

ST GEORGE'S, UNIVERSITY OF LONDON

STATUTES

1 DEFINITIONS

(i) These Statutes shall be read with the Scheme and words and expressions used in the Scheme shall, if not inconsistent with the subject or context, bear the same meaning herein.

(ii) Unless otherwise indicated by the context:

"SGUL" or the "School" refers to St George's, University of London (also known as St George's Hospital Medical School);

"the Scheme" means the scheme originally made pursuant to section 15 of the National Health Service Act 1946, and duly approved by the Council of the University of London pursuant to that Act, constituting the governing body of St George's Hospital Medical School and defining the powers and duties of that body and providing for the management and control of the School and as subsequently amended on 23 March 2004 and 25 November 2013;

"University" refers to the University of London;

"Council" is the Council, the governing body of SGUL established under the provisions of Article VI of the Scheme;

"Senate" is the academic authority of SGUL established under the provisions of Article XII of the Scheme;

"Academic Forum" is the forum for discussion of the academic policy of SGUL and dissemination of information established under the provisions of Article XIII of the Scheme;

"Academic Staff" are all staff holding the title and status of Lecturer, Senior Lecturer, Principal Lecturer, Associate Professor, Reader and Professor (including all such staff who are employed pursuant to the terms of the Joint Venture Agreement) and holders of equivalent posts and other staff so designated by the Council;

"Joint Venture Agreement" is the agreement dated 1998 (or any successor

agreement) made between SGUL and Kingston University relating to the creation and operation of the Faculty of Health, Social Care and Education;

"Clerk to the Council" is the member of the administrative staff appointed by the Council to act as secretary to its meetings;

"Student" means any person currently registered to receive instruction or supervision in SGUL;

"Reserved Business" shall be as defined in Statute 7;

"Statutes" refers to these Statutes of SGUL made as prescribed by Article XVI of the Scheme;

"Policies, Procedures and Regulations" refers to Policies Procedures and Regulations of SGUL made as prescribed by Article XVII of the Scheme; and

"Standing Orders" refers to Standing Orders of SGUL made as prescribed by Article XVIII of the Scheme.

- (iii) Words defined in the Scheme or these Statutes shall have the same meaning in the Policies, Procedures and Regulations and Standing Orders unless they are inconsistent with the subject or context.

2 MEMBERSHIP OF SGUL

The following shall be Members of SGUL:

the Chair of the Council appointed under Article VII of the Scheme and Statute 15;
the Vice-Chair of the Council appointed under Article VIII of the Scheme and Statute 16;
the Treasurer appointed under Article IX of the Scheme and Statute 17;
the Principal appointed under Article X of the Scheme and Statute 18;
the Deputy Principal appointed under Article XI of the Scheme and Statute 19;
the Members of the Council established by Article VI of the Scheme and Statute 3;
the Members of the Academic Staff in the grade of Lecturer and above;
the Members of the Senate established by Article XII of the Scheme and Statute 9 and not otherwise included as members of SGUL;
the Members of the Academic Forum established by Article XIII of the Scheme and Statute 12 and not otherwise included as members of SGUL;
Emeritus Professors or Emeritus Readers upon whom such titles have been conferred

by SGUL following their retirement from the service of SGUL;
the Students;
all Graduates, Diploma and Certificate holders of SGUL;
all other members of staff employed by SGUL;
the Honorary Members of Staff of the SGUL;
persons appointed as Honorary Fellows of SGUL *Honoris Causa*; and
the holders of such posts and such other persons as shall from time to time be prescribed by decision of the Council.

3 MEMBERSHIP OF THE COUNCIL

A. Membership

The Council shall consist of the following persons:

External Members

thirteen persons not being members of staff or students of SGUL or the University, appointed by the Council, of whom at least two are persons representing Higher Education and/or the National Health Service;

Internal Members

Ex Officio

the Principal;
the Deputy Principal;
the Deans, namely the Dean of Research and Enterprise, the Dean of Education and the Dean of Staff and Students;

Elected Members

one person being a member of the Academic Staff, elected by and from the Academic Staff;

one person being a member of the support staff, elected by and from the members of SGUL who are not Academic Staff;

two persons being Students, elected by the Students' Union.

B. Period of office of members

- (i) Procedures for the appointment and election of members to the Council including procedures for the filling of casual vacancies, shall be prescribed in the Standing Orders of Council (and in the Constitution of the Students' Union in respect of the student members).
- (ii) Members shall be appointed for a period of three years and shall be eligible for appointment for a second or further period of three years (or shorter period) up to a maximum of nine years. Thereafter they shall be eligible for reappointment (in exceptional circumstances only) for further periods of one year, on each occasion subject to the sanction of a resolution of Council.

Elected members other than student members shall be elected for a period of three years and shall not be eligible for re-election for a further such period until there has been an interval of at least one year.

- (iii) The two student members shall be elected in accordance with the constitution of the Students' Union and shall serve for a period of two years unless the Council resolves otherwise. They shall not be eligible for re-election for a further such period until there has been an interval of at least one year.
- (iv) Periods of appointment or election of members of the Council shall normally commence on 1 October except that any member appointed or elected to fill a casual vacancy shall be a member only for the unexpired portion of the period of cooption or election of the member replaced but any such period shall be disregarded in determining that appointed member's eligibility for further appointment or election.

C. Cessation of membership

- (i) *Ex officio* members of the Council shall cease to be members on vacation of the relevant office.
- (ii) Elected members of the Council shall cease to be members of the Council if they cease to be eligible in the categories in which they were elected.
- (iii) Any member of the Council who is absent from meetings of the Council for twelve consecutive calendar months shall cease to be a member of the Council unless the Council decides otherwise.
- (iv) The Council may require any member of the Council who has a receiving or bankruptcy order made against him or her, or who makes an arrangement or

composition with his or her creditors or who is convicted on indictment of a criminal offence, to resign from membership.

- (v) Any member of the Council may resign by sending notice of resignation in writing to the Clerk to the Council.

D. Register of Council members' interests

- (i) A Register shall be maintained by the Clerk to the Council of Council members' interests which shall be made available to members of the public and to other Council members, staff and Students at any reasonable time on request.
- (ii) The Standing Orders shall prescribe what is to constitute an interest capable of being entered into the Register of Council members' interests (a "Registrable Interest"), when a duty to disclose a Registrable Interest arises, the arrangement for the disclosure of such Registrable Interests and what action is to be taken by the Council if a Council member fails to disclose a Registrable Interest.

4 POWERS OF SGUL

SGUL shall have power to do any lawful thing in furtherance of its objects and, without prejudice to the generality of the foregoing, shall have power:

- (i) to provide instruction in the fields of medicine, nursing, midwifery, allied health professions, in biological sciences and any other sciences, and in social work, in healthcare management and in all matters connected with the practice of medicine and surgery and allied subjects in all their branches and in any other subject or area as the School should determine and to prepare Students for Degrees, Diplomas, Certificates and other distinctions of the University and of SGUL and of such other bodies as are agreed by the University;
- (ii) to make provision for research and for the advancement and dissemination of knowledge in such manner as SGUL determines, including by way of licensing or spin-out or other enterprise activities;
- (iii) to prescribe in Statutes and/or Regulations the requirements for matriculation and the conditions under which persons shall be admitted to and discharged from SGUL and to any particular course of study therein;

- (iv) to prescribe in Statutes and/or Policies, Procedures and Regulations provisions for discipline in SGUL;
- (v) to confer the status or title of Visiting Professor, Visiting Reader, Professor or Reader or other similar status or title in accordance with the Statutes and Ordinances of the University;
- (vi) to institute and award (or appoint persons to) SGUL Fellowships, Studentships, Scholarships, Exhibitions, Bursaries, Prizes and other incentives to study and research;
- (vii) to establish or abolish such posts, both academic and non-academic, as SGUL may require; to appoint persons thereto; to prescribe their conditions of service, to remunerate and to remove them;
- (viii) to enter into and carry out arrangements or agreements in association with NHS Trusts or their successor bodies and with other bodies, in order to provide facilities for the promotion of the objects of SGUL;
- (ix) to provide services for research, design, development and testing and for this purpose to enter into arrangements with other institutions, public bodies or other third parties;
- (x) to sell or otherwise provide such goods and services as may be deemed expedient and consistent with the objects of SGUL;
- (xi) to determine, demand and receive fees, subscriptions and deposits;
- (xii) to solicit, receive and administer grants, subscriptions, donations, endowments, legacies, bequests, gifts or loans of money, lands, hereditaments and any other property, real or personal, including patent rights and copyrights and other intellectual property, and to purchase, lease, hire, mortgage, sell or otherwise acquire or dispose of any real or personal property and to borrow or raise money for the purposes of SGUL on such terms and on such security as may be thought fit;
- (xiii) to act as trustees or managers of any property, legacy, endowment, bequest or gift for purposes of education, research, or otherwise for the furtherance of the work or welfare of SGUL;

- (xiv) to give guarantees and other collateral undertakings to financial institutions or others for the payment of any sums of money on the performance of any contract or obligation by any company, body, society or person whether in pursuance of continuing arrangements or not;
- (xv) to provide, construct, improve, maintain, administer, supervise, regulate, let, mortgage and dispose of land, buildings, fixtures, fittings, furniture, equipment and apparatus and any other property deemed desirable for the purposes of SGUL;
- (xvi) to provide, construct, improve, maintain, administer, regulate, let, mortgage and dispose of residential accommodation for the staff and Students, and to approve and inspect other accommodation in which Students reside;
- (xvii) subject to the approval of the University, to enter into any agreement either for the incorporation within SGUL of any other institution and for taking over its rights, property and liabilities, or for amalgamation with any other Institute or College of the University, or other institution and to co-operate or collaborate by whatever means with other recognised institutions of higher or further education for such purposes as SGUL may from time to time determine;
- (xviii) to print and publish any newspapers, periodicals, books, reports or leaflets and produce and distribute films, videotapes, CDs, DVDs or other media of a documentary or scientific character with a view to furthering the objects of SGUL; and
- (xix) to do all such other acts and things, including entering into, varying, performing and cancelling contracts, instruments and arrangements with any person, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of SGUL.

5 POWERS AND RESPONSIBILITIES OF THE COUNCIL

- (i) The Council shall be responsible for ensuring that the objects of SGUL are fulfilled and shall govern, manage and regulate the finances, accounts, investments, property, business and all the affairs whatsoever of SGUL.
- (ii) The Council shall have the powers prescribed as "Powers of SGUL" in Statute 4, the powers and duties prescribed in this Statute 5, and such other powers as may be necessary or expedient for the fulfilment of the objects of SGUL except those specifically vested in the Senate under the provisions of Statute 10. However, before making any decision which the Council considers to affect the academic policy of the School the Council shall take into consideration any recommendations or report thereon of the Senate.
- (iii) In execution of the powers of SGUL numbered (i) to (vi) in Statute 4, the Council shall be required to consult the Senate and invite its recommendations. The Council shall have power to accept, reject or refer back such recommendations, except that no such recommendations may be rejected unless the Senate is informed of the reasons for such rejection and is given an opportunity to comment thereon to the Council.
- (iv) In exercise of its powers the Council shall be required to take into account and be mindful of the views expressed by the Academic Forum on any matter which the Academic Forum wishes to draw to the Council's attention.
- (v) In addition, the Council shall have the following specific powers and duties:
 - (a) to appoint members to the Council;
 - (b) to appoint the Chair and Vice-Chair of the Council and to appoint the Treasurer;
 - (c) to remove from office the Chair or Vice-Chair of the Council or the Treasurer by Special Resolution;
 - (d) to appoint External and Internal Auditors and determine such Auditors' remuneration;
 - (e) to appoint the Principal, Deputy Principal, Clerk to the Council, Deans, Directors of Institutes and other officers of SGUL (with the exception of the Chair of Academic Forum), all members of the Academic Staff and other staff on conditions of appointment and subject to regulations (which shall provide for the right of hearing and appeal in cases of dismissal) to be determined from time to time by the Council Provided that the said conditions and regulations

shall not be repugnant to the provisions of the Scheme and these Statutes or of the Statutes and Ordinances of the University;

- (f) to allocate responsibilities for the organisation and supervision of the work of SGUL including research and teaching;
- (g) to constitute or dissolve Faculties, Institutes, Divisions, Schools, Units and other academic organisations of SGUL after consultation with the Senate (and other partner institutions where appropriate);
- (h) to allocate resources for research and teaching including buildings, premises, furniture and equipment and other means for carrying out the work of SGUL,
- (i) to be responsible for accepting all grants, gifts and donations in aid of the work of SGUL and to lay down conditions for accepting such grants, gifts and donations;
- (j) to exercise overall responsibility for SGUL's strategic planning and to monitor institutional performance against the strategic plan;
- (k) to ensure that SGUL adheres to the principles of (a) good corporate governance; (b) sound financial management including the management of risk; (c) sound estate management including strategic estate planning; and (d) sound employment practice;
- (l) to ensure SGUL's compliance with the law relating to, *inter alia*, financial regulation, employment, equality and diversity, health and safety, student unions, charitable status, data protection and freedom of information;
- (m) to make provision for schemes of insurance, pensions, superannuation or retirement or other benefits as the Council thinks fit;
- (n) to consider, adjudicate on and (if thought fit) redress a grievance of any of (a) the staff of SGUL or (b) Students in accordance in either case with any relevant Policies, Procedures or Regulations;
- (o) to confer on members of staff of SGUL the titles of Professor or Reader on the advice of Boards of Advisors established in accordance with SGUL's academic promotions procedure;
- (p) to confer, on the recommendation of the Senate the titles of Visiting Professor and Visiting Reader;
- (q) to receive reports where appropriate from time to time on any action taken by the Principal or any other officer of SGUL under the powers granted to them by these Statutes or any Policies, Procedures or Regulations;
- (r) to delegate any powers of the Council not specifically reserved under the Policies, Procedures and Regulations for decision by the full Council to committees of the Council, to joint committees, to the Principal or to such other officers or committees of SGUL as the Council shall decide with or without power to such officers or committees further to delegate all or any of the delegated powers to any subordinate body or person;

- (s) to provide for the welfare and recreation of the Students and maintain the Students' Union for the benefit of the Students;
- (t) to enact, revoke or amend such Policies, Procedures and Regulations for the government, conduct and discipline of SGUL as the Council shall determine Provided that no Policy, Procedure or Regulation shall be made which conflicts with or infringes the terms of the Scheme and Statutes or with the Statutes and Ordinances of the University;
- (u) to select a Common Seal for SGUL and control its use within the provisions of Statute 24;
- (v) to govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of SGUL and for these purposes to appoint bankers and any other officers or agents whom it may deem expedient to appoint and to cause such proper books of account to be kept for all sums of money received or expended by SGUL and of the assets and liabilities of SGUL as are necessary to disclose with reasonable accuracy the financial position of SGUL at any time and explain its transactions;
- (w) to invest any monies belonging to or held by SGUL in such stocks, funds, shares or securities as the Council shall from time to time think fit, whether within or outside the United Kingdom of Great Britain and Northern Ireland, or in the purchase of freehold or leasehold hereditaments and property in the United Kingdom, including rents Provided that, in the case of monies held by SGUL as trustee, the powers conferred by this paragraph shall be exercised subject to the provisions of the law relating to investment by trustees;
- (x) to purchase, take, subscribe for or otherwise obtain and retain shares or other securities or interest in any company or body or association carrying on any businesses capable of being carried on so as to directly or indirectly benefit SGUL or increase the value of its property and manage, co-ordinate and finance the businesses and operations of any organisation in which SGUL holds any such interest;
- (y) to take part in the formation, management, supervision or control of any company, body or association;
- (z) to sell, buy, exchange, lease and accept leases of real and personal property on behalf of SGUL; and
- (aa) to borrow money on behalf of SGUL and, for that purpose, if the Council thinks fit, to mortgage or charge all or any part of the property of the School, whether real or personal, unless the conditions of any will, deed or gift are thereby contravened, and to give such other security whether upon real or personal property or otherwise as the Council may think fit.

6 MEETINGS OF THE COUNCIL

Ordinary meetings of the Council shall be held at least four times in every academic year. The procedures and rules for the convening and conduct of meetings shall be governed by the Standing Orders and the Council shall accordingly, subject to the provisions of the Scheme and Statutes, have the power to make, add to, amend or repeal such Standing Orders.

7 RESERVED BUSINESS

Student members of the Council, the Senate and the Academic Forum and of the committees of any of them and such committees and other bodies as the Council may from time to time determine shall not be entitled to participate in the consideration of reserved business and shall withdraw from any meeting when such business is discussed. Reserved business shall include the appointment, re-appointment, promotion, conduct, discipline, dismissal, pay and personal affairs of individual members of staff of the School; the admission, re-admission, academic assessment, conduct, discipline and personal affairs of and award of grants, scholarships, diplomas, certificates and prizes to individual students; the appointment of examiners and the conduct of examinations. Papers for consideration at meetings of any such bodies and minutes and other records relating to such matters shall not at any time be available to a student member. In any case not specifically referred to above and in any case of doubt, the Chair of the meeting shall decide whether a matter is reserved business and that decision shall be final.

8 ACTION BY THE CHAIR

The Chair of Council, the Chair of Senate, the Chair of the Academic Forum or the chair of a committee, sub-committee or other body established by or under these Statutes or any Policies, Procedures and Regulations shall be empowered to take action on behalf of the body of which he or she is Chair in any matter being in his or her opinion either urgent or non-contentious and he or she shall report his or her action to that body at its next meeting for confirmation.

9 MEMBERSHIP OF THE SENATE

Membership

The Senate shall consist of the following persons:

- A *Ex Officio Members*
 - (i) the Principal;
 - (ii) the Deputy Principal;

- (iii) the Chair of the Academic Forum;
- (iv) the Deans, including the Dean of the Faculty of Health, Social Care and Education;
- (v) the Deputy Deans;
- (vi) the Associate Deans;
- (vii) the Directors of Institutes;
- (viii) the Head of the Graduate School
- (ix) the Heads of Schools in the Faculty of Health, Social Care and Education (other than the Head of the School of Education);
- (x) the Chair of the Quality Assurance and Enhancement Committee;
- (xi) the Chair of the Research Degrees Committee;
- (xii) the Director of Information Services;

B *Elected Members*

- (i) fifteen members (who shall be Lecturers, Senior Lecturers, Principal Lecturers, Associate Professors, Readers or Professors or holders of equivalent academic posts) elected by and from the Academic Forum;
- (ii) one member elected by and from the research staff paid on academic related salary scales;

C *Student Members*

- (i) two undergraduate students of SGUL elected by the Students;
- (ii) one postgraduate student of SGUL elected by the Students of SGUL who are pursuing a course leading to the postgraduate degrees of MPhil or PhD or, if the Senate is not satisfied that appropriate arrangements are in place or have been made for election of this postgraduate student post, co-opted by the Senate; and
- (iii) one postgraduate student of SGUL elected by the Students of SGUL who are pursuing a taught course leading to a postgraduate certificate or diploma or degree of MSc or, if the Senate is not satisfied that appropriate arrangements are in place or have been made for the election of this postgraduate student post, co-opted by the Senate.

If elected, the student members shall be elected in accordance with the constitutions of the Students' Union or Graduate School (as appropriate) as approved by the Council.

The student members shall be excluded from reserved business as defined in Statute 7.

D *Co-opted Members*

The Senate may co-opt up to three persons for such period of office as the Senate shall determine.

E *Observers*

Staff may attend as observers at Senate at the discretion of the Chair.

Chair of the Senate

The Senate shall be chaired by the Principal or, in his or her absence, by the Deputy Principal.

Cessation of Membership

- (i) *Ex officio* members of the Senate shall cease to be members on vacation of the relevant office.
- (ii) Each elected member of the Senate (other than the student members) shall be elected for a maximum period of three years and shall not be eligible for re-election for a further period until there has been an interval of at least one year.
- (iii) Co-opted members of the Senate shall cease to be members when their period of office as determined by the Senate expires.
- (iv) Student members of the Senate shall cease to be members of the Senate if they cease to be eligible in the categories in which they were elected or co-opted.
- (v) Any member of the Senate may resign by sending notice of resignation in writing to the Clerk to the Senate.

10 POWERS AND RESPONSIBILITIES OF THE SENATE

Subject to the Statutes and Ordinances of the University, and subject to the Scheme and Statutes and any relevant Policies, Procedures and Regulations, the Senate shall have responsibility for the academic affairs of SGUL including (without limitation) the following powers and responsibilities:

- (i) to promote teaching and research in accordance with the objects of SGUL;
- (ii) to consider and report to the Council upon all academic matters and questions of educational policy, including those matters arising from the exercise of the Powers of SGUL numbered (i) to (vi) in Statute 4;

- (iii) to advise the Council on the academic strategy of SGUL including the establishment or discontinuance of programmes and courses of study;
- (iv) to advise the Council on the establishment or dissolution of Faculties, Institutes, Divisions, Schools, Units and other academic organisations of SGUL;
- (v) to approve policies and regulations in respect of teaching; schemes, programmes and courses of study, research, examinations and award procedures leading to qualifications of the University and SGUL;
- (vi) to approve the curricula of new programmes and courses of study and changes to the curricula of existing programmes and courses of study;
- (vii) to advise the Council on the academic policy of Information Services;
- (viii) to determine, subject to the views of the Council, the criteria and policy for admission as a Student;
- (ix) to scrutinise and provide advice to the Council on the Policies, Procedures and Regulations relating to Student discipline, appeals and complaints;
- (x) to approve the regulations for the award to staff or students of fellowships, studentships, scholarships, exhibitions, bursaries or other incentives to study and research;
- (xi) to approve SGUL's policy on the award of Honorary Titles other than the award of the titles of Visiting Professor and Visiting Reader;
- (xii) to receive advice from the Academic Forum in respect of the powers and responsibilities (iii) - (xi) above except where the Academic Forum through its Chair has waived its right to submit such advice in particular circumstances;
- (xiii) to exercise responsibility for the academic quality and standards of all programmes and courses of study offered by SGUL;
- (xiv) to appoint, suspend or remove internal and external examiners;
- (xv) to co-opt members to the Senate;
- (xvi) to determine any matters delegated to the Senate by the Council;
- (xvii) to report on any other matters which may be referred to the Senate by the Council;
- (xviii) generally to exercise all such powers as are or may be conferred on the Senate by the Scheme, the Statutes or the Council; and
- (xix) to delegate upon such conditions as the Senate may from time to time determine any of its powers and duties to committees or sub-committees formed from its own number or otherwise appointed, or to SGUL officers or other identified members of staff, with or without powers to such committees or sub-committees further to delegate all or any of the delegated functions to any subordinate body.

11 MEETINGS OF THE SENATE

Ordinary meetings of the Senate shall be held at least three times every academic year. The procedures and rules for the convening and conduct of the meetings shall be governed

by the Standing Orders and the Senate shall accordingly, subject to the provisions of the Scheme and Statutes, have the power to make, pass to or repeal such Standing Orders.

12 MEMBERSHIP OF THE ACADEMIC FORUM

Membership

The Academic Forum shall consist of the following persons:

A *Ex Officio Members*

- (i) the Principal;
- (ii) the Deputy Principal;
- (iii) the Chief Operating Officer;
- (iv) the Academic Registrar;
- (v) all members of the Academic Staff;

B *Observers*

members of the non-academic staff may observe meetings of the Academic Forum at the discretion of the Chair;

C *Student Members*

the President of the Students' Union has the power to co-opt up to six students at any time, either undergraduate or postgraduate to the membership of the Academic Forum; and

D *Co-opted Members*

the Academic Forum may co-opt members for such periods of time as the Academic Forum shall determine.

Chair of Academic Forum

The Academic Forum shall elect its own Chair annually from among its members except that the Principal and Deputy Principal shall not be eligible to be elected as Chair unless the Academic Forum resolves otherwise.

The Chair of Academic Forum shall be eligible to serve for no more than three consecutive years but shall again be eligible for election after one year has elapsed following his or her leaving office.

Cessation of membership

- (i) *Ex Officio* members of the Academic Forum shall cease to be members on vacation of the relevant office.
- (ii) Co-opted members of the Academic Forum shall cease to be members when their period of office as determined by the Academic Forum expires.
- (iii) Student members of the Academic Forum shall cease to be members of the Academic Forum if they cease to be eligible in the categories in which they were elected or co-opted.
- (iv) Any member of the Academic Forum may resign by sending notice of resignation in writing to the Secretary of the Academic Forum.

13 POWERS AND RESPONSIBILITIES OF THE ACADEMIC FORUM

The Academic Forum shall be a wide forum for the discussion of the academic policy of SGUL and for the dissemination of information and, subject to the Statutes and Ordinances of the University and subject to the Scheme and Statutes and any relevant Policies, Procedures and Regulations, the Academic Forum shall have (without limitation) the following responsibilities:

- (i) to contribute to the processes for the appointment by the Council of the Principal and Deputy Principal in the manner laid down by the Statutes;
- (ii) to receive oral or written reports from the Principal and, from time to time, from the Deputy Principal and Deans;
- (iii) to comment to the Council and Senate as the Academic Forum may determine on the general management of SGUL and on any other issues which the Academic Forum may consider to be appropriate;
- (iv) to advise the Senate on the academic strategy of SGUL including the establishment or discontinuance of programmes and courses of study;
- (v) to advise the Senate on the establishment or dissolution of Faculties, Institutes, Divisions, Schools, Units and other academic organisations of SGUL;
- (vi) to advise the Senate on policies and regulations in respect of teaching; schemes, programmes and courses of study, research, examinations and award procedures leading to qualifications of the University and SGUL;
- (vii) to advise the Senate on the curricula of new programmes and courses of study and changes to the curricula of existing programmes and courses of study;
- (viii) to advise the Senate on the academic policy of the Information Services;
- (ix) to advise the Senate on the criteria and policy for admission as a Student;
- (x) to advise the Senate on the Regulations relating to Student discipline, appeals and complaints;

- (xi) to advise the Senate on the regulations for the award to staff or students of fellowships, studentships, scholarships, exhibitions, bursaries and other incentives to study and research;
- (xii) to advise the Senate on SGUL's policy for the award of Honorary Titles;
- (xiii) through its Chair to waive its right to advise the Senate as set out in clauses (iv) to (xii) above in particular circumstances as the Chair may determine from time to time;
- (xiv) to report on any matters which may be referred to the Academic Forum by the Council or the Senate, and
- (xv) to co-opt members to the Academic Forum.

14 MEETINGS OF THE ACADEMIC FORUM

Ordinary meetings of the Academic Forum shall be held at least three times in every academic year. The procedures and rules for the convening and conduct of the meetings shall be governed by the Standing Orders and the Academic Forum shall accordingly, subject to the provisions of the Scheme and Statutes, have the power to make, add to, amend or repeal such Standing Orders.

15 CHAIR OF THE COUNCIL

- (i) The Council shall appoint from among its members a Chair, not being a member of SGUL's or the University's staff or a student of SGUL or the University, who shall serve for three years (or a shorter period) and subject to a resolution of the Council shall be eligible for re-appointment for a second or further period of three years (or a shorter period) up to a maximum of nine years.
- (ii) Unless otherwise prescribed by Policy, Procedure or Regulation and subject to the provisions of Statute 25 the Chair of the Council shall be *ex officio* a member of all committees of the Council except the audit committee.
- (iii) The Chair of the Council may resign at any time by writing addressed to the Clerk to the Council.
- (iv) The procedure for the appointment of the Chair of the Council shall be prescribed by the Policy for the Appointment of the Chair of Council.
- (v) The powers and responsibilities of the Chair of the Council may be prescribed by Policy.

16 VICE-CHAIR OF THE COUNCIL

The Council shall appoint from among its members a Vice-Chair, not being a member of SGUL's or the University's staff or a student of SGUL or the University, who shall serve for three years (or a shorter period) and subject to a resolution of the Council shall be eligible

for re-appointment for a second or further period of three years (or a shorter period) up to a maximum of nine years. The Vice-Chair shall act as Chair of the Council during a vacancy in the office of Chair or during the absence or disability of the Chair. The Vice-Chair may resign at any time by sending notice in writing addressed to the Chair of the Council. The procedure for the appointment of the Vice-Chair shall be prescribed by the Policy on the Appointment of the Vice-Chair of Council.

17 TREASURER

The Council shall appoint from among its members a Treasurer, not being a member of SGUL's or the University's staff or a student of SGUL or the University, who shall serve for three years (or a shorter period) and subject to a resolution of the Council shall be eligible for re-appointment for a second or further period of three years (or a shorter period) up to a maximum of nine years. The Treasurer (with the assistance of such Committee as the Council shall see fit to appoint) shall be responsible for advising the Council on the management of finances of SGUL. The Treasurer may resign at any time by sending notice in writing addressed to the Chair of the Council. The procedure for the appointment of the Treasurer shall be prescribed by the Policy on the Appointment of the Treasurer.

18 PRINCIPAL

- (i) There shall be a Principal who shall be the academic and administrative head of SGUL and shall have general responsibility to the Council for ensuring that the objects of SGUL are fulfilled and for maintaining and promoting the efficiency, discipline and good order of SGUL.
- (ii) The procedure for the appointment of the Principal shall be prescribed by the Policy on the Appointment of the Principal.
- (iii) The Principal shall be *ex officio* a member of the Council, the Senate, the Academic Forum and of all committees or joint committees of these bodies (except the audit committee) unless specifically excluded by a decision of the Council, subject to the provisions of Statute 25. The Principal shall normally take the chair at meetings of the Senate.
- (iv) The Principal shall have such powers and duties as may be prescribed by the Policies, Procedures and Regulations or entrusted to him or her from time to time by the Council.
- (v) Subject to any directions or limitations imposed by the Council, the Principal shall have power to delegate any powers and duties to any person or committee.
- (vi) The Principal may resign by sending notice in writing addressed to the Chair of the Council.

19 DEPUTY PRINCIPAL

- (i) The Council shall, on the recommendation of the Senate which shall consult the Academic Forum, appoint a member of the Academic Staff to be Deputy Principal upon such conditions and for such terms as the Council may determine after consultation with the Senate Provided that the Council shall not be obliged to appoint as Deputy Principal any person whom the Council may consider in its absolute discretion to be unfit or unsuitable to hold office
- (ii) The Deputy Principal shall be *ex officio* a member of the Council, the Senate and the Academic Forum together with such committees or joint committees of these bodies (except the audit committee) as the Council may determine, subject to the provisions of Statute 25.
- (iii) The Deputy Principal shall act as Principal during a vacancy in the office of Principal or during the absence or disability of the Principal. It shall be for the Council to decide whether there is such vacancy, absence or disability. The Deputy Principal shall also have a general responsibility for assisting the work of the Principal and shall undertake such duties as are assigned by the Principal.
- (iv) The Deputy Principal may resign by sending notice in writing addressed to the Principal.

20 AUDITORS

The Council shall appoint External and Internal Auditors in such manner as prescribed by these Statutes.

External Auditor

- (i) The Council shall appoint an External Auditor of SGUL who shall be a person, firm, company, limited liability partnership or other entity eligible for appointment as a statutory auditor under Section 1212 of the Companies Act 2006 or any statutory modification or re-enactment thereof for the time being in force. No person shall be appointed or remain Auditor who is, or who is connected with or any one of whose partners is, a member of the Council or the staff of SGUL.
- (ii) The External Auditor shall hold office for such period as the Council may think fit and shall be eligible for re-appointment, and shall receive such remuneration as may be determined from time to time by the Council.
- (iii) The External Auditor shall have a right of access at all reasonable times to the books, records and accounts and vouchers of SGUL and shall be entitled to require such information and explanation as may be necessary for the performance of the Auditor's duties.

- (iv) The External Auditor shall make a report to the Council at least once in every year.
- (v) If the office of External Auditor shall become vacant by death or resignation or any other cause before the expiry of the Auditor's period of office, the Council shall forthwith appoint another Auditor for the remainder of such period.
- (vi) The External Auditor may resign by sending notice in writing addressed to the Chief Operating Officer.

Internal Auditors

- (i) In the absence of Internal Auditors in the employ of SGUL, the Council shall appoint a person or firm to carry out the functions of Internal Auditors.
- (ii) The person, firm, company, limited liability partnership or other entity appointed as External Auditors shall not be appointed also as Internal Auditors unless the Council resolves otherwise.
- (iii) The Internal Auditors shall hold office for such period as the Council may think fit and shall be eligible for re-appointment, and shall receive such remuneration as may be determined from time to time by the Council.
- (iv) The Internal Auditors shall have a right of access at all reasonable times to the books, records and accounts and vouchers of SGUL and shall be entitled to require such information and explanation as may be necessary for the performance of the Internal Auditor's duties.
- (v) The Internal Auditor shall make a report to the Council at least once in every year.
- (vi) If the office of Internal Auditor shall become vacant by death or resignation or any other cause before the expiry of the Auditor's period of office, the Council shall forthwith appoint another Internal Auditor for the remainder of such period.
- (vii) The Internal Auditor may resign by sending notice in writing addressed to the Chief Operating Officer.

21 ACADEMIC ORGANISATIONS

- (i) There shall be such Faculties, Institutes, Divisions, Schools, Units or other academic organisations of SGUL as the Council, on the advice of the Senate, may from time to time determine.
- (ii) The arrangements for the appointment of Deans, and Directors of Institutes and other academic organisations shall be determined by the Council after consultation with the Senate and shall be prescribed in the Policies on the Appointment of Deans and Directors of Institutes.
- (iii) The arrangements for the conduct of Institutes and other academic organisations shall be prescribed by the Principal in accordance with the Policies, Procedures and Regulations.

22 THE STUDENTS' UNION

The Students' Union shall consist of all Students, together with such other persons as under its constitution it may determine, except that it shall be open to any Student to withdraw from membership of the Union. Any Student who exercises this right shall not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of having done so.

23 THE ADMISSION, TERMINATION AND DISCIPLINING OF STUDENTS

Policies relating to the admission, termination, discipline (and appeal) of Students shall be determined by the Senate taking into account the views of the Council.

24 THE COMMON SEAL

The Seal shall not be affixed to any document except in accordance with the Procedure on the Use of the Common Seal made by the Council.

25 POLICIES AND PROCEDURES RELATING TO EMPLOYMENT

Application

A This Statute applies to all staff employed by SGUL.

Guiding Principles

B In determining the procedures to be adopted under section 3 below, the Council shall apply the following guiding principles to:

- (i) ensure that Academic Staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
- (ii) enable SGUL to provide education, promote learning and engage in research efficiently and economically;
- (iii) apply the principles of natural justice and fairness;

- (iv) apply procedures so that grievances may be resolved at as early a stage as possible and within a reasonable timescale;
- (v) make appropriate provision within each procedure for members of staff to be accompanied at all formal stages of procedures;
- (vi) provide that appeals against the dismissal of a member of the Academic Staff should be heard by a panel which includes a member of Council not employed by SGUL; and
- (vii) ensure that consultation takes place with recognised trade unions.

Procedures

- C The Council will ensure that in respect of all staff (other than the Principal, in respect of whom separate provision is made in paragraphs E to H of this Statute) there are procedures in place for the:
- (i) handling of disciplinary cases, including the dismissal of such members of staff by reason of misconduct;
 - (ii) dismissal of such members of staff by reason of redundancy;
 - (iii) dismissal of such members of staff by reason of capability or unsatisfactory performance;
 - (iv) dismissal of such members or staff on the grounds of ill health or medical incapacity;
 - (v) review of performance and progress of such staff during any probationary period to which the appointment or employment is subject, and for the dismissal of such staff during or at the end of their probationary period in the event of unsatisfactory progress, conduct or performance;
 - (vi) termination or non-renewal of a fixed-term contract;
 - (vii) dismissal of such members of staff for some other substantial reason of a kind such as to justify the dismissal of an employee holding the position which the employee held;

- (viii) removal of staff from any role that is not defined within a member of staff's substantive contract of employment for any reason;
- (ix) handling of grievances raised by members of staff; and
- (x) right of appeal against dismissal.

D For the avoidance of doubt, any procedure adopted by Council for the dismissal of Academic Staff by reason of redundancy shall not apply to those staff defined in sub-sections (3) to (6) of section 204 of the Education Reform Act 1988 (that is Academic Staff who were appointed prior to, or whose contract of employment was entered into before, 20 November 1987 and who were not promoted after that date), who shall for this purpose continue to be subject to such powers, if any, as applied to them prior to the introduction of the Statute made by the University Commissioners in the exercise of their powers under sections 203 and 204 of the Education Reform Act 1988.

The Principal

- E The Council may request its Chair to dismiss or remove the Principal from office for any reason or reasons specified in Section 98 of the Employment Rights Act 1996 (or any amending legislation) in accordance with the procedure set out below:
- (i) A complaint seeking the dismissal or removal from office of the Principal may be made by not less than three persons being members of the Council to the Chair of the Council.
 - (ii) If it appears to the Chair of the Council, on the material before him or her, that the complaint raises a *prima facie* case and that this could, if proved, constitute grounds for dismissal or removal from office he or she shall request the Council to appoint a Tribunal to hear and determine the matter.
 - (iii) If it appears to the Chair of the Council that a complaint made to him or her under sub-paragraph (i) does not raise a *prima facie* case or is trivial or invalid, he/she may recommend to the Council that no further action be taken upon it.
 - (iv) When the Council has appointed a Tribunal under sub-paragraph (ii) it shall instruct a solicitor or other suitable person to formulate a charge or charges

and to present, or arrange for the presentation of, the charges before the Tribunal.

- (v) A Tribunal appointed by the Council shall comprise:
 - (a) an independent Chair; and
 - (b) one member of the Council not being a person employed by SGUL; and
 - (c) one member of Academic Staff (Senior Lecturer or above) of the University (who may either be for the purposes of this Statute a person employed by the University or by another one of its Colleges).
- (vi) Subject to the principles of natural justice and fairness, the Tribunal may determine its own procedure.
- (vii) The Tribunal shall send its reasoned decision on any charge referred to it together with its findings of fact regarding the charge and its recommendations, if any, as to the appropriate penalty to the Chair of the Council and to the Principal drawing attention to the period of time within which any appeal should be made.
- (viii) Persons appointed to hear such an appeal shall be persons independent of SGUL holding, or having held, judicial office or being barristers or solicitors of at least 10 years standing and the person so appointed shall, subject to the principles of natural justice and fairness, determine the procedure to be adopted in hearing the appeal.
- (ix) A person appointed shall send the reasoned decision on the appeal, together with any findings of fact different from those come to by the Tribunal and his or her recommendations, if any, as to the appropriate penalty to the Principal and to the Chair of the Council.
- (x) Where a charge or charges have been upheld by the Tribunal and not dismissed on appeal, the Chair of the Council shall decide whether or not to dismiss the Principal.

- F Where a complaint is to be referred to a Tribunal under this Part, the Chair of the Council may suspend the Principal from his or her duties and may exclude the Principal from the precincts of SGUL without any loss of salary and benefits.
- G The Principal shall be a member of Academic Staff for the purpose of the guiding principles in paragraph B (i) of this Statute.
- H For the purpose of the dismissal or removal of the Principal for incapacity on medical grounds, the provisions of paragraph E of this Statute shall have effect subject to the following modifications:
- (i) The Tribunal appointed by Council shall comprise: one person nominated by the Council; one person nominated by the Principal or, in default of the latter nomination, by the Senate; and a medically qualified chair jointly agreed by the Council and the Principal, or in default of agreement, to be nominated by the President of the Royal College of Physicians.
 - (ii) The Tribunal may require the Principal to undergo medical examination at SGUL's expense.

26 HONORARY FELLOWS

The Council may appoint as Honorary Fellows of SGUL persons of distinction or persons who have in the opinion of Council rendered significant service to SGUL or to the community. The procedure for the appointment of Honorary Fellows shall be prescribed by Policy on the Appointment of Honorary Fellows. Any Honorary Fellow may resign his or her fellowship by informing the Clerk to Council in writing of his or her resignation.

30 September 2014