERMS AND CONDITIONS OF AWARD

The University delegates responsibility for the International Sports Scholarships Programme to an International Sports Scholarship Committee within the School of Sport consisting of 3 nominated academic representatives from outwith the School of Sport, the Head of the School of Sport or his/ her nominee is Chairperson, the Director of Sports Development, and the Sports Union President.

Prospective students wishing to apply for a place on the Programme should contact the Sports Performance Manager requesting an application form, and return this prior to making application for admission to the University.

Candidates who are already students of the University may also apply.

Provisions of the Award
1 The opportunity, if requested, to extend the degree programme by up to one year, or to take leave of absence from academic studies for up to one year in order to pursue full-time training and competition during that period. Both of these options are subject to agreement by the Sports Performance Manager and by the Academic Panel.
2 The award of a specified annual sum to cover approved expenditure for
travel, equipment, competition fees, subsistence, coaching and training expenses. The level of any award is subject to the overall resources available to the International Sports Scholarship Programme.

3 The opportunity to benefit from academic flexibility: specifically class attendance and coursework submission deadlines in accordance with the International Sports Scholarship Scheme and Absences from the University policies.

4 The opportunity to apply for deferred examinations should national/international training and/or competition attendance clash with exam dates, subject to agreement by the Sports Performance Manager and the University's Examinations Officer.

**Conditions of Award**

1 Awards are for one year in the first instance. There is an annual review of all awards and continuing entitlement to an award is conditional upon satisfactory academic progress, sporting achievement and standards of conduct.

2 The training and competition programme is determined and directed by the Sports Performance Manager, in consultation with the relevant coach or technical adviser.

3 Individual athletes are expected to participate fully in the activities of the appropriate University club, and to represent the University in inter-university competitions and championships. Participants in the Programme are required to compete as representatives of the University unless otherwise authorised by the Sports Performance Manager.

4 The holder of a an International Sports Scholarships Programme Award must display a high standard of sporting and personal conduct compatible with the interests of sport and the good name of the University of Stirling.

5 All matters relating to marketing and promotional publicity will be under the control of the University.

**Entry Requirements**

a. Students entering from school. Performance with distinction in junior events at national standard (Scottish, British or equivalent).

b. Mature Students. Performance with distinction in senior events at national standard with a high national ranking and/or selection for a national team.

**Progress Assessment**

Academic requirements are the normal progress requirements of the University, except in so far as these may be adjusted in order to permit the extension to a programme of study, and are embodied in the first degree regulations (ordinance 58 refers).
Sporting performance and progress is assessed prior to the beginning of each academic session by the International Sports Scholarships Committee with the advice of the Sports Performance Manager in consultation with the appropriate coach or external assessor. The Committee will take account of the following when making its assessment:

(a) Results in selected competitions and championships;
(b) Selection for national or international teams;
(c) Attitude and conduct.

**Unsatisfactory Progress**

In the event of failure to comply with any of the above Conditions of Award, an award may be:

(a) suspended for a specified period, or
(b) terminated

If an award is terminated on any grounds, the Award recipient will be required to return any advanced payments of the International Sports Scholarships Programme Award.

**Expiry of Award**

The International Sports Scholarships Programme award will expire when the individual ceases to be a student of the University or on completion of a degree course.

*Approved by Academic Council 10 March 1999 under the control of the University. Updated in 2011.*

**PRIZES**

Details of prizes available to students are available at:

[http://www.stir.ac.uk/prizes](http://www.stir.ac.uk/prizes)

*The information available at this link is for guidance only and is subject to change and updating.*
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Undergraduate programmes – details are at: http://www.stir.ac.uk/undergraduate-study/financial-information

Postgraduate Research Programmes, Professional Doctorates, Postgraduate Taught Programmes – details are at: http://www.stir.ac.uk/postgraduate/financial-information/tuition-fees

The lists at the links provide guidance only and fee rates are subject to change and updating.