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 ensigned 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 2016/2017

AUTUMN SEMESTER: Monday 12 September – Monday 19 December 2016
Teaching starts: Monday 12 September 2016
Mid-semester reading week: Monday 24 October – Friday 28 October 2016 (inclusive)
Teaching ends: Friday 2 December 2016
Examination Period: Thursday 8 December – 16 December 2016

SPRING SEMESTER: Monday 16 January – Friday 2 June 2017
Teaching starts: Monday 16 January 2017
Mid-semester reading week: Monday 20 February – Friday 24 February 2017 (inclusive)
Teaching ends: Friday 7 April 2017
Examination Period: Monday 24 April – Friday 12 May 2017

Autumn Resit/deferred exams: Monday 15 May – Friday 19 May 2017
Spring Resit/deferred exams: Thursday 22 June – Tuesday 27 June 2017

Good Friday 14 April, Easter Monday 17 April (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
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1</td>
<td>Inverness Graduation teaching ends</td>
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<tr>
<td>2</td>
<td>Weekend</td>
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<td>3</td>
<td>USPG</td>
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<td>4</td>
<td>University Holiday</td>
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<td>5</td>
<td>ESEC 1</td>
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<tr>
<td>6</td>
<td>Bank Hol. (inc. England)</td>
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<td>7</td>
<td>USPG</td>
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<td>8</td>
<td>Mid-semester reading week</td>
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<td>9</td>
<td>semester starts/teaching starts/USPG</td>
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<td>10</td>
<td>School holidays</td>
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<td>11</td>
<td>Q1 accounts</td>
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<td>12</td>
<td>Court 2</td>
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<td>13</td>
<td>Int’l and PG Students Welcome</td>
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<td>14</td>
<td>Audit 1</td>
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<td>15</td>
<td>Court 2</td>
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<tr>
<td>16</td>
<td>semester ends</td>
</tr>
<tr>
<td>17</td>
<td>Research Committee 2 exams end</td>
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<tr>
<td>18</td>
<td>Remunerations/JPPRC 1/ Court Appts.</td>
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<tr>
<td>19</td>
<td>mid-semester reading week/USPG</td>
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<tr>
<td>20</td>
<td>USPG/PRG</td>
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<tr>
<td>21</td>
<td>Senior Management Residential</td>
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<tr>
<td>22</td>
<td>Remunerations/JPPRC 1/ Court Appts.</td>
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<tr>
<td>23</td>
<td>SHE</td>
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<tr>
<td>24</td>
<td>mid-semester reading week/USPG</td>
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<tr>
<td>25</td>
<td>Graduation</td>
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<tr>
<td>26</td>
<td>Committee Induction/Court 1/Court Dinner</td>
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<tr>
<td>27</td>
<td>Court Strategy Day</td>
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<td>28</td>
<td>Open Day</td>
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<td>29</td>
<td>Council 2</td>
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<td>HDC 1</td>
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<td>USPG/PRG</td>
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<td>USPG</td>
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<td>13</td>
<td>Induction</td>
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<td>14</td>
<td>semester/teaching starts/ USPG</td>
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<tr>
<td>15</td>
<td>Easter Monday</td>
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<td>16</td>
<td>USPG</td>
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<td>18</td>
<td>mid-semester reading / AUDIT 2</td>
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<td>22</td>
<td>Research C’ttee 3</td>
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<tr>
<td>23</td>
<td>CJNCC 3</td>
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<td>26</td>
<td>SMT1</td>
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<td>Remunerations/JPPRC 2/ Court Appts.</td>
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<td>USPG/PRG</td>
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<td>Key</td>
<td>Start Time</td>
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<tr>
<td>AAPC</td>
<td>Academic Advancement and Promotions Committee</td>
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<tr>
<td>COUNCIL</td>
<td>Academic Council</td>
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<tr>
<td>AUDIT</td>
<td>Audit Committee</td>
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<td>Committee Induction</td>
<td>Committee Induction</td>
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<td>Court Appts.</td>
<td>Court Appointments Committee</td>
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<tr>
<td>COURT</td>
<td>University Court</td>
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<tr>
<td>Court Strategy Day</td>
<td>Court Strategy Day</td>
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<tr>
<td>Court Dinner</td>
<td>Court Dinner</td>
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<tr>
<td>CJNI CC</td>
<td>Combined Joint Negotiating and Consultation Committee</td>
</tr>
<tr>
<td>ESEC</td>
<td>Education &amp; Student Experience Committee</td>
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<tr>
<td>ETHICS</td>
<td>University Research Ethics Committee</td>
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<tr>
<td>HDC</td>
<td>Honorary Degrees Committee</td>
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<tr>
<td>JPPRC</td>
<td>Joint Policy, Planning &amp; Resources Committee</td>
</tr>
<tr>
<td>Senior Management Residential</td>
<td>9.00 am start, finishing on day two after lunch</td>
</tr>
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<td>PRG</td>
<td>Planning Review Group</td>
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<tr>
<td>Research C’ttee</td>
<td>Research Committee</td>
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<td>Remunerations</td>
<td>Remunerations Committee</td>
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<td>SHE</td>
<td>Safety, Health and Environment Committee</td>
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<tr>
<td>SMT</td>
<td>Senior Management Team</td>
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<td>Staff Assembly</td>
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<td>University Conference</td>
<td>University Conference</td>
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<tr>
<td>USPG</td>
<td>University Strategy &amp; Policy Group</td>
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</tbody>
</table>
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
Professor John R Gardner, BSc, MSc, PhD (Belfast), PGCE, FBCS, CITP, CEng, AcSS, FCIEA
Deputy Principal (Research)
Professor Judith Philips, OBE, BA (University of Wales), DipSocSc (Stockholm), MSc (Oxon), PhD (East Anglia), FAcSS, FLSW FRSA
Deputy Principal (Operational Planning & External Affairs)
Professor Malcolm MacLeod BSc, PhD (Aberdeen), FBPsS, FRSA
Deputy Principal (Internationalisation and Graduate Studies)
Professor Leigh Sparks, MA (Cambridge), PhD (Wales)

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

DEANS OF FACULTIES
Faculty of Arts & Humanities
Professor Richard Oram, MA, PhD (St Andrews), FSA (Scot), FSA
Faculty of Health Sciences and Sport
Professor Jayne Donaldson, BN, MN, PhD (Glasgow), PGCE, PGC, BOE, RN, RNT
Faculty of Natural Sciences
Professor Judith Philips, OBE, BA (University of Wales), DipSocSc (Stockholm), MSc (Oxon), PhD (East Anglia), FAcSS, FLSW FRSA – Acting Dean
Faculty of Social Sciences
Professor Alison M Bowes, BA, PhD (Dunelm)
Stirling Management School
Professor Sharon Bolton, BA (UCLAN), PhD (Lancaster)
INSTITUTIONAL DEANS

*Dean for Equality and Diversity*
Dr Tessa Parks, BSc (Edinburgh), PhD (Kent) PGCE

*Dean of Internationalisation*
Professor Leigh Robinson BPhysEd (Otago), MSc, PhD (Loughborough)

*Dean of Research Impact*
Professor Linda Bauld, BA (Toronto), PhD (Edinburgh)

*Dean of Student Affairs*
Professor Tim D Whalley, BSc, PhD (UCL)

*Dean of Graduate Studies and Head of Stirling Graduate School*
Professor Samantha Punch, BA (Leeds), PhD (Leeds)

SERVICE DIRECTORS

*Deputy Secretary & Student, Academic and Corporate Services*
Joanna Morrow, MA (Edinburgh)

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

*Directorate for Advancement*
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

*Communication, Marketing and Public Engagement*
Jennifer Harrison, BA (Belfast), MA (College of Europe, Bruges), DipCIPR – Acting Deputy Director

*Sport*
Cathy Gallagher, BSc, MSc (Belfast)

PROFESSORS EMERITI

D H Allen, BSc, PhD, FEng, FIChemE, FIMgt, FRSA *Management Science*
June Andrews, MA (Glasgow), MA (Nottingham), RMN, RGN *School of Applied Social Science* – March 2016

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

R Johnston Birchall, BA (Oxford), MA (Oxford), DPhil (York) *School of Applied*
Social Science – September 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
Fraser Davidson, LLB (Dundee), PhD (Dundee) School of Arts & Humanities – September 2015
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
I’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 Mclnnes, 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 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 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
Grahaeme 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
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 EMERITI
Peter Kemp, MA, PhD (Cambridge) – August 2008
P G Peacock, BA

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

30 June 2016
**Doctor of the University**
Zhengshuan Li

**Master of Arts**
Elaine Wyllie

29 June 2016
**Doctor of the University**
Rita Colwell
Alan Simpson OBE

27 November 2015
**Doctor of the University**
Alexander McCall Smith
Laura Dunlop

15 October 2015
**Doctor of the University**
Dato’ Dr Jannie Chan Siew Lee

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

7 November 2008
**Doctor of the University**
Alexander Fred Markham

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

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

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

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

2 November 2007
**Master of Arts**
Victor Saunders

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

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

11 May 2007
**Doctor of the University**
Jean-Claude Anne Marie Louis Trichet
<table>
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<tr>
<th>Date</th>
<th>Title</th>
<th>Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 November 2006</td>
<td>Doctor of the University</td>
<td>Peter Stevenson Murdoch, John Tarbit</td>
</tr>
<tr>
<td>3 November 2006</td>
<td>Doctor of the University</td>
<td>Philip Martin Cunningham, Mary Tara Marshall</td>
</tr>
<tr>
<td>29 June 2006</td>
<td>Doctor of the University</td>
<td>Tam Dalyell, John Stuart Lloyd Barnes, William Mervyn Lloyd Barnes, William Benjamin Bowring Gammell</td>
</tr>
<tr>
<td>28 June 2006</td>
<td>Doctor of the University</td>
<td>Timothy John Rix, James Martin Haldane of Gleneagles, Ian William Richardson</td>
</tr>
<tr>
<td>24 March 2006</td>
<td>Doctor of the University</td>
<td>Shirley Ann Robertson, Anthony Paul Lester</td>
</tr>
<tr>
<td>25 November 2005</td>
<td>Doctor of the University</td>
<td>Beverly Louise Malone, Hazel Jane Irvine</td>
</tr>
<tr>
<td>1 July 2005</td>
<td>Doctor of the University</td>
<td>James Armour</td>
</tr>
<tr>
<td>30 June 2005</td>
<td>Doctor of the University</td>
<td>Onora Sylvia O’Neill</td>
</tr>
<tr>
<td>18 March 2005</td>
<td>Doctor of the University</td>
<td>Elspeth Russell King, James Macdonald Hastie</td>
</tr>
<tr>
<td>26 March 2004</td>
<td>Doctor of the University</td>
<td>Sara Lamb Parkin, Malcolm Christopher McCarthy, James Stirling of Garden</td>
</tr>
</tbody>
</table>
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

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

31 March 2001
Doctor of the University
George William Penrose

Master of Arts
Sandy Bryce
William Clark
Marjory Bruce Russell

28 June 2001
Doctor of the University
James Naughtie
Gordon Marshall
John Young Stewart
Thomas Hudson
Gerald Brian Marjoribanks

Master of Arts
Alfred Cruickshank Philip

29 June 2001
Doctor of the University
James Whyte Black
Duncan James Macleod

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

Master of Arts
John Moore Paterson

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

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

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 MacIver
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

2 July 1992
Doctor of the University
Jean Balfour
Norman Somerville Macfarlane
Anthony Barnes Atkinson

29 February 1992
Doctor of the University
John Theodore Houghton
Leslie Allan Murray
Kenneth Charles Calman

28 June 1991
Doctor of the University
William Campbell Rough Bryden
Ludovic Henry Kennedy
David Martin Scott Steel

27 June 1991
Doctor of the University
Robert Aubrey Hinde
William Duncan Paterson Stewart

2 March 1991
Doctor of the University
Augusto Odone
John Henry Hemming

31 August 1990
Doctor of the University
Jerome Seymour Bruner

29 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 Rafrodi
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**
Jinno-suaki 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 Shephey 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
David Keenan - President of USSU.
Jessica Logan, BSc (Stirling) - Vice-President Communities of USSU.
Professor John R Gardner, BSc, MSc, PhD (Belfast), PGCE, FBCS, CITP, CEng, AcSS, FCIEA - Senior Deputy Principal

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
Professor Alison Green, LLB, DipLP (Edinburgh), ACIBS, FHEA – appointed by Academic Council
Scott Thomas Haldane, BA (Stirling), CA, CPFA, FHfMA – appointed by Court
Kate Howie, BSc (Glasgow) – appointed by Academic Council
Sean Lewis, BA (Stirling), CA – appointed by Court
Lynne Anne Marr, LLB (Edinburgh), DipLP – appointed by Court
Barbara McKissack, BA (Stirling) – appointed by Court
Catriona Morrison, MBE, BSc (Glasgow), MSc (University of Alberta), PGDip (Stirling) – appointed by Court
Professor Holger Nehring, MA (Tuebingen), DPhil (Oxon), FHEA, FRHistS – appointed by Academic Council
Professor Leigh Robinson BPhyEd (Otago), MSc, PhD (Loughborough) – appointed by Academic Council
Reverend Maggie Roderick, BA (Stirling, BD (St Andrews), DipCG (Strathclyde), FCTSI, FRSA – appointed by Court
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 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 Malcolm MacLeod BSc, PhD (Aberdeen), FBPsS, FRSA
Professor Judith Phillips, OBE, BA (University of Wales), DipSocSc (Stockholm), MSc (Oxon), PhD (East Anglia), FAcSS, FLSW, FRSA
Professor Leigh Sparks, MA (Cambridge), PhD (Wales)

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

Deans of Faculty
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 Judith Phillips, OBE, BA (University of Wales), DipSocSc (Acting)

Institutional Deans
Dr Tessa Parks, BSc (Edinburgh), PhD (Kent), PGCE
Professor Leigh Robinson BPhyEd (Otago), MSc, PhD (Loughborough)
Professor Linda Bauld, BA (Toronto), PhD (Edinburgh)
Professor Tim D Whalley, BSc, PhD (UCL)
Professor Samantha Punch, BA (Leeds), PhD (Leeds)

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 Alison Green, LLB, DipLP (Edinburgh), ACIBS, FHEA
Professor Herve Migaud, BSc (Rennes, France), MSc (Brest, France), PhD
UNIVERSITY OF STIRLING CALENDAR - STAFF & COMMITTEES

(Nancy, France), FRSB
Professor Holger Nehring, MA (Tuebingen), DPhil (Oxon), FHEA, FRHistS
Professor Mark Priestley, BA (Manchester), MEd (Leeds), EdD (Stirling), PGCE

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
Dr Pete Coffee, BSc, PhD (Exeter), PGCE
Andrew Desbois, BSc (Bath), PhD (St Andrews)
Dr Paul Dimeo, BCom (Edinburgh), MA (Leicester), PhD (Strathclyde)
Jo M S Hagerty, MA (St Andrews)
Kate Howie, BSc (Glasgow)
Jill Stevenson, MA (Glasgow)
Dr David McArdle, LLB (Wales, Aberystwyth), PhD (Manchester Metropolitan)

The President of the Students’ Association
David Keenan

The Vice-President (Education) of the Students’ Association
Matthew Adie

Up to two additional members co-opted by the Academic Council as it may determine from time to time.
1 x vacancy
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
deem fit.

(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 Chancellor: Lionel Charles Lord Robbins of Clare Market, C.B., F.B.A.,

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 feodudies 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
UNIVERSITY OF STIRLING CALENDAR - ORDINANCES

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;
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
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;
i) 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;
ii) 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;
iii) No person shall hold office as a Sabbatical Officer for more than two years;
iv) The duties and remits of the Sabbatical Officers shall be as provided in the Officer Profiles Schedule (Schedule 3) attached to this Constitution.

Executive Officers

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

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

Resignations

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;

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.

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
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 reappointment 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
Trustees Board which can challenge, overturn or refer back for further consideration any decision made by the Committee.

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 faculties whether or not within the precincts of the University, the relevant Dean (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
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).
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
provided evidence pertaining to the case that such evidence will be made available to the student being disciplined for consideration in light of 8.1.4 above;

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, 21 March 2016
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
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the granting of the title shall not otherwise confer powers or duties on the holder thereof.

Note: a list of those granted emeritus titles appears in the staff list.

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. Deans of Faculty 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 Faculty 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, 21 March 2016*

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 - Repealed March 2016

ORDINANCE 48 - Repealed March 2016

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     MPP
           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 Faculty concerned.

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 - Repealed March 2016
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 Court.
The Members of the Academic Council.
The Members of Staff.
The Secretary.
The Visiting Professors.
The Honorary Professors.
The Emeritus Professors, Librarians and Secretaries.
The Alumni (as defined by Ordinance 59).
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.

Revised Ordinance approved by the University Court: 21 March 2016
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 Deans of Faculty.
   (d) Deputy Principals

(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. Those referred to in sub-paragraph (1) and (2) above shall be on Conference for their respective periods or terms of office. The members of the Conference appointed by the Lords of Her Majesty’s Most Honourable Privy Council (sub-paragraph (3)(a)) shall hold office for five years from the date specified in the instrument of appointment. Those in sub-paragraphs (3)(b), (c) & (d) and (4)(a) & (b) shall be appointed for a period of three years, after which they shall be eligible for re-appointment for a further two periods of three years (nine years in total). Those in sub-paragraphs (3)(e), (f), (g) & (h) shall be appointed for a period of three years, after which they shall be eligible for further re-appointment in accordance with the requirements of the organisations or communities they represent.

4. Deleted.

5. Deleted.

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, 21 March 2016
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 Deans of Faculty
   (f) The Institutional Deans appointed to lead on strategic initiatives
   (g) Seven members appointed by and from among the academic staff of the University holding professorial designation.
   (h) 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.
   (i) The President and Vice-President (Education & Engagement) of the Students’ Association.
   (j) 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 (g) and (h) 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: 21March 2011, 25 June 2012, 21 March 2016*
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 Dean of Faculty (academic areas) and Service Director (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 Dean of Faculty/Service Director 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 the Capability Procedure (Part II, Schedule II.1) 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 Dean of Faculty/Service Director 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 Dean of Faculty/Service Director will inform the employee of the nature of the allegation and that it will be investigated. It will be the responsibility of the Dean of Faculty/Service Director 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 Dean of Faculty/Service Director 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 Dean of Faculty/Service Director 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 Dean of Faculty/Service Director 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 Dean of Faculty/Service Director 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 Dean of Faculty/Service Director 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 Dean of Faculty/Service Director 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
SCHEDULE II.1 - CAPABILITY PROCEDURE

1. **Scope and Definitions**
   1.1 The purpose of the Capability Procedure is to encourage and support employees to achieve and maintain required standards of performance.

   1.2. Cases of incapacity due to ill health should normally be dealt with under the University’s Sickness Absence Management policy. Where, having initially followed the Sickness Absence Policy, it is deemed the issue is one of capability the Capability Procedure will be used. Any subsequent sickness will be considered under the Capability Procedure.

   1.3 An employee has the right to be accompanied by a fellow worker or trade union representative at any meeting and at any stage of this procedure.

2. **What the University expects from Employees**
   2.1. The University expects employees to:
       - Undertake duties and responsibilities expected of the role and grade
       - Understand the impact of job performance on colleagues, service users and the wider University
       - Clarify expectations, tasks, objectives and behaviours with the line manager if unclear.
       - Bring all relevant issues which may affect performance to the attention of the line manager
       - Co-operate with the line manager to help improve any aspects of performance which are considered to be unsatisfactory
       - Attend meetings to discuss any aspects of performance which are considered unsatisfactory

3. **Informal Procedure – What the Employee may expect from the University**
   3.1 Line managers are expected to discuss any concerns with employees regarding performance and to seek to identify the cause of the performance problem and assist with improving performance. This may be achieved through meetings with the line manager and the use of a work or development plan with appropriate timescales. In cases where capability is affected by temporary health issues which do not warrant the taking of sick leave, the line manager may consider whether it is possible to adjust an employee’s workload/working conditions on a temporary basis. If the capability issues arise from a disability, the University has a duty to make reasonable adjustments in the workplace. In these cases HR
3.2 The informal approach is aimed at bringing concerns to the attention of the employee, exploring causes, identifying responsibilities and agreeing actions to be taken.

3.3 Where there are concerns about an employee's performance, his/her manager will meet with him/her to reflect those concerns and explore ways of addressing them. The manager may issue advice and guidance to the employee or provide coaching and/or training or take other informal action.

3.4 It is advisable to confirm the outcomes of any discussions in writing to the employee. The manager should retain any notes of these informal discussions or meetings.

3.5 Following a satisfactory outcome to the use of the informal procedure, the matter will be considered resolved.

3.6 Line managers are responsible for providing feedback to employees regarding performance and will advise, normally within agreed timelines, whether or not performance has improved to meet the required standard.

3.7 If, following the informal process there is no improvement in performance within the agreed period (normally not less than 3 months), the improvement is not sustained or performance deteriorates further then the next, formal, stage of the procedure will be invoked.

4. Formal Procedure

If performance does not meet acceptable standards, and coaching or other informal action is not considered appropriate or has not succeeded in addressing the problem, the manager will meet with the employee to discuss the issues. The manager will outline the performance issues that have led to the meeting and the employee will be given the opportunity to state his/her case and raise any factors s/he wishes to have considered. If, in the view of the manager, the employee is unable to provide a satisfactory explanation for the performance shortfall, s/he will be advised of:

- The improvement in performance required
- The timescale for improvement
- Any support to be received
- The consequence of not meeting the performance targets

4.1 Written Notification. - The Dean of Faculty/Service Director will set out in writing the reason for formal action and invite the employee to attend a
hearing to respond.

4.2. **Hearing** - A hearing will take place to consider and discuss the capability matter. After the hearing the employee will be informed of the decision and advised of their right to appeal.

4.3. **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 formal action takes place. After the appeal the employee will be informed in writing of the final decision.

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

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

4.6. Decisions will be made by the Dean of Faculty/Service Director conducting the hearing who will be wholly responsible for the decision.

4.7. A formal sanction cannot normally be imposed without a hearing (this excludes cases where a hearing is heard in an employee’s absence). No employee will be dismissed for a first instance of under-performance. However, where an employee commits a single significant error, or a number of substantial errors which are attributable to incompetence or inability to meet the required standards of the job and the actual or potential consequences of that error are, or could be, extremely serious, warnings may not be appropriate. This procedure allows for an employee in this situation to be suspended and the earlier stages of the procedure to be omitted.

4.8. An employee has the right to appeal against any penalty imposed.

5. **Outcomes and Sanctions**

5.1 The decision may be that no formal action is required. Formal action, other than that relating to gross misconduct may vary. Kinds of action can include the following;

- First written warning
- Final Written warning
- Dismissal on the grounds of Capability (including summary dismissal)
5.2 Other sanctions may be appropriate in certain situations, such as:

- The extension or renewal of a warning or final written warning issued under this procedure;
- Withholding an increment of salary
- The removal of any title or office held in addition to the substantive appointment
- The transfer of an employee to an alternative post within the University where possible and appropriate.

5.3 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.

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

5.4 **First Written Warning** - A first written warning may be issued if an employee’s performance record is such that the Dean of Faculty/Service Director believes that a first written warning is appropriate. A first written warning will normally be regarded as spent after 12 months.

5.5 **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 underperformance is serious and, although not considered by the Dean of Faculty/Service Director 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.

5.6 **Dismissal (including Summary Dismissal)** - Dismissal with notice or pay in lieu of notice may be an appropriate sanction if an employee fails to comply with the terms of a final written warning which is still live.

5.7 If dismissal is a possible outcome of a hearing, this will be indicated clearly in the letter sent by the Dean of Faculty/Service Director requiring the employee’s attendance at the hearing.

5.8 In cases of dismissal for reasons of capability, 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
6. **Appeals**

6.1 An employee has the right to appeal against any action taken against him/her as an outcome of the capability process.

6.2 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.

**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 Dean of Faculty/Service Director 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 Dean of Faculty/Service Director 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 Faculty/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 Dean of Faculty/Service Director 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

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 Dean of Faculty/Service Director 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 Dean of Faculty/Service Director 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 in to, 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 Dean of Faculty/Service Director,
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- If the decision was made by the Dean of Faculty the appeal should be addressed to a Deputy Principal
- If the decision was made by a Service Director (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.
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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, 20 June 2016
FACULTIES
(Chart reference Article 13)

1. The Faculties established under the provisions of Article 13 shall be:
   - Natural Sciences
   - Arts and Humanities
   - Health Sciences and Sport
   - Social Sciences
   - Stirling Management School

2. Each Faculty shall have a Faculty Assembly consisting of staff of all grades appointed to a Faculty, or sub-sections within the Faculty. At least three student representatives should also be invited to attend the Faculty Assembly as determined by the Faculty Executive. The Assembly shall be chaired by the Dean of the Faculty. There should be at least one meeting of the Faculty Assembly per academic year. A Faculty Assembly shall meet when required by the Dean or on written request of at least 20 members of the Faculty. The Faculty Assembly may discuss and declare an opinion on any matter relating to the work of the Faculty to the Faculty Executive.

3. The Faculty shall have a Faculty Executive consisting of senior staff from within the Faculty to be determined by the Dean but should include the Deputy Dean, Associate Deans, faculty chief operating officer and such additional membership as determined by the Dean of Faculty. The Dean shall chair the Faculty Executive. The Faculty Executive shall meet on a regular basis and shall be advisory to the Dean of Faculty in all academic matters and other responsibilities such as planning, budgeting and resource management.

4. Each Faculty shall establish committees with Faculty wide responsibilities for Learning, Teaching and Student Experience and Research. The Dean of Faculty may from time to time appoint such additional committees for such purposes as he/she shall determine.

5. In the absence of the Dean of Faculty, an Acting Dean, Deputy Dean or Associate Dean shall chair the Faculty Assembly or Faculty Executive.

*Approved by Court March 2016*
ORDINANCE 70
DEANS OF FACULTY
(Charter reference Article 13)

1. There shall be a Dean of each Faculty as prescribed by Court for the Faculties specified in Ordinance 69.

2. The Deans shall be appointed by an appointing panel of the basis of a formal recruitment and selection process determined by Court from time to time.

3. The Deans shall have such duties and responsibilities as may be prescribed by Court from time to time.

4. Deans 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 Dean and Principal.

5. During the temporary absence or incapacity of a Dean of Faculty, the Principal may appoint a deputy principal to act as Dean, supported by the Deputy Dean or Associate Deans of the Faculty.

7. Each Faculty will have a Deputy Dean that will deputise for the Dean of Faculty as appropriate. The Deputy Dean shall be appointed by the Dean, after expressions of interest have been invited from all academic staff and on the advice of the Faculty Executive.

8. Each Faculty will have a minimum of two Associate Deans appointed by the Dean after expressions of interest have been invited from all academic staff and on the advice of the Faculty Executive.

Approved by Court March 2016
RULES AND REGULATIONS

Links to the University’s main rules and regulations can be found on the A-Z of Policies, Procedures and Guidelines website: http://www.stir.ac.uk/policy/