

## ORDINANCES

### Part A – The Organisation of Queen Mary University of London (QMUL)

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#### Ordinance A1: Membership of QMUL

1. The following shall be members of QMUL:

- [a] The members of the Council
- [b] The Honorary Fellows
- [c] The staff of QMUL
- [d] The students
- [e] Graduates of Queen Mary University of London
- [f] Those graduates of the University of London awarded degrees, honorary degrees and other awards by QMUL or any of its predecessor organisations
- [g] Emeritus/Emerita Professors and Emeritus/ Emerita Readers of QMUL

2. The Council, following consultation with the Senate, can declare such other person or categories of persons to be members of QMUL as it wishes.

3. The Council may remove a person from membership of QMUL.

### **Ordinance A2: The Powers of QMUL**

1. The Charter establishes that QMUL, subject to the Charter and to the Statutes and Regulations of the University of London, has all the powers of a natural person and thus power to do any lawful thing in furtherance of its Objects and, without prejudice to the generality of the foregoing, shall have power: to award all forms of degrees, diplomas and certificates to persons who have met the requirements for award as approved by QMUL and to award all forms of degrees, diplomas and certificates in conjunction with other institutions to persons who have met the requirements for award as approved by QMUL, including dual and joint awards.
2. In addition, QMUL, has the power:
  - [a] To acquire, own, maintain, manage and dispose of real and other property
  - [b] To solicit, receive and administer grants, subscriptions, donations, endowments, legacies, gifts and loans of any property whatsoever, whether real or personal.
  - [c] To act as trustees for and in relation to endowments, legacies and gifts.
  - [d] To invest any monies in the hands of QMUL and available for investment in accordance with the relevant law.
  - [e] To borrow and raise money in any manner in accordance with the relevant law
  - [f] To enter into engagements and to accept obligations and liabilities in all respects without any restriction whatsoever and in the same manner as an individual may manage his or her own affairs.
  - [g] To affiliate with other institutions.
  - [h] To employ staff and to prescribe their terms and conditions of service.
3. To do anything else necessary or appropriate, whether incidental to these powers or not, in order to further the objects of QMUL as a place of education, research and scholarship.

### **Ordinance A3: Statement of Primary Responsibilities of the Council**

The Primary Responsibilities of the Council are:

1. To set and agree the mission, strategic vision and values of the institution with the Executive.

2. To agree the long-term academic and business plans and key performance indicators and to ensure that these meet the interests of stakeholders, especially staff, students and alumni.
3. To ensure that process are in place to monitor and evaluate the performance and effectiveness of the institution against the strategy, plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.
4. To delegate authority to the President and Principal for the academic, corporate, financial, estate and human resource management of the institution, and to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the President and Principal.
5. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment, value for money and procedures for handling internal grievances and for managing conflicts of interest.
6. To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.
7. To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
8. To safeguard the good name and values of the institution.
9. To appoint the President and Principal as chief executive, and to put in place suitable arrangements for monitoring his/her performance.
10. To appoint a Secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the institution, there shall be an appropriate separation in the lines of accountability.
11. To be the employing authority for all staff in the institution and to be accountable for ensuring that an appropriate human resources strategy is in place.
12. To be the principal financial and business authority of the institution, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall accountability for the institution's assets, property and estate.
13. To be the institution's legal authority and, as such, to ensure systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name. This includes accountability for health, safety and security and for equality, diversity and inclusion.

14. To receive assurance that adequate provision has been made for the general welfare of students.
15. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution.
16. To ensure that the institution's constitution is always followed, and that appropriate advice is available to enable this to happen.
17. To promote a culture which supports inclusivity and diversity across the institution.
18. To maintain and protect the principles of academic freedom and freedom of speech legislation.
19. To ensure that all students and staff have opportunities to engage with the governance and management of the institution.

## **Ordinance A4: The Membership of Council**

### *Appointed members of Council*

1. Governance Committee shall make recommendations to Council for the appointment of members where there is no appointing body identified.
2. In the event of a vacancy among the members appointed on the nomination of the Drapers' Company, a new nomination shall be requested and, when received, presented to the next ordinary meeting of Council.
3. Where a casual vacancy arises because an appointed member ceases to be a member before his/her term of office expires, the member replacing him/her shall commence a new term of office of four years and be eligible for re-appointment in the same way as other members.

### *Elected members of Council*

4. The call for nominations and elections shall be conducted by the Secretary to Council, or nominee.
5. The four academic staff members of Council shall be elected by a ballot using a single transferable vote system. The constituencies for the election of academic staff members shall be as follows:
  - [a] The Faculty of Humanities and Social Sciences
  - [b] The Faculty of Science and Engineering
  - [c] The School of Medicine and Dentistry
  - [d] Cross-faculty
6. All academic staff in the relevant constituencies shall be entitled to stand and to vote. Academic staff are defined in Ordinance B1. The nominees for the cross-faculty member shall be drawn from Senate but elected by all academic staff. In any category, where more than one person stands for election, the Secretary to Council, or nominee, conducts a postal or electronic ballot. Voting shall be by the single transferable vote method.
7. The member elected from staff other than academic staff members shall be elected by a ballot using a single transferable vote system. All members of staff other than academic staff members shall be entitled to stand and to vote. Members of staff other than academic staff members are defined in Ordinance B – Staff of QMUL.
8. Elections shall normally be held one semester prior to the end of an elected member's period of office.

9. Where a casual vacancy arises because an elected member ceases to be a member before his/her term of office expires, the member replacing him/her shall commence a new term of office of four years and be eligible for re-election in the same way as other members.

*Attendance at Council meetings*

10. Members are expected to attend all meetings of Council and remain present for their full duration. Where a member is unable to attend a meeting, he/she shall submit apologies in advance of the meeting to the Secretary to Council.
11. The Secretary to Council, or nominee, shall attend all meetings of the Council. Other individuals who are not members of Council may attend a meeting of the Council at the invitation of the Chair.

*Resignation or removal of members*

12. A member may resign by writing to the Chair or Secretary to Council.
13. A member who does not attend three consecutive meetings shall be deemed to have resigned his/her membership of Council or a standing committee unless the Council decides otherwise.
14. A member may be removed from membership for good cause by the Council. Good cause in this Ordinance includes but is not limited to:
- [a] Behaviour which falls short of the standards specified in the Council member role description;
  - [b] Disqualification under the Charities Act from acting as a charity trustee or failure to satisfy the Fit and Proper Persons test.
15. Concerns or complaints shall be raised with the Chair or the Secretary to Council.
16. In the case of a concern or complaint containing the grounds listed in paragraph 14; Governance Committee shall convene a panel to consider the concern or complaint, to receive representations from the member who is subject to the concern or complaint, and to make a recommendation to the Council.
17. The panel shall be established by Governance Committee to comprise:
- the Chair or Vice-Chair of Council;
  - one member of Governance Committee other than the Chair, or the Chair of either Audit and Risk Committee or Finance and Investment Committee;
  - one Officer of QMUL;
  - one external person (for panels convened to consider complaints or concerns against the Chair of Council).

18. The panel shall be supported by the Secretary to Council, or nominee.

#### **Ordinance A5: Officers of the Council**

1. This Ordinance shall be made in pursuance of Article 13 of the Charter. In addition to the Chair, there shall be the following Officers of the Council appointed by Council:

[a] The Vice-Chair elected by Council from amongst its external members for a period of office of four years or for the remainder of that member's term of office, whichever is shorter. The Vice-Chair may be reappointed for a further period in accordance with his/her period of office. The Vice-Chair acts as Chair during a vacancy in the office of Chair and during the absence or disability of the Chair.

[b] The Treasurer elected by Council from amongst its external members for a period of office of four years or for the remainder of that member's term of office, whichever is shorter. The Treasurer may be reappointed for a further period in accordance with his/her period of office. The Council determines the duties of the Treasurer.

[c] The Secretary to Council.

2. The Chair has delegated authority to take action on behalf of Council between meetings on business that would not have merited discussion at a meeting of Council (such as the signing of routine documents). The Chair determines whether the matter is one of greater substance, in which case he/she consults with Council members before taking Chair's action. Action taken will be reported at the next meeting for confirmation.

#### **Ordinance A6: The registration and declaration of interests of members of the Council and members of Council Committees**

##### *Registration of Interests by Members of Council*

1. The Secretary to Council, or nominee, will retain a register of the interests of members of the Council. The purpose of the register shall be to provide information about the interests of members which others might reasonably think could influence their actions and decisions as members of the Council.

2. Registrable interests of the Council member and his/her close associates include all company directorships, membership of governing bodies, trusteeships and partnerships. In addition, significant pecuniary or other material interests should be recorded where others might reasonably think that the interest could influence their actions and decisions as members of the Council.

3. A person does not have an interest in a matter solely by virtue of the fact that he or she is a member of staff or student of QMUL.

4. New members, on appointment, will be asked by the Secretary to the Council, or nominee, if they have an entry to make in the register; all members will be sent annually a copy of their entry. Members shall be responsible for making and amending their entries and for deciding the personal information which fulfils the purpose of the register.
5. The Register will be circulated in full to members of Council annually and shall be published by QMUL.

#### *Declaration of Interests by Members of Council and Members of Committees*

6. "Member" in this section means any member of the Council or any other committee of QMUL and includes students and members of staff.
7. In corresponding with officers or employees of QMUL and before speaking or voting in any debate in the Council or any committee, a member must declare any known, likely or potential pecuniary or other interest in the matter under discussion, or where there is a risk that such an interest might be perceived as a conflict. Such declarations of interest at a meeting shall be recorded in the minutes of the meeting.
8. The Chair of the meeting may require members who have declared an interest not to take part in the deliberation concerning that item, and/or not to vote.
9. Complaints that relevant interests have not been declared may be made to the Secretary to the Council. Any such complaint shall be supported by relevant evidence. In the case of the Council and its committees, the Chair of Council decides if there is a case to answer and the action, if any, to be taken. In the case of other committees, the President and Principal decides. In either case, the decision of the Chair or Principal shall be final. The Vice- Chair of Council decides the matter if the complaint concerns the Chair of Council.
10. Advice on the above may be obtained in the first instance from the Secretary to Council who may seek guidance from the Chair of Council or the President and Principal.

#### **Ordinance A7: Meetings of the Council and its standing Committees**

##### *Ordinary meetings of the Council and its standing committees*

1. The Council shall meet at least five times per year with meetings scheduled in advance. Scheduled meetings shall also be known as ordinary meetings. The standing committees of Council shall meet in accordance with the number of meetings designated in their Terms of Reference.
2. The schedule of ordinary meetings of the Council and meetings of standing committees of Council shall normally be published by 30 June in the academic year prior to the year in which the meetings are to be held.

3. The quorum for Council shall be seven such that there is a majority of members who are not staff nor students of QMUL.
4. The quorum for the committees of Council shall be one third of the number of members of the Committee with a minimum of three members.
5. If a meeting of Council or its committees does not meet quorum, the Chair shall determine whether; a) the meeting shall be postponed and rearranged, or b), that the meeting shall proceed. In the instance of b) all decisions made will be considered preliminary until the agreement has been confirmed by the required number of members to effect the decisions as formal.

#### *Extraordinary meetings of the Council and standing committees*

6. An extraordinary meeting of the Council or a standing committee may be called by the Chair at any time.
7. An extraordinary meeting of the Council or a standing committee may be called by the Secretary to the Council or the committee at the written request of no fewer than one third of the members. Extraordinary meetings shall be held within a maximum of 21 days from the date of receipt of the requests by the Secretary.
8. The business of an extraordinary meeting of Council or standing committee shall be only that business for which the meeting was called. An extraordinary meeting may be held electronically, by circulation or in person.

#### *Circulation of agendas and papers*

9. The Secretary to the Council or the standing committee normally despatches the agenda and papers to all members for a meeting at least seven days prior to the date of the meeting.
10. Any member of Council or the standing committee may add an item for consideration to the agenda by submitting it to the Secretary to Council by the relevant published deadline.
11. Authors of papers shall submit their paper to the Secretary to Council or the standing committee at least 14 days prior to the date of the meeting.
12. Any papers not sent with the original circulation shall be circulated by the Secretary at least three days prior to the meetings. Only in exceptional circumstances, and with the agreement of the Chair or committee chair, shall papers be circulated in a shorter timeframe or tabled at the meeting.
13. The agenda for a meeting of the Council or a committee may include items marked with an asterisk, which will signify an expectation that these items will pass without discussion. Any

member may before the start of a meeting request that the asterisk be removed, to permit discussion of the items.

14. In exceptional circumstances, supplementary agenda items may be taken with the approval of the Chair.
15. Agenda and papers for, and minutes of, any meeting or items relating to reserved business shall be recorded separately and circulated only to those members entitled to receive them.

#### *Conduct of meetings of Council and its Committees*

16. Any proposal or recommendation which appears on the agenda or in a report submitted to the meeting shall be put to the meeting for resolution. Any amendments to the proposal shall be considered in turn before the overall proposal. If an amendment is carried, the proposal shall be amended accordingly and the amended version considered for approval. All Council and Committee members should possess the same core information on the matters under consideration.
17. It shall be within the discretion of the Chair to set a limit to the length of time to be spent on debate, provided that the mover of any proposal, motion, amendment or item of business has the right of final reply before it is put.
18. Voting at meetings shall be normally by show of hands of those present, not including the Chair. The decision shall be taken in accordance with the majority votes. When equal numbers of votes are cast, the Chair shall have the casting vote.

#### *Acts during vacancies*

19. No act or resolution of the Council or any committee or board constituted by it or one of its committees or boards can become 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 election or appointment of any *de facto* member of the body whether present or absent, or by reason of the accidental omission to give any member notice of the meeting or the non-receipt by any member of that notice.

#### *Minutes*

20. The Secretary to Council, or nominee, or the secretary to the standing committee shall be responsible for producing minutes of the meeting and for maintaining the master copies of all minutes and papers.
21. Minutes shall be unconfirmed until approved at the next meeting. After the Chair has agreed the unconfirmed minutes they shall be circulated to members. Any amendments to the unconfirmed minutes agreed at the meeting shall be incorporated into a final version which becomes the confirmed minutes and the formal record of the discussion and decisions.

## Ordinance A8: The Committees of Council

1. There shall be the following Committees of the Council:

Audit and Risk Committee  
Finance and Investment Committee  
Honorary Degrees and Fellowships Committee  
Governance Committee  
Remuneration Committee

2. The Senate shall make regular reports to Council.
3. The Council may establish other groups and boards as appropriate.
4. The Terms of Reference and membership of the committees shall be recommended by Governance Committee and approved by Council. The Terms of Reference of sub-committees of the standing committees shall be approved by the parent committee.
5. The Chair of each committee shall be nominated by the Governance Committee from amongst the external members of Council and approved by Council, with the exception of: QMUL Treasurer who shall be the Chair of the Finance and Investment Committee, and the Chair of Council who shall be the Chair of the Governance Committee and the Honorary Degrees and Fellowships Committee.
6. The Terms of Reference of committees may provide for co-opted members who are external to QMUL.
7. The Chair and Vice-Chair of Council and QMUL Treasurer shall be *ex-officio* members of the Remuneration Committee.
8. The Vice-Chair of Council shall be Chair of Remuneration Committee and an *ex-officio* member of the Governance Committee.
9. The President and Principal shall be an *ex-officio* member of the Finance and Investment Committee, the Honorary Degrees and Fellowships Committee and the Governance Committee.
10. One Vice-Principal nominated by the President and Principal shall be an *ex-officio* member of the Honorary Degrees and Fellowships Committee.
11. The President of the Queen Mary Students' Union shall be an *ex-officio* member of the Finance and Investment Committee and the Governance Committee.
12. The term of office for members of standing committees shall be continuous until the member stands down, becomes ineligible for membership or is asked to stand down by the Chair of Council.

### **Ordinance A9: The custody and use of the Seal**

1. In accordance with Article 1 of the Charter, the Council shall have the custody and sole use of the Common Seal of QMUL.
2. The Secretary to Council shall be responsible for the safe custody of the Seal.
3. The Common Seal shall be affixed to any document for the purposes of a specific resolution of Council or by authority of the Chair of Council, as required by law or by accepted custom and usage. The Common Seal shall be used on certificates of admission to Degrees or grants of Diploma and where appropriate on contracts and conveyances.
4. The Common Seal shall be affixed to documents by, or under the direction of, the Secretary to Council, or nominee.
5. The affixation of the Common Seal will be witnessed by the signature of either of two members of Council or of one member of Council and of the Secretary of Council.
6. The Secretary shall ensure that a Sealing Register is maintained in which shall be entered the date of each occasion on which the Common Seal is affixed, the nature of the instrument and the names of the Council members or other QMUL officers who sign the instrument.
7. Every use of the Common Seal shall be reported to the next meeting of the Council.

### **Ordinance A10: The power to make regulations**

1. *Regulations* refer to provisions governing general or central activities of QMUL, including Academic Regulations, Financial Regulations, Library Regulations and Halls Regulations. Regulations shall be proposed by the appropriate person or committee and approved by the Council or Council's delegated authority.
2. *Rules* refer to provisions confined to particular schools, institutes or centres although they may extend to staff or students from other schools, institutes or centres who have access to the facilities in question. Rules shall be made by the appropriate person or committee subject to confirmation by the relevant Dean for Education or Research in the case of academic matters, and by the President and Principal, or an officer designated by him, in all other cases.
3. *Codes of Practice and Policies* refer to statements that make provisions for staff and/or students of QMUL. Codes of practice and/or policies that make general provisions for staff and students require approval by Council, or its delegated authority.
4. Any rules, codes of practice or policies that include penalties for their breach must be approved by Council, or its delegated authority and shall not be valid until such approval has been given.

5. Regulations and rules, codes or any other policy of QMUL must not be repugnant to the Charter or Ordinances. Rules and codes must not be inconsistent with regulations.

### **Ordinance A11: Official Dress**

#### *The Chair*

1. **Robe:** Blue silk of the Queen's Counsel shape with panel sleeves and cape collar and a rear vent; the facings and collar of blue velvet trimmed with gold oak leaf lace; wings and bottoms trimmed with blue velvet and edged with gold Russia braid; sleeve cuts trimmed with gold Russia braid; and the shields from QMUL's Armorial Bearings (one prior to 1995 and one post-1995) on the sleeves.
2. **Hat:** Rigid Mortar Board of blue silk trimmed with blue velvet and with a gold metallic tassel and button or blue velvet Tudor Bonnet with twisted gold cord and tassel.

#### *The President and Principal*

3. **Robe:** As for the Chair of Council, except for narrower gold oak leaf lace on the facings and collar.
4. **Hat:** Rigid Mortar Board of blue silk trimmed with blue velvet and with a gold tassel and button or blue velvet Tudor Bonnet with twisted gold cord and tassel.

#### *The Senior Vice-Principal*

5. **Robe:** As for the President and Principal, except for narrower gold oak leaf lace on the facings and collar and one only shield from the Armorial Bearings of 1995.
6. **Hat:** Rigid Mortar Board, as for the President and Principal but with a blue tassel and button or blue velvet Tudor Bonnet with twisted gold cord and tassel.

*In the absence of a Senior Vice-Principal, the Senior Vice-Principal's robe may be worn by another Vice-Principal.*

#### *The Vice-Principal (Health), Barts and the London School of Medicine and Dentistry*

7. **Robe:** As for the President and Principal, except for silver oak leaf lace and silver Russia braid instead of gold.
8. **Hat:** As for the Senior Vice-Principal.

### *Fellows*

9. **Robe:** Gown of scarlet all wool panama. Facings and sleeves lined saffron old gold silk. Facings trimmed one inch blue ribbon. Blue cord and button on sleeves and yoke.
10. **Hat:** Round cap of black velvet with a blue cord and tassel.

### *Members of Council*

11. **Robe:** Blue Masters Style 6 with one inch gold silk trim to facings and yoke.

### *Academic and Academic-Related Staff*

12. Members of academic and academic-related staff wear the prescribed academic dress for their degrees. Members of the academic and academic-related staff who hold degrees of overseas universities which do not prescribe academic dress and who do not also hold a degree of a British university are entitled, for ceremonial purposes, to wear Queen Mary University of London academic dress for the degree that most closely corresponds, in the opinion of the President and Principal, to the degree awarded by the overseas university.
13. Members of academic and academic-related staff are entitled to wear the Queen Mary University of London academic dress that most closely corresponds to their own degree, in the opinion of the President and Principal, for ceremonial purposes.

### *Students*

#### 14. **General**

**Gown:** unless otherwise stated is a black gown with wing-like sleeves for bachelors and other undergraduate awards, and a black gown with long closed sleeves and square ends for masters and other postgraduate awards.

**Hat:** unless otherwise stated is a black square cap with black tassel.

#### 15. **Undergraduate Certificates & Diplomas**

**Hood:** Queen Mary shape, shell of black, bound on the neckband and cowl with white ribbon of 1" depth inside and out. The lining is of Queen Mary blue only.

#### 16. **Bachelors and First Degrees (apart from Medical & Dental First Degrees)**

**Hood:** Queen Mary shape, shell of black, bound with silver on the neck band and cowl. The neckband is edged top and bottom with silver, continuing through so it is visible from behind. The lining is of two shades of blue forming a point, one blue being Queen Mary blue and the other blue woven with silver white.

#### 17. **Bachelor of Medicine and Bachelor of Surgery and Bachelor of Dental Surgery (MBBS and BDS)**

**Hood:** Queen Mary shape, shell of black lining of black and white creating a chevron. Seen from behind the lining is white, black, white on the left hand side of the hood and black, white, black on the right hand side. The hood has a piping of white on the bottom edge of the neckband which continues onto to the cowl and is visible from behind. This pattern reflects the chevron on the shield of the School of Medicine and Dentistry.

18. **Postgraduate Certificates & Diplomas**

**Gown:** a black gown with long closed sleeves with square ends.

**Hood:** The Queen Mary Certificate & Diploma Hood.

19. **Masters Gown:** a black gown with long closed sleeves with square ends.

**Hood:** For all Masters awards the hood is Queen Mary shape, shell of black, bound with dark red on the neck band and cowl, the neckband being edged top and bottom continuing through so it is visible from behind. The lining is of two shades of blue forming a point, one being lining is Queen Mary blue and the other blue woven with silver white.

20. **Medical & Dental Masters**

**Gown:** a black gown with long closed sleeves with square ends.

**Hood:** Queen Mary simple shape with the addition of a cape, shell and cape of Queen Mary blue, neckband of Queen Mary pattern ribbon of black and white 2", and a lining of black and white creating a chevron. The lining is as the bachelor hood pattern. The neckband also has a cord of red at the top, continuing through so it is visible from behind.

21. **M Phil Award**

**Gown:** as for Masters.

**Hood:** as for the PhD.

22. **PhD**

**Gown:** a gown of Queen Mary blue, with bell shaped sleeves. The facings are of 4 inches black silk, with an edging of silver oak leaf lace. The sleeves have a 4 inch cuff of black silk with an edging of silver oak leaf lace at the top.

**Hood:** the masters hood with the addition of silver oak leaf lace as a border on the cape.

**Hat:** a Tudor bonnet of black velvet with a cord of silver and blue.

23. **Higher Doctorates**

**Gown:** a gown of Queen Mary blue, with bell shaped sleeves. The facings are of 4 inches scarlet silk, with silver oak leaf lace running down the facing. The sleeves have a 4 inch cuff of scarlet silk with an edging of silver oak leaf lace at the top.

**Hood:** the masters hood with the addition of silver oak leaf lace as a border on the cape.

**Hat:** a Tudor bonnet of black velvet with cord colour dependent on specialization; black and white for Medical/Dental, silver and red for science, silver and blue for arts/letters, silver and red for law. Others to be determined as required.

24. **Honorary Doctorates**

**Gown:** as for Higher Doctorates.

**Hood:** as for Higher Doctorates but with a shell of dark red.

**Hat:** a Tudor bonnet of blue velvet with cord of blue and yellow.

## **Ordinance A12: The Academic Organisation**

1. QMUL shall comprise three faculties (for these purposes, the School of Medicine and Dentistry shall be the equivalent to a faculty). Each faculty shall comprise either schools or institutes. The academic organisation shall be as follows:

### *The School of Medicine and Dentistry (SMD)*

Barts Cancer Institute  
The Blizard Institute  
Institute of Dentistry  
William Harvey Research Institute  
Wolfson Institute of Population Health

### *The Faculty of Humanities and Social Sciences (HSS)*

School of Business and Management  
School of Economics and Finance  
School of Geography  
School of History  
School of English and Drama  
School of Languages, Linguistics and Film  
School of Law  
School of Politics and International Relations

### *The Faculty of Science and Engineering*

School of Biological & Behavioural Sciences  
School of Electronic Engineering and Computer Science  
School of Engineering and Materials Science  
School of Mathematical Sciences  
School of Physical and Chemical Sciences

2. Each faculty shall be headed by a Vice-Principal and Executive Dean. Each faculty shall have a Dean for Education and a Dean for Research.
3. Each School shall be headed by a Head of School. Each Institute shall be headed by a Head of Institute (the major capital schools of Medicine and Dentistry) or Institute Director. The Director of the Institute of Dentistry shall be known as the 'Dean of Dentistry' and the Head of the School of Business and Management shall be known as the 'Dean of Business and

Management'. Each school or institute shall have a Director for Education and a Director for Research.

4. The President and Principal shall put in place procedures for the nomination and appointment of individuals to these positions.
5. In addition to the academic organisational units listed above, other groupings may be designated as centres or units for particular research or teaching purposes. The establishment of such groupings shall be approved by the Senate, or any individual or body appointed by the Senate for this purpose. The Senate, or any individual or body designated by the Senate for this purpose, may remove any designation of organisational units or other groupings, as centres or units.

### **Ordinance A13: Officers of QMUL**

1. The position of Principal, as established in the Charter, Article 18, shall be known as 'President and Principal'.
2. The President and Principal, Vice-Principals and the Chief Financial Officer, the Chief Operations Officer, and the Chief Governance Officer and University Secretary are Officers of QMUL. In the absence or incapacity of the President and Principal, another Vice-Principal designated for the purpose, shall act for the President and Principal.
3. The President and Principal may designate other roles and individuals as Senior Administrative Officers of QMUL.

### **Ordinance A14: Barts and The London School of Medicine and Dentistry**

1. Barts and the London School of Medicine and Dentistry was formed following a Private Act (the Queen Mary and Westfield College Act 1995) to unite The London Hospital Medical College and The Medical College of St Bartholomew's Hospital with Queen Mary and Westfield College, University of London.
2. The President of the School of Medicine and Dentistry shall be the Right Honourable Lord Mayor of London (*ex-officio*).

### **Ordinance A15: The Senate**

#### *Constitution of Senate*

1. The Senate is established by the Charter, subject to the overall superintendence of the Council, to exercise general responsibility for the academic activity of Queen Mary. In addition to exercising jurisdiction over the following issues, it may offer advice to the Council and to the President and Principal on all academic matters.

## *Terms of Reference*

### **Academic Standards**

- [a] To establish the requirements for degrees and other awards made under the Charter and to put in place procedures and boards for the consideration of such awards.
- [b] To approve regulations relating to the admission, assessment and operation of all programmes, modules and awards.
- [c] To approve procedures for approval and amendment of programmes and modules leading to awards of QMUL and the University.
- [d] To approve procedures for the withdrawal of programmes and modules.
- [e] To consider and approve or advise on as applicable strategies and policies designed to ensure the academic quality of programmes, including the teaching, learning and assessment strategy.
- [f] To receive reports on procedures that relate to academic standards, academic quality and the quality of the student experience and recommend appropriate action in the light of these reports.
- [g] To approve provisions for the operation and award of prizes as applicable.

### **Academic Freedom**

- [h] To approve policies to support and foster academic freedom in relation to the academic activity of Queen Mary and to report to Council on matters of concern in relation to the provision of academic freedom.

### **Research**

- [i] To consider and approve or advise on as applicable the research strategy and policies for research.
- [j] To approve regulations relating to the admission, supervision, assessment and operation of postgraduate research programmes in addition to those provided for under Academic Standards above.
- [k] To approve in place structures and procedures for the consideration of research ethics.

### **Academic Organisation**

- [l] To advise the President and Principal and the Council on matters related to the academic organisation of Queen Mary.
- [m] To advise Council on the conferral of Honorary Fellows of QMUL and award of Honorary Degrees of the University, upon the recommendation of the appropriate committee.

### **Other**

- [n] To regulate the conduct of students and receive reports from the Student Disciplinary and Fitness to Practise Committees.

- [o] To advise on any other matter referred to it by the Council or other relevant matters that have a bearing on the academic policy of QMUL.

### *Membership*

- [a] The President and Principal as Chair *ex-officio*
- [b] The Vice-Principals *ex-officio*
- [c] The President of the Students' Union *ex-officio*
- [d] The Students' Union VP Education *ex-officio*
- [e] Heads of School/Institute (School of Medicine and Dentistry) *ex-officio*
- [f] Faculty Deans of Research and Education *ex-officio*
- [g] Three students elected by the students' representatives across all faculties.
- [h] Elected members of academic staff so that there is an overall elected majority (including the elected student members). The numbers of elected members of academic staff per faculty may vary to provide for uneven numbers of Heads of School or Heads/Directors of Institute so that there is in total an even number from each Faculty over all membership categories. In the first instance this will be: 9 from HSS; 12 from SMD and 13 from S&E.

### *Elected members of Senate*

2. The call for nominations and elections shall be conducted by the Academic Secretary. The elections shall be conducted by a ballot using a single transferable vote system.
3. All academic staff in the relevant constituencies shall be entitled to stand and to vote. Academic staff are defined in Ordinance B1. In any category, where more than one person stands for election, the Secretary to Council conducts a postal or electronic ballot.
4. Elections are normally held during the second semester prior to the academic year in which an elected member's period of office shall be due to end.
5. Where a casual vacancy arises because an elected member ceases to be a member before his/her term of office expires, the member replacing him/her shall commence a new term of office of four years and be eligible for re-appointment in the same way as other members.
6. A member who does not attend a meeting for twelve consecutive calendar months shall be deemed to have resigned his/her membership.

### *Attendance at Senate meetings*

7. Individuals in attendance at meetings of Senate, in addition to the Secretary to Senate, do so at the invitation of the Chair.

### *Boards and Committees of Senate*

8. Senate may establish such Boards and Committees as it considers appropriate for the discharge of its responsibilities

### *Ordinary meetings of Senate*

9. The Senate shall meet at least four times per year with meetings scheduled in advance. Scheduled meetings shall also be known as ordinary meetings.
10. The schedule of ordinary meetings shall normally be published by 30 June in the academic year prior to the year in which the meetings are to be held.
11. The quorum for Senate shall be one third of the membership.
12. If a meeting of Senate does not meet quorum, the Chair shall determine whether; a) the meeting shall be postponed and rearranged, or b), that the meeting shall proceed. In the instance of b) all decisions made will be considered preliminary until the agreement has been confirmed by the required number of members to effect the decisions as formal.

### *Extraordinary meetings of Senate*

13. An extraordinary meeting of Senate may be called by the Chair at any time and will be held within a maximum of 21 days.
14. An extraordinary meeting of Senate may be called by the secretary to Senate at the written request of no fewer than one third of the members. Extraordinary meetings shall be held within a maximum of 21 days from the date of the requests to the secretary.
15. The business of an extraordinary meeting of Senate shall be only that business for which the meeting was called. An extraordinary meeting may be held electronically, by circulation or in person.

### *Circulation of agendas and papers*

16. The secretary to Senate normally despatches the agenda and papers to all members for a meeting at least seven days prior to the date of the meeting.
17. Any member of Senate may propose an item for consideration to the agenda by submitting it to the secretary by the relevant published deadline.
18. Any papers not sent with the original circulation shall be circulated by the secretary at least three days prior to the meeting. Only in exceptional circumstances, and with the agreement of the Chair, shall papers be circulated in a shorter timeframe or tabled at the meeting.

19. The agenda for a meeting of Senate may include items marked with an asterisk, which will signify an expectation that these items will pass without discussion. Any member may before the start of a meeting request that the asterisk be removed, to permit discussion of the items.
20. In exceptional circumstances, supplementary agenda items may be taken with the approval of the Chair.
21. Agenda and papers for, and minutes of, any meeting or items relating to reserved business shall be recorded separately and circulated only to those members entitled to receive them.

#### *Conduct of meetings of Senate*

22. Any proposal or recommendation which appears on the agenda or in a report submitted to the meeting shall be put to the meeting for resolution. Any amendments to the proposal shall be considered in turn before the overall proposal. If an amendment is carried, the proposal shall be amended accordingly and the amended version considered for approval.
23. It shall be within the discretion of the Chair to set a limit to the length of time to be spent on debate, provided that the mover of any proposal, motion, amendment or item of business has the right of final reply before it is put.
24. Voting at meetings shall be normally by show of hands of those present, not including the Chair. The decision shall be taken in accordance with the majority votes. When equal numbers of votes are cast, the Chair shall have the casting vote.

#### *Acts during vacancies*

25. No act or resolution of the Council or any committee or board constituted by it or one of its committees or boards can become 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 election or appointment of any *de facto* member of the body whether present or absent, or by reason of the accidental omission to give any member notice of the meeting or the non-receipt by any member of that notice.

#### *Minutes*

26. The secretary to Senate shall be responsible for producing minutes of the meeting and for maintaining the master copies of all minutes and papers.
27. Minutes shall be unconfirmed until approved at the next meeting. After the Chair has agreed the unconfirmed minutes they shall be circulated to members. Any amendments to the unconfirmed minutes agreed at the meeting shall be incorporated into a final version which becomes the confirmed minutes and the formal record of the discussion and decisions.

## **Ordinance A16: Awards**

1. QMUL may confer the following awards:

### **1.1 Queen Mary University of London Awards – Undergraduate (FHEQ levels 4-6)**

Certificate of Higher Education\*  
Diploma of Higher Education\*  
Graduate Certificate (Grad Cert)\*  
Graduate Diploma (Grad Dip)\*  
Foundation Degree in Arts (FdA)\*  
Foundation Degree in Science (FdSc)\*  
Bachelor of Arts (BA)\*  
Bachelor of Dental Surgery (BDS)\*  
Bachelor of Engineering (BEng)\*  
Bachelor of Laws (LLB)\*  
Bachelor of Medical Science (BMedSci)\*  
Bachelor of Medicine and Bachelor of surgery (MB,BS)\*  
Bachelor of Science (BSc)\*  
Bachelor of Science (Economics) (BSc (Econ))\*  
Bachelor of Science (Engineering) (BSc (Eng))\*  
Master of Engineering (MEng)\*  
Master in Science (MSci)\*

### **1.2 QMUL Awards – Undergraduate (FHEQ levels 3-6)**

Certificate of Higher Education  
Diploma of Higher Education  
Foundation Certificate  
Graduate Certificate (Grad Cert)  
Graduate Diploma (Grad Dip)  
Pre-Masters Diploma

### **1.3 QMUL Awards – Postgraduate (FHEQ level 7)**

Postgraduate Certificate (PG Cert)\*  
Postgraduate Diploma (PG Dip)\*  
Master of Arts (MA)\*  
Master of Business Administration (MBA)\*  
Master of Clinical Dentistry (MCLinDent)\*  
Master of Laws (LLM)\*  
Master of Public Administration (MPA)\*  
Master of Research (MRes)\*  
Master of Science (MSc)\*

### **1.4 QMUL Awards – Postgraduate (FHEQ level 7)**

Certificate in Learning and Teaching (CILT)  
Postgraduate Certificate (PG Cert)  
Postgraduate Diploma (PG Dip)

### **1.5 QMUL – Research Degrees (FHEQ level 7)**

Master of Philosophy (MPhil)\*

### **1.6 QMUL – Research Degrees (FHEQ level 8)**

Doctor of Clinical Dentistry (DClinDent)\*  
Doctor of Engineering (DEng)  
Doctor of Medicine (MD)\*

Doctor of Medicine (Research) (MD (Res))\*  
Doctor of Philosophy (PhD)\*  
Doctor of Psychotherapy (DPsych)  
Master of Dental Surgery (MDS)\*  
Master of Surgery (MS)\*

### **1.7 QMUL Higher Doctorates**

Doctor of Letters (DLitt)  
Doctor of Sciences (DSc)  
Doctor of Laws (LL.D)

\*denotes the historic awarding of University of London degrees.

2. From the 2014-15 academic year, all students joining degree programmes will be registered to receive an award of QMUL.
3. The Senate shall be responsible for the approval, monitoring and review of programmes leading to awards.
4. The Senate shall be responsible for the approval of regulations for awards and programmes.

### **Ordinance A17: Fellows of QMUL**

1. The Council may elect as Fellows of QMUL persons of distinction or persons who have in the opinion of the Council rendered significant service to QMUL or to the community, or with a demonstrable connection to or affiliation with QMUL. On the appointed day, Fellows and Honorary Fellows of the former Colleges shall become Fellows of QMUL. With effect from the date of coming into force of the Queen Mary and Westfield College Act 1995, all existing Fellows of QMUL became Honorary Fellows of QMUL.
2. A Fellowship may not be conferred on a person currently employed by QMUL or member of Council.
3. All Fellowships will normally be conferred by the Chair of Council. In the absence of the Chair of Council, Fellowships will be conferred by the Vice-Chair of Council.
4. A proposal to confer a Fellowship will be made by the Honorary Degrees and Fellowships Committee. The proposal will be considered by the Senate and approved by the Council.
5. The revocation of a Fellowship will be recommended by the Honorary Degrees and Fellowships Committee, considered by the Senate and approved by the Council in cases where evidence, not available at the time of the award, may show that the Fellow's behaviour is deemed to be inconsistent with QMUL values or to bring QMUL into disrepute. Examples include if an individual has been found guilty by the courts of a criminal offence; has been censured or struck off by a relevant regulatory or professional body for actions or failure to act; or any other behavior that is deemed to bring QMUL into disrepute. A decision can be made based on events that pre-date the award, or conduct that occurs after the award is made. Concerns shall be raised with the Chair or the Secretary to Council and the Fellow will be invited to comment on the reasons for the proposed withdrawal of the Fellowship before a

decision is taken.

## **Ordinance A18: Honorary Degrees**

1. QMUL may confer honorary degrees.
2. The honorary degrees that may be awarded are outlined in Ordinance A16 1.7
3. An honorary degree will not normally be conferred on a serving Chair of the governing body of a College, or a person currently employed by QMUL.
4. An honorary degree will not normally be conferred on a 'serving politician', including:
  - 4.1 Ministers of the Crown;
  - 4.2 Members of the House of Commons;
  - 4.3 front bench members of the House of Lords;
  - 4.4 other leading active members of a political party; and
  - 4.5 persons in similar positions in other countries.

However, honorary degrees may be awarded to:

- 4.6 back-bench members of the House of Lords, even if affiliated to a political party;
- 4.7 a person retired from high Ministerial office, who is unlikely to hold a Cabinet office position again even if they remain a Member of Parliament; and
- 4.8 serving Heads of State.
5. An honorary degree will not normally be conferred on a person who: has already been awarded an honorary degree of the University of London or QMUL.
6. An honorary degree will not, save in exceptional circumstances, be conferred *in absentia*.
7. Where the Council has formally resolved to confer an honorary degree on a person, and the death of that person occurs before the conferment takes place, the honorary degree will be deemed to have been conferred, the date of the conferment being deemed to be the day preceding the date of death.
8. All honorary degrees will normally be conferred by the President and Principal. In the absence of the President and Principal, honorary degrees will be conferred by the Vice-Principal.
9. A proposal to confer an honorary degree will be made by the Honorary Degrees and Fellowships Committee. The proposal will be considered by the Senate and approved by the Council.
10. The revocation of an honorary degree will be recommended by the Honorary Degrees and Fellowships Committee, considered by the Senate and decided by the Council in cases where the holder's behaviour and/or views expressed are deemed to be inconsistent with QMUL values or to bring QMUL into disrepute. Concerns shall be raised with the Chair or the Secretary to Council and the holder will be invited to comment on the reasons for the proposed withdrawal of the degree before a decision is taken.

## **Ordinance A19: Queen Mary Medal**

1. The Council may resolve to issue a Queen Mary Medal on or following retirement to any employee of QMUL, who in its opinion has made an exceptional sustained contribution to QMUL. For this purpose, the Council will judge an exceptional and sustained contribution as being more than long service alone, and will look for performance and commitment beyond the normal requirements of the post held by the individual concerned.
2. A proposal to issue a Queen Mary Medal will be made by the Honorary Degrees and Fellowships Committee. The proposal will be considered by the Senate and approved by the Council.
3. All Queen Mary Medals will normally be issued by the Chair of Council. In the absence of the Chair of Council, Queen Mary Medals will be conferred by the Vice-Chair of Council.