

## **Ordinances (as at 15 October 2015)**

[Made by the Council in accordance with the provisions of clause X of the Charter.]

### **I. The University Court**

A. The University Court (hereinafter called the Court) shall consist of the following persons:

1. Ex officio members, the Chancellor, the Pro-Chancellor, deputy pro-chancellors, the Vice-Chancellor and the Chair of Court (if not already a member of the Court in another capacity).
2. Five members of the University Council to be chosen in such a manner as may be determined from time to time by the Council.

Ten Life Fellows of the University, to be chosen by the Life Fellows.

Life Fellows of the University who are not members of the Court under the provisions of this clause shall have the following rights:

- (i) to receive copies of all papers circulated for consideration at meetings of the Court;
- (ii) to attend meetings of the Court and participate in its discussions, provided that they shall not exercise a vote on any motion before the Court or in any other proceeding of the Court.

3. Three representatives of the Clothworkers' Company of London; one representative of the Trustees of William Akroyd's Foundation; one representative of the Dyers' Company of London.

4. Representatives of public authorities:  
One from North Yorkshire County Council  
Two from Leeds City Council  
One from City of Bradford Metropolitan District Council  
One from City of Wakefield Metropolitan District Council.

5. Representatives of the University: Nine from the Faculties  
One member to be elected from each of the categories of ancillary, clerical and technical staff under such regulations as may be determined from time to time by the Court.

Five students to be chosen in such manner as may be determined from time to time by the Court.

6. Representatives of other institutions:  
Representatives of such affiliated institutions as the Court may determine, and one representative from Leeds Metropolitan University .

7. Representatives of schools:  
Five representatives of the headmasters and mistresses (or their deputies) of secondary schools in Yorkshire :

Two representatives from secondary schools in Leeds  
One representative from a secondary school in North Yorkshire (including the City of York)  
One representative from a secondary school in South Yorkshire  
One representative from a secondary school in West Yorkshire.

8. Representatives of other bodies:  
One from the Trades Union Congress  
One from the Workers' Educational Association (Yorkshire North District).

9. Other members:  
Two retired members of the academic or academic-related staff who, within the five-year period preceding their retirement, have held office within the University either as a Pro-Vice-Chancellor or as a Dean, such members to be appointed by the Court.

Not less than ten nor more than forty-five persons elected by co-optation by the Court, of whom at least one-third shall be alumni of the University.

Except as otherwise by the Charter provided, and subject to the Statutes of the University the Court may determine all matters relating to the nomination, appointment, and election of members of the Court, and their respective periods or terms of office, and all other matters relating to the constitution of the Court.

B. The periods during which members of the Court respectively shall hold office shall be as follows:

The Chancellor, the Pro-Chancellor, deputy pro-chancellors, the Vice-Chancellor and the Chair of Court shall hold office during the time they occupy the positions named respectively.

Members of the University Council shall hold office for such period as the Council may from time to time determine.

Life Fellows shall hold office for a period not exceeding 5 years or for such other period as may be determined by a meeting to which all current Life Fellows shall be invited.

Members mentioned in clauses A3, A4 and A8 above shall hold office for one year from the date of appointment. Of the members mentioned in clause A5, the 8 representatives of the Faculties shall hold office for a period not exceeding two years, provided that if a representative of a Faculty ceases to be a member of the Faculty he or she shall cease to be a member of the Court; the representatives of ancillary, clerical and technical staff shall hold office for a period not exceeding three years; and the representatives of students shall hold office for one year. Members mentioned in clauses A6 and A7 shall hold office for two years. Members appointed either by co-optation or as retired members of the academic or academic-related staff under clause A9 shall hold office for between two and five years but at least two of the co-opted members, to be selected by lot or otherwise as the Court shall determine, shall retire each year.

All retiring members shall be eligible for reappointment or re-election, save that members in clauses A2, A5 and A9 who have completed a total of ten years' continuous service on Court shall not normally be eligible for any further appointment to the Court for a period of three years.

Appointees or representatives need not be members of the bodies appointing.

Any member of the Court may resign such membership at any time by letter addressed to the Secretary of the University.

Any casual vacancy occurring by resignation, incapacity, or death among the appointed or representative or co-opted members shall be filled up as soon as convenient by the person or body which appointed or co-opted the member whose place has become vacant. If such member was a member for a term of years the person appointed to supply his or her place shall be a member of the Court for the remainder of that term.

Fifteen members of the Court shall form a quorum.

## **II. The Senate**

The Senate of the University shall consist of:

(a) The Deans of the Faculties, as determined from time to time by the Council on the recommendation of the Senate

(b) The heads of such units listed by Ordinance as the Council may, on the recommendation of the Senate, from time to time determine

(c) Other *ex officio* members:

The Vice-Chancellor

The Deputy Vice-Chancellor

The Pro-Vice-Chancellors

The Associate Pro-Vice-Chancellors

Two nominees of each Faculty, normally those with responsibility for Learning and Teaching and for Research respectively

The Librarian

The Director of Information Technology

The Director of the University Careers Centre

The Director of the Lifelong Learning Centre

The Directors of the Centre for Joint Honours

The Executive Director of the Language Centre

The Director of the International Foundation Year

The Director of the Physical Education Service

The head of each institution which has been affiliated to the University under the terms of Ordinance XIX and which has been termed an institution accredited by the University in accordance with the Ordinance

(d) Eighty-four members of Faculties elected by the Faculties, in such manner as the Council may, on the recommendation of the Senate, from time to time determine

(e) Not more than ten co-opted members from the Faculties

(f) Nineteen students elected in such manner as the Council may from time to time determine.

Members elected or co-opted under clauses (c) and (e) shall hold office for up to three years.

Members elected under clause (f) shall hold office for one year.

The Senate shall have the following powers:

To make and submit to the Council all Regulations for giving effect to the Statutes and Ordinances of the University relating to courses of study.

To appoint external and internal examiners.

To report to the Council on all Ordinances relating to courses of study.

To report to the Council on Statutes or Ordinances or proposed changes of Statutes or Ordinances.

To report on any matter referred to or delegated to it by the Court or the Council.

To discuss and declare an opinion on any matter whatsoever relating to the University.

To formulate and modify or revise, subject to the control of the Council, schemes for the organization of the Faculties, and to assign their respective subjects; also to report to the Council as to the expediency of the establishment at any time of other Faculties or as to the expediency of the abolition, combination, or sub-division of any Faculties.

To fix, subject to any conditions made by the founders which are accepted by the Council, the times and mode and conditions of competition for fellowships, scholarships and other prizes, and to award the same.

To regulate the admission of students.

To make recommendations to the Council on all matters pertaining to the provision and use of hereditaments, buildings, premises, furniture, equipment, moneys and other means needed for carrying on the work of the University.

To do such other acts and things as the Council shall authorize.

No new degree shall be established or other distinction of honour or merit adopted until the Senate has had an opportunity to report thereon.

### **III. Faculties**

1. Each of the Faculties shall respectively consist of:

(a) the professors, readers, lecturers and academic-related staff appointed thereto;

(b) such other teachers of the University as may be appointed to the Faculty;

provided that all members of staff who are appointed professors, readers, lecturers or to the academic-related grades shall be assigned to membership of the appropriate Faculty at the time of their appointment; and provided also that no person with the exception of the Vice-Chancellor shall be eligible to be a member of more than one Faculty;

(c) such other persons as may be appointed thereto in accordance with precepts established by the Senate.

2. Members of Faculties shall elect to the Court of the University such number of representatives as provided in Ordinance I(A)(5).

Members of Faculties shall be elected to the Council of the University as provided in Statute I(A).

Members of Faculties shall elect seventy-five members to the Senate as provided in Ordinance II.

3. The Faculties of the University shall be those of Arts; Performance, Visual Arts and Communications; Education, Social Sciences and Law; Business ( Leeds University Business School ); Biological Sciences; Environment; Mathematics and Physical Sciences; Engineering; and Medicine and Health.

4. The Vice-Chancellor shall be a member of each of the several Faculties.

5. There shall be a Dean of each Faculty appointed by an appointing committee established under the authority of the Vice-Chancellor in accordance with protocols laid down by the Senate and the Council. Each Dean shall be responsible to the Council (through the Deputy Vice-Chancellor) for the leadership and overall management of her or his Faculty with powers and responsibilities as laid down from time to time by the Senate or the Council or both. Each Dean shall hold office during such period as shall be determined by the appointing committee and shall be eligible for re-appointment.

6. Each Faculty shall have a written constitution which shall be subject to the Statutes and Ordinances of the University and shall be subject, together with any amendments thereto, to the approval of the Council on the recommendation of the Senate.

7. Each Faculty shall establish a Faculty Board which may ask questions about, and express an opinion on, any matter concerning the Faculty, and to convey such opinions to the Faculty Management Committee; and the Faculty Management Committee shall take account of any recommendations made by the Faculty Board. The Faculty Board shall meet at least once a semester. A secretary shall be appointed to keep a record of business transacted and recommendations made. The Dean of each Faculty shall be responsible for convening such meetings and for the conduct of business thereat in such manner as may be determined from time to time by the Senate.

8. Each Faculty shall consult with representatives of the students in such manner as it considers appropriate having regard to any directions on this matter that the Council and the Senate may from time to time promulgate.

#### **IV. Schools and Institutes**

1. Each of the Schools and Institutes shall respectively consist of the members of staff appointed thereto.
2. Each School or Institute shall have a head or chair appointed by an appointing committee established under the authority of the Vice-Chancellor in accordance with protocols laid down by the Senate and the Council. She or he shall be responsible for managing the school in accordance with the provisions of the Charter and Statutes, the constitution of the school and policies laid down from time to time by the Senate and the Council. She or he shall be responsible to the Council of the University through the dean of the relevant faculty and the Deputy Vice-Chancellor; shall hold office during such period as shall be determined by the appointing committee and shall be eligible for re-appointment.
3. Where a School or Institute has a written constitution such constitution shall be subject to the Statutes and Ordinances of the University and shall be subject, together with any amendments thereto, to the approval of the Council on the recommendation of the Senate.
4. Each of the Schools and Institutes shall hold at least one school meeting each term, to which all staff shall be invited. The head of the School or Institute shall be responsible for convening such meetings and for the conduct of business thereat. The meeting will be consulted about the development of School/Institute strategies and plans.
5. Each School or Institute shall consult with representatives of the students in such manner as it considers appropriate having regard to any directions on this matter that the Council and the Senate may from time to time promulgate.
6. Schools and Institutes shall be designated by Ordinance.
7. The Senate and the Council may by Ordinance designate other academic units as being subject to the provisions of paragraphs 1-6 of this Statute.

#### **V. Recognition of courses and examinations of other residential universities and institutions of higher education<sup>1</sup>**

1. Subject to the provisions of the Charter and Statutes the Senate, or any committee of the Senate appointed for that purpose, is hereby empowered to allow members of any university or other approved institution of higher education, after matriculation at the University of Leeds, and presentation of certificates of conduct satisfactory to the Senate or committee, to count periods for which they have been registered at such other university or institution of higher education as equivalent to such periods of registration for a first degree at the University of Leeds as the Senate or committee may determine, provided that no degree of this University shall be conferred on any such person unless he or she shall have pursued an approved course of study in this University extending over at least the equivalent of one year's full-time registration, and shall have passed those examinations (hereinafter referred to as designated examinations), the results of which are designated in the regulations of the individual programme of study for the degree of the University of Leeds as those which determine the classification of the degree concerned.
2. Undergraduates of the University of Leeds who are pursuing an approved course of instruction leading to a first degree of the University may be allowed to count periods for which they have been registered at other universities or approved institutions of higher education during their undergraduate course as equivalent to such periods of registration at the University of Leeds as the Senate, or any committee appointed for that purpose, may from time to time determine, provided that no degree of this University shall be conferred upon any such undergraduate unless he or she shall have pursued an approved course of study in this University extending over at least the equivalent of one year of full-time

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<sup>1</sup> The provisions of article 1 of this Ordinance are applied only to candidates for a first degree.

registration, and shall have passed the designated examinations of the University of Leeds for such degree.

3. Undergraduates at other universities or approved institutions of higher education who are permitted to proceed under the provisions of Article 1 or 2 of this Ordinance as members of this University may be allowed to count examinations passed by them at such other universities or institutions of higher education as equivalent to such examinations or portions of examinations other than the designated examination of this University as the Senate, or any committee of the Senate appointed for that purpose, may from time to time determine.

#### **VI. Regulations for procedure**

The Council, Senate and Faculties are hereby empowered to enact Regulations for the conduct of their business and that of their committees, subject to the provisions of the Charter, Statutes and Ordinances.

#### **VII. Fees**

The Council is hereby empowered, after giving the Senate an opportunity of reporting thereon, to appoint such registration, examination, class, laboratory, and other fees to be paid by students and others as the Council may from time to time determine, and to increase, reduce or abolish the same.

#### **VIII. Examiners and Examinations**

1. All examinations held by the University shall be conducted in such manner as the Ordinances shall prescribe, provided that at least one external and independent examiner shall be appointed for each subject or group of subjects forming part of the course of studies required for University degrees, but this proviso shall not apply to examinations for admission or entrance to the University.

2. The Senate is hereby empowered to appoint external examiners on such conditions as to tenure of office, remuneration, and otherwise as the Council may from time to time determine.

3. Subject to the provisions of the Charter, Statutes and Ordinances of the University, the Council is hereby empowered to adopt regulations, or to delegate to the Senate the making of regulations, as to the subjects, times, modes, and standards of the examinations.

#### **IX. First Degrees and Undergraduate Awards**

#### **X. Research Degrees**

#### **XI. Taught Postgraduate Awards**

#### **XII. Higher Doctorates**

#### **XIII. Award of Degrees by Senate**

The Senate is hereby empowered to award degrees and other awards other than 1. ad eundem degrees, 2. degrees conferred on officers of the University, and 3. Honorary degrees; and to revoke degrees and other awards following cases of cheating, plagiarism, fabricated or fraudulent coursework and other forms of academic fraud referred to in accordance with the University's regulations on plagiarism and cheating.

The award of qualifications jointly with other higher education institutions having the power to grant such qualifications shall be to persons who shall have pursued a course of study and shall have passed examinations under conditions laid down in the Statutes and Ordinances or other regulations and in the relevant prescribed programme approved by the Senate.

#### **XIV. Award of degrees by Council**

1. The Council is hereby authorized to grant to any professor of the University, or to any lecturer who is the head of any school, or other body having the function of a school in the University, a degree not higher than that of Master in the Faculty in which he or she has graduated, or, in the case of a professor or lecturer holding no degree, such degree, not higher than that of Master, as the Council may determine.
2. The Council is authorized, if it thinks fit, to grant to any other officer of the University such degree, not higher than that of Master, as it may determine, but no such degree shall be conferred until a report has been received from the Senate.
3. No medical degree shall be conferred under either of the above provisions 1. and 2. upon a person who does not already possess a registrable medical qualification: and no person, in virtue of a degree conferred under either of these provisions, shall be allowed to proceed to a degree higher than that to which he or she has been admitted.

#### **XV. Prizes**

The Council is hereby empowered, upon report from the Senate, to institute such class and other prizes as it may from time to time determine, and to vary their value and to abolish the same.

#### **XVI. Aegrotat and posthumous awards**

1. Aegrotat and posthumous awards may be made as follows.

##### *Undergraduate*

2. An undergraduate candidate may be offered and awarded an aegrotat degree if:
  - a) s/he has been prevented by illness or other sufficient cause from attending the whole or part of an examination for a degree, or from presenting any dissertation or thesis which may be required in connection with such examination, and where circumstances do not permit or support examination at a later date; and
  - b) s/he has successfully completed a course of study and assessment up to and including the penultimate semester of the final year and if, in the opinion of both the internal and external examiners, a degree would have been awarded had final examination taken place.
3. The award may be conferred following consideration by the Senate, or the appropriate committee empowered by the Senate, subject to formal report from the internal and external examiners and upon such further evidence - and following the imposition of any conditions - stipulated by the examiners.
4. An aegrotat degree can be conferred *only* at the level of an ordinary degree (without honours or classification).
5. Similar provisions apply for posthumous awards, save that:
  - a) conferment of a posthumous degree may be considered only following successful completion of the penultimate year of a programme of study;
  - b) conferment may be with honours and classified.

##### *Postgraduate*

6. *Mutatis mutandis*, similar provisions to those set out at paragraphs 2-5 apply to the conferment of aegrotat and posthumous awards upon candidates for taught postgraduate programmes.

7. Postgraduate research degrees may be conferred posthumously in accordance with the procedure established by the Senate or the appropriate committee empowered by the Senate. Aegrotat awards may not be conferred in respect of postgraduate research degrees.

#### *General provisions*

8. Aegrotat awards may not be conferred in respect of the degrees in medicine, dental surgery and related disciplines with a clinical element, to degrees in teaching or to any other degree which confers professional qualification or status upon the recipient.
9. A posthumous award may be conferred in any discipline.

#### **XVII. Examination of schools and extension lectures**

The Senate is hereby empowered to examine and inspect schools and other educational institutions and to provide lectures and instruction for persons not members of the University under such Regulations as the Council may from time to time adopt. The Senate is empowered to award certificates in connection with lectures and instruction for persons not members of the University.

#### **XVIII. Alumni**

The alumni of the University shall be individuals who have been either registered students of the University for a period of one year or more on programmes leading to a degree, diploma or certificate or who have studied at the University on a recognised study abroad programme of one semester or more.

#### **XIX. Affiliated Colleges and Institutions**

1. Colleges, institutions and teaching establishments may be admitted to affiliation by the Council upon the recommendation of the Senate and such a college, institution or teaching establishment may, where the Council so determines, be termed a college accredited by the University. The Senate, before recommending the affiliation of any such college, institution or teaching establishment, shall satisfy itself:

(a) that the college, institution or teaching establishment has attained a satisfactory standard of educational efficiency for the purposes for which affiliation is sought, and is established on a permanent basis;

(b) that the majority of regular students in such college, institution or teaching establishment have attained the age of seventeen years.

2. Students of affiliated colleges, institutions or teaching establishments who have attained the age of seventeen years and have passed the matriculation examination or are exempt therefrom:

Either (a) may be exempted by the Council from any courses or parts of courses of study in the University provided they have successfully followed a part or the whole of a course of study approved for the purpose by the Senate;

or (b) may be regarded as fulfilling the requirements of Ordinance IX (First Degree and Undergraduate Awards) or Ordinance XI (Taught Postgraduate Awards) by attending at any such college, institution or teaching establishment a course of study approved by the Senate.

3. The Council shall, after a report from the Senate, determine any privileges to which the students of affiliated colleges, institutions or teaching establishments may be admitted.

4. Any college, institution or teaching establishment desiring to avail itself of the provisions set out under (a) in Article 2 of this Ordinance shall:

(i) make provision to the satisfaction of the Council for the representation of the University on the body which determines the courses submitted for the approval of the University;



(ii) submit for the approval of the Senate courses of study whose duration, scope and standard shall be equivalent to the corresponding courses of the University;

and any college, institution or teaching establishment desiring to avail itself of the provisions set out under (b) in Article 2 of this Ordinance shall make provision to the satisfaction of the Council for representation on the governing body of the college, institution or teaching establishment both of the University and of the academic staff of the college, institution or teaching establishment.

5. The University shall have the right, after due notice to the governing body concerned, to inspect, from time to time, the buildings and resources required for the teaching of courses as provided under Articles 2 and 4 of this Ordinance.

6. The Council, after a report from the Senate and any representations from the college, institution or teaching establishment concerned, may at any time withdraw any privileges which may have been granted under this Ordinance, or disaffiliate the said college, institution or teaching establishment.

7. The benefit of this Ordinance may be restricted to constituent parts of colleges, institutions or teaching establishments.

8. Colleges, institutions and teaching establishments affiliated with the University in accordance with the provisions of this Ordinance are:

(a) Colleges accredited by the University:

York St John University

Leeds Trinity University College

(b) Colleges and Institutions offering degree and other programmes validated by the University:

(c) Colleges and Institutions offering programmes and/or courses approved by the University:

9. The University also recognises a number of institutions as suitable providers of the whole or part of an approved programme of study leading to a University award, or as suitable partners in the provision of programmes leading to joint/dual/multiple awards of the University and other higher education institutions having the power to grant degrees and other qualifications, as set out in the University's Central Register of Collaborative Provision.

## **XX. The preparation, hearing and determination of charges by a Tribunal**

The procedure for dealing with the preparation, hearing and determination of charges by a Tribunal under Statute VII paragraphs 15–18 shall be as follows:

1. The Officer in charge of the proceedings (being the Secretary to the University or other person appointed for the purpose) shall within seven days of the Vice-Chancellor directing that a charge or charges be preferred under Statute VII paragraph 14(6)(d), provide a written statement to the member of the staff who is the subject of the charge(s)

(a) clearly specifying the charge(s);

(b) giving the member of the academic staff at least twenty-one days' notice to appear before the Tribunal;

(c) informing the member of staff of the name of the presenting officer and details of any persons who will be called as witnesses for the charge(s);

(d) informing the member of staff of the facility to call such witnesses as he or she may think fit and requiring him/her to inform the officer in charge of the proceedings at least seven

days in advance of the meeting of the Tribunal of the names of any witnesses he or she wishes to call;

(e) informing the member of staff of the entitlement to be represented and/or accompanied by another person, who may be legally qualified, in connection with and at the hearing of the Tribunal.

2. (a) The member of staff shall, at least seven days in advance of the hearing:

- (i) confirm to the officer in charge receipt of the written statement;
- (ii) state whether it is his/her intention to attend the hearing; and
- (iii) provide details of proposed witnesses and of his/her representation.

(b) All written evidence to be relied upon at the Tribunal Hearing by both sides shall be exchanged not later than seven days prior to the date of the Tribunal.

(c) In exceptional circumstances, the Chair of the Tribunal may sanction compliance outside the seven-day period.

3. (a) A charge shall not be determined without an oral hearing at which the member of staff and his/her representative, if any, are entitled to be present.

(b) Any failure of the member of staff to attend (unless due to unforeseen circumstances or sanctioned by the Chair of the Tribunal) shall not prevent the Tribunal from dealing with the charge.

4. The Chair and other members of the Tribunal shall be appointed in accordance with Statute VII paragraph 16.

5. The hearing of any charge by a Tribunal shall be dealt with as expeditiously as reasonably practicable, subject to which:

(a) Any scheduled hearing of charges by a Tribunal may, at the sole and absolute discretion of the Chair of the Tribunal, be postponed if any of the following become unable to attend: the member of staff, his or her representative, the witnesses, the person presenting the charges or a member of the Tribunal. The Chair of the Tribunal may also at his/her sole discretion permit a postponement for other reasons that he/she deems compelling. Where a hearing is rearranged, at least fourteen days' notice of such rearrangements shall be given in writing to the member of staff concerned.

(b) Either the member of staff (or his/her representative) or the person presenting the charges may seek adjournments, which the Chair of the Tribunal may grant if he/she is satisfied that the reasons are compelling.

6. At any hearing of charges by a Tribunal, the presentation of charges against the member of staff concerned shall be made first and then any representations or evidence presented by or on behalf of the member of staff. Both parties shall be entitled to question witnesses.

(a) The person presenting the charges against a member of staff may call witnesses but only in the presence of the member of staff concerned and his/her representative. The member of staff or his/her representative (but not both) may question these witnesses.

(b) The member of staff or representative may then make representations and/or present evidence and call witnesses in the presence of the person presenting the charges who may question these witnesses.

7. Members of the Tribunal may ask questions of all parties and witnesses.

8. The person presenting the charges followed by the member of staff or his/her representative may each conclude by summarising their respective cases if they so wish.

9. Only members of the Tribunal who have been present throughout the hearing shall take part in the deliberations leading to the Tribunal's decision.

10. The Tribunal may recall the parties only to clarify points of uncertainty on information already given. If recall is necessary, both parties shall appear before the Tribunal even if only one is to be questioned on the point giving rise to uncertainty.

11. The Tribunal shall within fourteen days of the conclusion of the hearing send its decision on any charge(s) referred to it to the Vice-Chancellor and to each party to the proceedings in accordance with Statute VII paragraph 18(1). It shall also draw attention to the appeals procedure in accordance with paragraph 18(2).

12. Without prejudice to its other powers, the Tribunal may determine that the charge or charges against a member of staff should be dismissed for want of prosecution, or should be remitted to the Vice-Chancellor for further consideration, or for the correction of accidental errors.

### **XXI. The preparation, consolidation, hearing and determination of appeals**

Where an appeal is instituted by a member of staff who is dismissed or under notice of dismissal or who is otherwise disciplined, the Chair of the Council shall appoint a person to hear and determine that appeal in accordance with Statute VII paragraph 27. Where the person appointed decides not to sit alone, the Chair of the Council shall appoint two other persons in accordance with paragraph 27(4).

The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals made under Statute VII Part V, shall be as follows:

1. Upon instruction from the person appointed by Council, the Secretary to the University or his/her representative shall notify the appellant in writing at least twenty-one days in advance of the hearing of the appeal of:

(a) the date, time and venue for the hearing of the appeal;

(b) his/her entitlement to be represented by another person, who may be legally qualified, in connection with and at any hearing of the appeal;

(c) his/her entitlement, subject to the consent of the person or persons hearing the appeal, to call such witnesses as he or she may think fit, provided that the names of such witnesses are notified to the Secretary to the University at least seven days in advance of the hearing of the appeal.

2. An appeal shall not be determined without an oral hearing at which the appellant and his/her representative, if any, shall be entitled to be present. Any failure of the appellant to attend (unless due to unforeseen circumstances or sanctioned by the person(s) appointed to hear the appeal) shall not prevent the appeal from being considered.

3. All written evidence to be relied upon at the appeal hearing by any party (as defined by Statute VII paragraph 24(4)) shall be exchanged not later than seven days prior to the date of the appeal hearing unless the person(s) appointed to hear the appeal sanction compliance outside the seven-day period.

4. Consent to allow witnesses to be called by the appellant shall not be withheld unless it is impracticable for them to be called or it is reasonable to believe that they cannot give relevant evidence to assist in the furtherance of the proceedings.

5. The appeal hearing shall be dealt with as expeditiously as reasonably practicable, subject to which:

(i) Any scheduled hearing of an appeal may be postponed at the sole and absolute discretion of the person or persons appointed in accordance with Statute VII paragraph 27 if any of the following became unable to attend; the appellant, or his/her representative, the Secretary to the University or his/her representative, any witness or the person or persons hearing the appeal. The person(s) appointed to hear the appeal may also, at their absolute discretion, permit a postponement for other reasons that they deem compelling. Where an appeal is rearranged, at least fourteen days' notice of the new hearing date shall be given in writing to the appellant;

(ii) Either the appellant or his/her representative or the Secretary to the University, or his/her representative, may seek adjournments as they feel appropriate which the person(s) hearing the appeal may grant if satisfied that the reasons are compelling.

6. At any hearing of an appeal, the appellant shall present his/her case and then the case against the appellant shall be presented. Both parties shall be entitled to question any witnesses.

(a) The appellant or his/her representative may, but only with the consent of the person or persons hearing the appeal, call witnesses but only individually in the presence of the Secretary to the University or his/her representative. The Secretary to the University or his/her representative may question these witnesses.

(b) The Secretary to the University or his/her representative may, but only with the consent of the person or persons hearing the appeal, call witnesses individually in the presence of the appellant and his/her representative, one of whom may question these witnesses.

7. The person(s) hearing the appeal may ask questions of all parties and witnesses.

8. The Secretary to the University, or his/her representative, followed by the appellant or his/her representative, may each conclude by summarising their respective cases if they so wish.

9. Where more than one person has been appointed to hear the appeal, only those persons who have been present throughout the hearing shall take part in the deliberations leading to a decision.

10. The person or persons hearing the appeal shall recall the parties only to clarify points of uncertainty on information already given. If recall is necessary, both parties shall appear before the person or persons hearing the appeal even if only one is to be questioned on the point giving rise to uncertainty.

11. The person or persons hearing the appeal, having reached their decision in accordance with the provisions of paragraph 28(3) of Statute VII, shall send notification of such decision to the Vice-Chancellor and to the parties to the appeal in accordance with paragraph 29 of the Statute.

12. The person or persons hearing the appeal may determine that the appeal should be dismissed for want of prosecution or that accidental errors should be corrected.

## **XXII. The consideration and determination of grievances**

Staff grievances can arise from a variety of sources and the purpose of the procedure which follows is to settle or redress individual grievances promptly, fairly and, so far as may be possible, within the Faculty, School or other relevant area, by methods acceptable to all parties. To meet this objective, the University has adopted:

(i) a procedure which will permit a grievance to be resolved informally and without recourse to any subsequent stage;

(ii) a formal procedure to be invoked when informal measures are inappropriate or have failed.

1. This Ordinance sets out the procedure which has been agreed between the University of Leeds and the Leeds Local University and College Union (UCU) to govern the consideration and determination of grievances under Part VI of Statute VII .

2. The grievances to which this agreement applies are ones by members of the academic staff concerning their appointments or employment where those grievances relate to:

- (i) matters affecting themselves as individuals; or
- (ii) matters affecting their personal dealings or relationships with other staff of the University

not being other matters for which express provision is made elsewhere in Statute VII .

3. Where a member of staff has a grievance which involves another member or members of staff he/she should first of all endeavour to resolve the matter by direct approach to the member(s) of staff involved or, if this is not possible, in discussion with an appropriate senior member of staff or, if these remedies have been exhausted, by raising the matter as appropriate with the Dean of Faculty (or his or her nominee) or, in the case of service units, the equivalent officer (or his or her nominee), or a Pro-Vice-Chancellor ('the Senior Member').

4. Where a member of staff requests a personal interview with such Senior Member, the interview should normally be granted within seven days of the request being made.

5. The Senior Member shall seek to resolve the problem personally to the satisfaction of the parties to the dispute. He/she may also by mutual agreement of all parties seek consultation, as a means of resolving the grievance, with other members of staff or with officers of the University (particularly but not exclusively with the Director of Human Resources) or with representatives of the Leeds Local UCU as may be thought appropriate.

6. Where a member of staff has a grievance which involves a matter affecting him/herself as an individual, but not affecting his/her personal dealings or relationship with other staff, he/she should raise the matter with the appropriate Senior Member (as defined under (3) above) who will seek to resolve the problem, with recourse as necessary to consultation with other members of staff, officers of the University or representative of the Leeds Local UCU.

7. If the member of staff is dissatisfied with the result of efforts made under Clauses 3–6 above, or if the grievance directly concerns the Dean of Faculty, or, in the case of service units, the equivalent officer, or a Pro-Vice-Chancellor or if the member of staff believes that he/she has a grievance following determination by the relevant Appeals Committee of an appeal against non-promotion or non-confirmation of appointment, the member of staff may apply in writing to the Vice-Chancellor for redress of the grievance.

8. If it appears to the Vice-Chancellor that the matter has been finally determined under Statute VII Part III (Disciplinary Procedure), Part IV (Removal for incapacity on medical grounds), or Part V (Appeals Procedure), or that the grievance is trivial or invalid he/she may dismiss it summarily or take no action upon it. If it so appears to the Vice-Chancellor, he/she shall inform the parties to the grievance accordingly and shall also inform members of the University's Grievance Committee.

9. If the Vice-Chancellor is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of):

- (a) a complaint under Part III of Statute VII (Disciplinary Procedure);
- (b) a determination under Part IV (Removal for incapacity on medical grounds); or
- (c) an appeal under Part V (Appeals Procedure)

he/she shall defer action upon it until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and he/she shall notify the member of

staff accordingly and shall also inform the members of the University's Grievance Committee.

10. If the Vice-Chancellor does not reject the complaint under (8) above or if he/she does not defer action upon it under (9) above, he/she shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for him/her to seek to dispose of it informally. If he/she so decides he/she shall notify the member and proceed accordingly.

In seeking to dispose of the complaint informally, the Vice-Chancellor may, where he or she deems this to be appropriate, seek a report on the matter from a member of the UCU (Leeds Local Association) and a member of the University, both to be nominated by the Joint Committee of the University and the UCU.

11. (a) Where the Vice-Chancellor refers a grievance for consideration by a Grievance Committee under the provisions of Statute VII paragraphs 33-36 the Secretary to the University, or such other officer appointed by the Vice-Chancellor ('the Appointed Officer'), shall within seven days of such referral make arrangements for a hearing by such a Grievance Committee, giving the members of the Committee clear details of the grievance.

(b) All parties to the grievance shall be given at least twenty-one days' notice of any hearing by the Grievance Committee.

(c) The Appointed Officer shall inform the aggrieved person and those persons against whom the grievance lies of their entitlement to call such witnesses as they may think fit provided that they inform the Appointed Officer at least seven days in advance of the date of the meeting of the Grievance Committee of the names of the witnesses.

(d) The Appointed Officer shall inform the aggrieved person and any persons against whom the grievance lies of their entitlement to be represented at the hearing of the Grievance Committee by a friend or representative (who may be legally qualified).

12. All written evidence to be relied upon at the hearing by both sides shall be exchanged not later than seven days prior to the date of the hearing unless the Chair sanctions compliance outside the seven day period.

13. (a) A grievance referred to the Grievance Committee by the Vice-Chancellor will not be resolved without the aggrieved person and any person against whom the grievance lies having the right to be heard at a hearing by the Grievance Committee.

(b) Any failure of the aggrieved person or of any person against whom the grievance lies to attend (unless due to unforeseen circumstances or sanctioned by the Chair) shall not prevent the Committee from considering the grievance.

14. The Chair of the Grievance Committee shall be appointed by the Chair of Council, and shall normally be drawn from the members of the Council or the Senate. Other members, as required by Statute VII, paragraph 34 shall be appointed by the Chair of Council in accordance with the provisions of that clause.

15. At the meeting of the Grievance Committee, the aggrieved person or his/her representative shall present his/her grievance first and call witnesses in the presence of any persons against whom the grievance lies. Each such person or their respective representatives may question the witnesses.

16. The person(s) against whom the grievance lies (or their representative) may then call witnesses in the presence of the aggrieved person and his/her representative one of whom may question the witnesses.

17. Members of the Grievance Committee may ask questions of all parties and witnesses throughout the proceedings.

18. Either the aggrieved person or the person(s) against whom the grievance lies/or their respective representatives may seek adjournments as they feel appropriate, which the Grievance Committee may grant if satisfied that the reasons are compelling.

19. The aggrieved person (or his/her representative) followed by the person(s) against whom the grievance lies (or their representatives) may conclude by summarising their cases if they so wish.

20. Only members of the Grievance Committee who have been present throughout the hearing shall take part in the deliberations leading to a decision.

21. The Grievance Committee may recall the parties only to clarify points of uncertainty on information already given. If recall is necessary all parties shall appear before the Committee even if only one is concerned with the point giving rise to uncertainty.

22. The Grievance Committee shall inform the Council whether the grievance is or is not well-founded and, if it is well-founded, the Committee shall make such proposals for the redress of the grievance as it sees fit.

### **XXIII. Schools**

Schools, and other units having the function of schools, shall be as follows:

English  
History  
Languages, Cultures and Societies  
Philosophy, Religion and History of Science  
Media and Communication  
Fine Art, History of Art and Cultural Studies  
Music  
Performance and Cultural Industries  
Design  
Leeds University Business School  
Education  
Politics and International Studies  
Sociology and Social Policy  
Law  
Biology  
Biomedical Sciences  
Molecular and Cellular Biology  
Earth and Environment  
Geography  
Institute for Transport Studies  
Chemistry  
Food Science and Nutrition  
Physics and Astronomy  
Mathematics  
Civil Engineering  
Computing  
Electronic and Electrical Engineering  
Mechanical Engineering  
Chemical and Process Engineering  
Psychology  
Dentistry  
Healthcare  
Medicine