

University Calendar Volume I: Archive 2018/19

Please note that this information is wef Academic Year 2018/19.

The University Calendar Volume I is a single source for the core governance information of the University.



Fundamenta eius super montibus sanctis

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A Summary of changes for 2018/19 is available [here](#).

The coat of arms of the University is described thus:

Argent, a Cross patee quadrate Gules; a Canton Azure, charged with a Chevron Or between three Lions rampa of the first.

The motto of the University:

Motto: "*Fundamenta eius super montibus sanctis*" - taken from Psalm 86 in the Latin Psalter. In the New English Bible the line comes in Psalm 87 and is translated from the original as "*her foundations are set upon the holy hills*" ("*her*" refers to Zion).

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General Regulations

General Regulations for 2018/19 are available [here](#).

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General Regulations

General Regulations

▼ General Regulation I - Definitions

In the General Regulations of the University, the following expressions shall have the meaning assigned below, unless the context requires otherwise:

(a) "College" includes all the Colleges maintained by Council, the recognised Colleges, and Licensed Hall of Residence.

(b) "College Regulations" means the rules made by College authorities for the conduct of students.

(c) "University Regulations" includes the General Regulations of the University and regulations made under the authority of these regulations.

(d) "The General Regulations of the University" means the rules laid down by Senate and Council for the conduct of members of the University under the authority accorded to those bodies by the Statutes of the University. Please refer to the disclaimer available at www.durham.ac.uk/gateways/handbooks/ for information on the circumstances in which these regulations may be altered. They are published in the University Calendar Volume I available on the web via www.durham.ac.uk/university.calendar/volumei/.

(e) "Codes of Practice" and the University's Learning and Teaching Handbook provide guidance on specific areas of the University. If there is any conflict or disagreement between what is stipulated in General Regulations and the advice given in the Codes of Practice or the University's Learning and Teaching Handbook, the stipulations within General Regulations take precedence.

(f) "Programme". A degree or other programme is a set of modules or courses satisfying the requirements for a particular named degree or other qualification.

(g) "Authorised University Officer (AUO)" means

The Vice-Chancellor

The Pro-Vice-Chancellors

The Head of the relevant Faculty and Deputies to the Head of the relevant Faculty

The Pro-Vice-Chancellor (Colleges and Student Experience)

The Principals or Masters of Colleges

The Heads of Academic, Administrative or Service Departments or Schools

The Chairs of Boards of Examiners

The Librarian

The Chief Information Officer

The Chief Operating Officer (Registrar)

The Academic Registrar

The Deputy Academic Registrar

The Director of Estates and Buildings

Any member of University staff expressly authorised to act as AUO by one of the above.

(h) "Head of the Relevant Faculty" and their Deputies. The current Heads of Faculty are:

Pro-Vice-Chancellor (Arts & Humanities) Pro-Vice-Chancellor (Science) Pro-Vice-Chancellor (Social Sciences & Health)

(i) "The University Statutes" means the Statutes of the University of Durham scheduled to the Universities of Durham and Newcastle upon Tyne Act 1963 as subsequently amended. The University Statutes are published in the University Calendar.

(j) "The University" includes all of the University estates and in addition recognised Colleges, Licensed Halls of Residence, and Durham Students' Union premises.

(k) "Head of College" means the Master or Principal of a maintained College, a recognised College, or a Licensed Hall of Residence.

(l) "Student" means any person admitted to the University under Section II of the General Regulations and any other person registered as a member of the University for the purpose of full-time, part-time or occasional study, including those paying a Continuation Fee.

(m) "Required to withdraw". A student who is required to withdraw from the University ceases to be a member of the University from the date of the withdrawal. From that date the student may not reside in the University or have access to any of its facilities, academic, social or sporting. Nor may a student enter for any further examinations without the special permission of the Senate.

(n) "Member of the University" includes all members of the staff of the University and of the Recognised Colleges and Licensed Halls of Residence, and all students.

(o) "The Office of the Independent Adjudicator" (OIA) is the independent body to whom students may complain in accordance with their procedures. Information about the OIA and the procedure for submitting complaints can be obtained from the Academic Support Office, the Durham Students' Union website or from the OIA website: www.oiahe.org.uk

▼ General Regulation II - Admission

(1) Admission to study at Durham University must be in accordance with the University's [Admissions Regulations](#).

Please refer to the University's regulations for Admission and Matriculation, and the University's Notification of Academic and Personal details for Admission and Matriculation and Registration Purposes Regulation ; of which are published in Volume II of the University Calendar.

▼ General Regulation III - Residence

(1) All undergraduate students, postgraduate students and all students engaged in periods of full-time study for one or more terms, must be members of a College. Information about the University's Colleges is available at www.durham.ac.uk/colleges/.

(2) Students shall be members of a College at the primary site of their learning and teaching.

(3) Student members of the University registered for full-time programmes of study shall reside within College, or Licensed Hall of Residence, or within College managed accommodation, or otherwise within a reasonable distance of the University+.

(4) Exceptions to (3) above may be granted by the Chair of the relevant Faculty Education Committee

following the submission of a concession request endorsed by the student's Department and College.

(5) Students may only, and for exceptional reasons, change College membership during a programme of study with the approval of the Pro-Vice-Chancellor (Colleges and Student Experience) or his or her designate(s).

(6) A student who leaves their residential licence agreement during the course of a term, may be required to pay an early termination charge as specified in that agreement. See also General Regulation IX B Payment of Fees and Charges.

(7) Where the University terminates an application prior to the programme start date or requires a student to withdraw under the terms of its Notification of Academic and Personal details for Admission, Matriculation and Registration Purposes Regulation, the University may retain any fees paid on or on behalf of the applicant.

+ Or other approved location of study as defined in the programme regulations.

▼ General Regulation IV - Discipline

(1) Principles

(a) Durham University reserves the right to investigate allegations of student misconduct which occurs within or without the University and discipline students by imposing reasonable sanctions where, in its view a student's conduct adversely affects the University community, its proper functioning or its activities.

(b) Any registered student of the University agrees to be subject to misconduct rules and disciplinary processes and, where misconduct is substantiated, be bound by the conclusions and any reasonable sanctions imposed by the University which may include expulsion (permanent withdrawal) in the most serious of cases. Where students fail to follow or fulfil any disciplinary sanctions imposed on them, they may be subject to further disciplinary processes.

(c) To effectively safeguard its community and the integrity of its academic judgements, the University may require the expulsion of a student against whom serious or repeated misconduct allegations are substantiated.

(d) In cases where misconduct is substantiated and where the sanction is not expulsion, the University will put in place fair and reasonable sanctions and, where appropriate, with a restorative approach.

(e) Where an allegation of student misconduct may also be a breach of criminal law, the University reserves the right to report this to the Police. University disciplinary processes are not an alternative to investigation by the police. Where an allegation of student misconduct is under investigation by the Police, the University would normally stay any internal investigation until the conclusion of Police or legal action. (Please also refer to the University's Code of Practice on Notification of Misconduct to the Police and Internal Action in Volume 1 of the University Calendar)

(f) In cases where serious misconduct allegations are raised and internal complaint or disciplinary investigations are pending or Police or legal action is ongoing, in accordance with General Regulations VI Suspension, the University may suspend a student from all or parts of the University pending the conclusion of the investigation of the allegation under the appropriate internal process or Police or legal action.

(g) Students under investigation for misconduct or subject to orders or sanctions following a misconduct investigation are expected to comply with the Student Behaviour in Appeals and Complaints: A Code of Practice.

(h) Students who are accused of or under investigation by the University for misconduct may seek advice and guidance from any of the following:

- the appropriate College Student Support Office;
- appropriate academic staff (as set out in the Departmental handbook);
- the Academic Support Office;
- the Students' Union (advocacy as well as procedural support).

Staff and students are also advised to consult the University's guidance on student discipline available via the web on www.dur.ac.uk/academicsupport.office/appeals/.

(i) In any meeting with University staff under this regulation, students have the right to be accompanied by current member of the University community or a Students' Union representative. The University does not permit legal representation at any misconduct meetings.

(j) In all cases considered under this regulation, an allegation of misconduct will be assessed on the balance of probabilities.

(k) All parties are expected to comply with reasonable deadlines set by the University and advise the University about any difficulties they may face during the investigation in meeting any deadlines. Where students fail to respond or engage with a misconduct investigation in a timely fashion, the University may proceed to reach conclusions in the absence of the student.

(l) Where, for good reason, either party is unable to keep to the time limits as set, all parties will be kept regularly informed of progress. Students should inform the University where they do not consider any extensions to time limits reasonable.

(2) Definitions and Terms

(a) Misconduct, for the purpose of the University's General Regulations, is any act or omission, within or without the University, which disrupts, frustrates or interferes with the proper functioning or activities of the University or of those who work or study in the University, or otherwise damages the fabric of the University or its reputation. Non-exhaustive lists of examples of misconduct are provided in this and other University regulations, procedures and code of practices.

(b) Authorised University Officers (AUOs) are University staff expressly authorised to act on allegations of student misconduct and may delegate their authority to another member of staff on a general or case-by-case basis. AUOs are identified in General Regulations I – Definitions and include anyone delegated responsibility by an AUO.

(c) The terms 'expulsion', or 'exclusion' and 'suspension' feature in these regulations. They are defined as follows:

- (i) 'Expulsion' is a compulsory, permanent sanction to require a student to withdraw from the University. A student who is expelled ceases to be a member of the University from the date of the expulsion. From that date, the student may not reside in University accommodation or have access to any of its facilities (academic, social or sporting) or premises nor may the student enter for any further examinations without the special permission of the Senate. An expelled student remains eligible to

receive confirmation from the University of any confirmed marks, awards or certificates that are not related to misconduct or decisions reached in relation to misconduct which have been completed prior to expulsion;

(ii) "Exclusion" is a permanent or time-limited sanction imposed as the outcome of a discipline procedure which allows the student to remain a member of the University. The sanction(s) may include any or all of the following:

- That the student should cease to be a member of the University in residence (for a maximum period of one year). Also known as "rustication";
- That the student may not make use of any or all of the academic, residential, social or sporting facilities provided by the University, but may be permitted to sit University examinations;
- That the student may not remain in accommodation in College and may be forbidden, whilst a student, to use all or specified facilities of the College but remains a member of the College and is expected to fulfil all their academic commitments;
- That the student should have no contact of any kind with a named person or persons.

(iii) "Suspension" is not a sanction; it is a temporary measure taken in a variety of circumstances which includes as a response to an allegation of misconduct. It is not punitive and protects the student and other members of the University whilst investigations are carried out. Suspension is not judgmental.

(3) Scope

(a) In registering as a student with the University, students agree, for the duration of their registration, to be bound by rules regarding student conduct specified in the regulations, procedures and code of practices specified in Volume I and Volume II of the University Calendar.

(b) The regulation applies to all registered students where, in the reasonable view of the University, the alleged misconduct:

(i) was committed on the physical premises (or in technology provided by the University or as part of activities organised or sanctioned by the University;

and/or

(ii) poses serious risks or disruptions to the University or members of its community.

(c) Application of this regulation under 3 (b) shall be made by the responsible AUO in consultation as necessary with other senior University staff or AUOs.

(d) If conflict arises, the General Regulations of the University specified in Volume I of the Calendar will take precedence over any other regulation, procedure, code of practice, policy, or guideline published by the University or by third parties recognised by the University.

(e) Where students eligible for a Durham University award are following a programme of study validated by the University but delivered by a partner organisation and are, for the duration of their programme, registered with the validation partner organisation, they will come under the jurisdiction of the regulations for student discipline of the organisation concerned. General Regulation IV – Discipline does not therefore apply to such students.

(f) In cases where a student may be subject to or simultaneously raise additional matters informally or formally under any other University regulation, procedure or code of practice, the University will write to the student to inform them of the appropriate process, processes or order of processes which will be used. The University may give precedence to the investigation of an allegation of student misconduct.

(g) Except in the case of an investigation of academic misconduct, the University may decide not to continue to investigate allegations of misconduct in relation to a former student who has graduated or permanently withdrawn from the University.

(h) An annual report will be made to Senate on the operation of this regulation which will contain a summary of hearings conducted by the Senate Discipline Committee including anonymised details of the cases. Where appropriate the annual report will contain recommendations for improving practice in the University.

(4) Types of Misconduct Offence

(a) There are two types of misconduct offence:

(i) "Major" offences involve allegations of student misconduct that either does or has the potential to seriously affect or cause serious damage to the University, its academic reputation or to its staff and students. In addition:

- "Major" offences may also include instances where student misconduct is frequent or repeated or the student fails to comply with disciplinary decisions or sanctions previously reached at lower levels or fails to comply with the terms of a suspension;
- "Major" offences shall be referred to the Senate Discipline Committee as, where a "major" offence allegation is proved, the student may be expelled;
- Examples of "major" offences are listed in section 6 (a);
- Examples of sanctions are listed in section 8.

(ii) "Non-major" offences involve allegations of student misconduct which, whilst serious in nature, do not seriously affect or cause serious damage to the University, its academic reputation or its staff or students. In addition:

- "Non-major" offences are processed at a department (academic or support) or college level and any appropriate sanctions imposed may **not** include expulsion;
- Where a student fails to comply with a "non-major" offence decision or sanction or engages in frequent or repeated instances of misconduct, the student's misconduct may be referred to Senate Discipline Committee as an allegation of a "major" offence;
- Examples of sanctions are listed in section 8.

(b) The relevant Authorised University Officer will determine, as set out below, whether allegations of misconduct are investigated as "major" or "non-major" offences. Students do not have the right to challenge this decision.

(5) Decision whether a Misconduct Offence may be a "Major" or "Non-Major" Offence

(a) Upon receipt of an allegation of student misconduct, an AUO or their delegated representative will determine whether the alleged misconduct should be investigated locally as an allegation of a "non-major" offence or instead be referred to the Senate Discipline Committee as an allegation of a "major" offence.

(b) The AUO will make the decision based on:

- the nature of the misconduct;
- the examples of “major” offences listed in section 6 below;
- the evidence of the alleged misconduct;
- any statement of the student and/or any mitigation known to be present in the case.

(c) Where an AUO considers the misconduct could be “major,” the Secretary to Senate Discipline Committee must be contacted after which the AUO will send the Secretary a brief report of the nature of the misconduct and provide reference to examples of “major” offence(s) which may apply and any evidence collected. The Chair or a Deputy Chair of Senate Discipline Committee, will in turn decide whether:

- (i) to refer the misconduct allegation to a Senate Discipline Committee hearing for consideration as a “major” offence;
- (ii) to refer the misconduct allegation back to the AUO to be treated as a “non-major” offence;
- (iii) to recommend (where appropriate) that formal disciplinary action should not take place.

(6) "Major" Offences

(a) The following list of examples of “major” offences is non-exhaustive and should be viewed in light of the definition of misconduct and “major” offences in this regulation.

Conduct offences

- (i) Falsification or serious misuse of University records, including degree or diploma certificates [Allegations involving fraudulent information or non-disclosure of material information for admissions, matriculation and registration purposes are normally considered under the University’s Notification of Academic and Personal details for Admission, Matriculation and Registration Purposes (University Calendar Volume II)];
- (ii) False pretences or impersonation of others, within or without the University, in connection with academic attainments or financial awards;
- (iii) Theft, fraud, misapplication of, or gross negligence in connection with, funds or property of any kind;
- (iv) Serious instances of disorderly conduct causing serious damage to or on University property or premises or seriously affecting good order;
- (v) Conduct, which, by whatever means, seriously disrupts or prejudices the work of other members or employees of the University or the carrying out of University business;
- (vi) Breaches of regulation, procedure, or code of practice of the University where the breaches are referred to Senate Discipline Committee as allegations of “major” offences;
- (vii) Failure to comply with a sanction or ruling under a “non-major” offence procedure;
- (viii) Conduct which brings the University into serious disrepute, by causing serious reputational damage;
- (ix) Conduct which endangers, or is calculated to endanger, the health and safety of another member of the University;

Academic offences

(x) Serious offence or offences in connection with degree, diploma or certificate examinations as defined in General Regulations VIII – Examinations and which may also include falsification of results or evidence, use of unethical research methods, collusion, or impersonation;

Criminal offences

(xi) Offences against the criminal law, where these offences seriously affect or have the potential to seriously affect the interests of the University or members of its community.

(b) Senate Discipline Committee hearing procedure:

(i) Where the Chair or a Deputy Chair of Senate Discipline Committee refers a “major” offence allegation to a hearing the student will be informed of the decision within 5 days together with information about the hearing process, their rights and responsibilities, and sources of support for responding to the allegation;

(ii) Information is also available for staff and students at:

<https://www.dur.ac.uk/academicsupport.office/appeals/>;

(iii) At the conclusion of the Senate discipline procedure, the student should be informed of their right to appeal the decision to Council Student Appeals Committee under section 9 of this regulation.

(7) "Non-Major" Offences

(a) An AUO (or their nominee) may reach decisions relating to allegations of “non-major” misconduct which occur in an area of the University for which they have responsibility or in accordance with a regulation, procedure, or code of practice they operate.

(b) Where University regulations, procedures or codes of practice specify processes for breaches of rules, the misconduct allegation will normally be dealt with by the responsible AUO, as set out in that relevant regulation, procedure or code of practice.

(c) Where a misconduct allegation may relate to breaches of rules specified by more than one regulation, procedure or code of practice, the AUO to whom the misconduct allegation is reported will contact the appropriate other AUOs to determine the process or processes which are appropriate to follow in the circumstances. In certain cases it may be appropriate for a joint investigation to take place. In exceptional circumstances (e.g. fitness to practice procedures) more than one process may take place in relation to a misconduct allegation. The student will be kept informed of the process.

(d) Whilst misconduct allegations which are considered by the AUO to be “non-major” may be processed and concluded in accordance with the specified regulation, procedure or code of practice, the procedure followed should generally adhere to the following broad principles to ensure that the process is fair and transparent to all involved:

- that the student accused and those ruling on the offence receive written notification of the offence and the process to be followed to investigate the offence;
- that following notification, the student accused should have the right to be accompanied by a member of the University community at any meeting they attend to investigate the offence;
- that the AUO should have at least one other member of the University community present to hear the case, one of whom shall act as a note-taker at meetings to investigate the offence;
- that before a conclusion is reached and appropriate sanctions implemented the student should be given the opportunity of make written or oral statements to defend themselves against the allegation, or where they wish to admit the offence to account for the misconduct and submit mitigation;

- that where the student was given reasonable notice to attend a meeting to investigate the offence and fails to attend without good reasons, the AUO may proceed to reach conclusions and sanctions as appropriate in the absence of the student;
- that the AUO also has the right to postpone, continue or adjourn the case at his/her discretion;
- that the AUO should provide the student with a brief written, reasoned decision summarizing the facts found and the considerations which led him/her to reach the decision;
- the student should be informed of their right to appeal the decision under section 9 of this regulation.

(8) Sanctions

(a) The limits of these sanctions may be reviewed periodically by authority of the Senate and Council.

Sanctions for “major” offences

(b) The sanction for a “major” offence is expulsion from the University.

(c) Where, in the reasonable view of SDC, expulsion is an inappropriate sanction a lesser sanction may be imposed.

(d) In addition to expulsion or where a lesser sanction is imposed, SDC may require sanctions from the following list or any other sanctions which it may consider reasonable in light of the nature of the case:

- a written reprimand;
- a financial sanction;
- a requirement to make good the cost in whole or in part of any damage caused and/or repay/make good any financial loss to the University;
- a requirement to make an appointment for counselling or medical treatment;
- a requirement to undertake community service;
- an order of exclusion for a specified period of time;
- restrictions to access to the University or College or part thereof or activities organised or sanctioned by the University;
- in the case of an academic offence, informing the Board of Examiners that marks awarded for an entire module or modules or components of a module or modules be reduced or restricted to zero and that there should be no opportunity for the student to resit a module, modules or components thereof ;
- informing the Board of Examiners/or Examiners of a thesis of cancellation of all marks without the opportunity to resit;
- reduction of degree classification to be awarded or award of a lesser qualification without the opportunity to resit.

(e) In exceptional circumstances, SDC may recommend to Senate under Statute 23 that a former student's degree should be revoked;

Sanctions for “non-major” offences

(f) The AUO or responsible person or body stipulated in the respective regulation, procedure or code of practice may impose appropriate sanctions from the range set out in the regulation, procedure or code of practice, or as appropriate from the range of sanctions listed below:

- a written reprimand or rescinding of privileges for a period not exceeding one term;
- a financial sanction;
- a requirement to make good the cost in whole or in part of any damage caused and/or repay/make good any financial loss to the University;
- a requirement to make an appointment for counselling or medical treatment;
- a requirement to undertake community service;
- restrictions to access to the University or College or part thereof or activities organised or sanctioned by the University;

- any or all of these or any other sanction (other than expulsion) as deemed reasonable by the bodies above.

(9) Rights of Appeal

Appeal against a decision under the “Non-Major” Offence procedure

(a) A student may appeal an AUO’s “non-major” offence decision by writing to the Secretary of Senate Discipline Committee within 14 days of notification of the “non-major” offence decision. Students are able to appeal on the following grounds only and should provide supporting evidence where appropriate:

(i) Evidence that the AUO did not follow appropriate procedure in investigating the allegation and that this had a material effect on the AUO’s decision, making it unsound;

and/or

(ii) Substantial and relevant new information which the student was unable to provide previously for a good reason and that this had a material effect on the AUO’s decision, making it unsound.

(b) The “non-major” offence appeal process will not re-investigate the disciplinary offence.

(c) Action to implement the AUO’s decision may be delayed in part or in full until the appeal is considered.

(d) Within three weeks of the student’s appeal being received it shall normally be considered by the Chair or Deputy Chair of the Senate Discipline Committee or their nominee.

(e) If the Chair or Deputy Chair decide to dismiss the appeal the student is required to comply with any decisions or sanctions put in place by the original AUO.

(f) If the Chair or Deputy Chair decide the appeal is upheld for one or more reasons, they may decide either:

(i) To refer the case back to the original AUO or the original decision making body for a rehearing in light of new evidence or in a procedurally correct manner;

or

(ii) Annul, amend, confirm or reduce the imposed sanctions.

(g) Except in cases where further action is to be undertaken, the decision of the Chair or Deputy Chair is final and the Secretary of Senate Discipline Committee shall inform the student of the decision and the right to complain to the Office of the Independent Adjudicator and the deadline for submitting a complaint.

Appeal against a decision under the “Major” Offence procedure

(h) A student may appeal a Senate Discipline Committee “major” offence decision to Council Student Appeals Committee (CSAC) by writing to the Secretary of CSAC within 14 days of notification of SDC’s “major” offence decision. Students are able to appeal on the following grounds only and should provide supporting evidence where appropriate:

(i) Evidence that Senate Discipline Committee did not follow appropriate procedure in investigating the allegation and that this had a material effect on its decision, making it unsound;

and/or

- (ii) Substantial and relevant new information which the student was unable to provide previously for a good reason and that this had a material effect on the Senate Discipline Committee's decision, making it unsound.
- (i) The "major" offence appeal process will not re-investigate the disciplinary offence.
- (j) Within six weeks of the appeal being received by the CSAC Secretary, it shall be forwarded to the Chair of CSAC together with all the information considered as part of the Senate Discipline Committee hearing.
- (k) In reaching a decision on whether the student has demonstrated the grounds for appeal, the CSAC Chair may consult as appropriate.
- (l) Where the CSAC Chair considers the student has demonstrated their case and the decision made by SDC was unsound for one or more reasons, they may decide to either:
 - (i) Refer the case and any new information back to a newly constituted Senate Discipline Committee hearing, comprised of members who are without prior involvement in the case (or, alternatively, back to the original decision-making body or Officer, as appropriate);
 - or
 - (ii) Annul, amend, confirm or reduce the imposed sanctions.
- (m) If the CSAC Chair, after considering the student's appeal and supporting information relating to the case, decides that the student has not demonstrated their grounds for appeal, the student's appeal will be dismissed.
- (n) In all cases, the student will be informed of the decision and provided with a brief written decision summarising the reasons for the decision. The student will also be informed of the availability to complain to the Office of the Independent Adjudicator and the timeline for doing so.

▼ General Regulation V - Academic Progress

- (1) All students engaged in full or part-time study (excluding those registered on a Continuation Fee basis) are required to fulfil their academic commitments.
 - (a) To that end undergraduate and taught postgraduate students shall, as required by the regulations governing the degree or other programme or module for which they are registered:
 - (i) attend courses of instruction in the University in each of the subjects required to the satisfaction of the Heads of Departments or Schools responsible for those subjects;
 - (ii) fulfil all academic obligations, including registration and those obligations defined (in the relevant module outline as published in either the Faculty Handbook or Postgraduate Module catalogue as appropriate) as being required to demonstrate academic progress in the modules for which they are registered to a standard satisfactory to the Heads of Departments or Schools responsible for the subjects.
 - (b) Postgraduate students are required to engage in research and/or advanced study to a standard satisfactory to their supervisory team or Course Director.
 - (c) A student who, because of illness or other good cause, is unable to fulfil his/her academic commitments may, as a matter of grace, be regarded as having met his/her academic commitments by a concession. Normally such a concession will not be granted on more than one occasion in a single

academic year, and it will normally be for no more than five weeks. Additionally, concessions for 'grace periods' must specify the alternative summative assessment arrangements which replace any standard summative assessment requirements for any modules which cannot be fulfilled during the 'grace period'. Whenever possible the student will be required to make up the work missed in his or her own time.

(2)

(a) If satisfied that a student appears, after appropriate departmental warnings have been issued, to have failed to fulfil his/her academic commitments as defined in 1 above, the Head of Department or School responsible for the commitment in question shall request the designated officer to formally issue an Academic Progress Notice (APN) letter to the student. The designated officer should normally be the Head of the Faculty or a deputy to the Head of the Faculty. The designated officer must not be a member of the Board of Studies or the Board of School which made the original request for an Academic Progress Notice to be issued, and in the case of a student studying a Liberal Arts or Natural Sciences programme the designated officer must not be the member of University staff responsible for the management of the programme. If a Deputy to the Head of the Faculty is unable to serve the Head of Faculty shall appoint an alternative designated officer to act.

(b) The request shall specify the grounds for requesting that an APN letter be issued and the academic requirements of Boards of Studies or Boards of School which must be satisfied according to a stated timetable within a period of not less than four weeks, or by the end of the remainder of the student's period of study, if shorter. In the case of undergraduate students the period of four weeks shall be in term time and may extend over two terms, but may not include the pre-examination period of the Easter Term. In the case of postgraduate students the period of four weeks may not extend beyond four weeks prior to the deadline for the submission of the dissertation. The APN letter shall state that unjustified failure to satisfy the specified academic requirements may result in the student being required to withdraw from the University.

(c) The APN letter shall also specify that prior to the end of the penultimate week of the APN period the student must make any and all relevant information of mitigating circumstances known to the relevant Heads of Departments or Schools (or in the case of students studying a Liberal Arts or Natural Sciences programme the Programme Director). The student may also make an appointment to see the designated officer to offer such information to him or her.

(d) In the case of undergraduate students, copies of the APN letter shall be sent to the Heads of Departments or Schools concerned with that student, to the Director of the degree or other programme when appropriate and to the College Support Office of that student. In the case of postgraduate students, copies of the APN letter shall be sent to the Heads of all Departments or Schools concerned, the Supervisor or Course Director, to the Head of the Faculty concerned and to the College Support Office concerned (if applicable).

(3)

(a) At the end of the specified APN period the designated officer shall on the basis of the reports from the Boards of Studies or the Boards of School decide either:

(i) That the student's performance has improved sufficiently to have fulfilled the conditions of the APN. or

(ii) That the student has not met the conditions of the APN and therefore should be asked to withdraw.

In exceptional circumstances, the designated officer may decide to extend the period of the APN for a specified period (normally not more than four weeks). An APN may not normally be extended on more than one occasion before a decision is made as to whether to require the student to withdraw from the University. This decision should normally be taken within two weeks and normally during term time in the case of an undergraduate student.

(b) A decision to require a student to withdraw must be made not later than the first week of the East Term (for undergraduates) and four weeks before the submission date for the dissertation (for postgraduates). After this, the student's progress will be determined on the basis of the outcomes of his/her examinations and assessed coursework.

(c) The student shall be informed of the decision in writing; with copies sent as in 2(d) above. Where student is being required to withdraw from the University, the letter shall also give information on appeal procedures.

(4) A student may appeal to the relevant Faculty against a decision of a designated Officer taken under the Regulations for Academic Appeals: see General Regulation VII below

▼ General Regulation VI - Suspension

(1) Definitions

A suspension is not a sanction; it is a temporary measure taken in response to an allegation of misconduct. It is not punitive and protects the student and other members of the University whilst investigations are carried out.

Suspension is not judgmental.

By comparison, exclusion and expulsion are sanctions imposed as the outcome of a discipline procedure as specified in General Regulations IV – Discipline.

(2) Cases in which Suspension can be Considered

Suspension can therefore be considered as appropriate in the following cases:

(a) where a student has been accused of a “major” or “non-major” offence as set out in General Regulations IV - Discipline; or the student's matriculation and registration is being investigated under the terms of the University's Notification of Academic and Personal details for Admission, Matriculation and Registration Purposes Regulation;

(b) where a police investigation is pending into an allegation that the student has committed an offence or offences against the criminal law which affect or have the potential to affect the interests of the University have the potential to seriously affect the health and safety of staff or students. (Please also refer to the University's Code of Practice on Notification of Misconduct to the Police and Internal Action in Volume 1 of the University Calendar);

(c) where a student may be suffering from health difficulties and causing serious disruption to others or severely damaging their own academic prospects;

(d) as a short term emergency measure whilst investigations are carried out.

In all cases where the terms of a suspension might involve removing the student from college accommodation, the Collegiate Office must be contacted as soon as possible for advice on how to proceed.

In all cases where the terms of a suspension might prevent a student from sufficiently engaging with their academic programme, the Academic Registrar, and the student's Head of College and Head of Department should be informed. The Head of Department should provide an academic judgement on how and to what extent, if any, a student's academic commitments can be fulfilled during suspension or through support provided following the end of a suspension. The academic judgement will take into account the nature of the student's academic programme, academic commitments and academic progress.

(3) Jurisdiction Over Suspension

(a) Following consultation with the Chair or a Deputy Chair of Senate Discipline Committee, and the student's Department and College, the Academic Registrar or delegated nominee may suspend a student from the entire University pending completion of a police investigation, criminal proceedings, an internal complaint or disciplinary investigation.

(b) Following consultation with the Academic Registrar or delegated nominee and the student's College and Department and other relevant University officers, an Authorised University Officer (AUO) may suspend a student from the University on health grounds for a period of up to twelve months.

(c) As an emergency measure and following consultation with a student's Head of Department and Head of College, any AUO may suspend a student from the entire or specified parts of the University for up to 14 days, where the AUO is of the reasonable view that it is urgent and necessary to take such action. Emergency suspension may be considered where the AUO determines that the alleged misconduct poses a serious risk to the health, safety, welfare or property of the student or others.

(d) Any AUO may suspend a student for a period of up to 28 days from any part of the University or any University or College facilities or activities for which that AUO has responsibility.

Any suspension under 3 (a)-(d) may include a requirement that the student have no contact of any kind with a named person or persons.

Failure to comply with the terms of a suspension may lead to reconsideration or expansion of the terms of suspension or be considered as an allegation of misconduct and referred separately for investigation under General Regulations IV – Discipline.

(4) Review of Suspension

(a) In the case of a suspension on 3 (a) the Academic Registrar, or delegated nominee, must give the student written notification of the suspension including the reasons for the suspension, sources of support and any additional information relevant to the suspension or its terms. The student should be notified of the right to appeal the suspension. The suspension will be reviewed as appropriate, by the Academic Registrar or delegated nominee in light of substantial developments affecting the reasons for suspension.

(b) In the case of a suspension on 3 (b), the Academic Registrar, or delegated nominee, must give the student written notification of the suspension including the reasons for the suspension, duration of suspension (up to 12 months), sources of support and any additional information relevant to the suspension or its terms. The student should be notified of the right to appeal the suspension. The Academic Registrar or delegated nominee, will initiate the suspension review process one month before the suspension ends. Before permitting the student to re-register with the University the Academic Registrar, or delegated

nominee, will require a satisfactory report confirming that the student is aware of support and monitoring arrangements in place with relevant College, Departmental, administrative support services and external agencies as appropriate.

(c) In the case of a suspension on 3 (c) or 3 (d), the AUO must give the student, the student's Head of Department and the Head of College (or delegated nominees) written notification of the suspension including the reasons for the suspension, identify the parts or activities of the University from which the student is suspended and the duration of the suspension (up to 28 days). The student should also be notified of the right to request the suspension be reviewed by the AUO and request that the suspension be lifted or the terms amended. The AUO will respond within 7 days and confirm to the student, Head of Department and the Head of College whether the suspension is to be lifted, amended or remain in place. During the period of suspension the AUO may arrange a case meeting of relevant University staff to determine whether additional action or a suspension under 3 (a) or 3 (b) should be considered.

(5) Appeal of Suspension

(a) In the case of a suspension on 3 (c) or 3 (d), there is only a right to request a review as specified in section 4 (c) and no right to appeal. Following a review decision by the AUO, students may consider whether to make a complaint in accordance with the University's Complaint Procedure for Students.

(b) A student suspended in accordance with 3 (a) or 3 (b) above may appeal to the Chair of Council Student Appeals Committee (CSAC). The student should appeal in writing to the Secretary of CSAC within 14 days of the date of the suspension.

(c) Students may appeal a suspension decision on 3 (a) or 3 (b) on the following grounds and should provide supporting evidence where appropriate:

(i) Evidence that the suspension procedure was not followed appropriately and why this had a material effect on the decision to suspend making it unsound;

and/or

(ii) Substantial and relevant new information which the student was unable to provide previously for a good reason and why this had a material effect on the decision to suspend making it unsound.

(d) Within 21 days of the appeal being received by the CSAC Secretary, it shall be considered by the Chair of CSAC or a Deputy Chair together with all the information considered as part of the suspension procedure. The CSAC Chair may consult as appropriate.

(e) If the CSAC Chair considers the student has demonstrated their grounds and therefore the decision to suspend was unsound, the appeal will be upheld and referred back for reconsideration of the suspension in accordance with correct procedure or in light of the new information.

(f) If the CSAC Chair considers the student has not demonstrated their grounds, the appeal will be dismissed.

(g) In all cases, the student will be informed of the decision and provided with a brief written decision summarising the reasons for the decision. The student will be informed of the availability to complain to the Office of the Independent Adjudicator and the timeline for doing so.

▼ General Regulation VII - Academic Appeals

(1) Introduction

An academic appeal is a request from a Durham University student for formal review of an academic decision affecting that student.¹

(2) Scope

An academic appeal investigation has a limited scope. Effectively the investigation amounts to a check as to whether the decision appealed was reached:

- (a) in accordance with correct University procedures; and
- (b) in the light of relevant information.

Matters of academic judgement cannot be appealed. The University defines “academic judgement” as the professional and scholarly knowledge and expertise which members of Durham University staff and the external examiners draw upon in reaching an academic decision.

Academic judgement therefore includes, but is not restricted to, decisions about the severity of impact of mitigating circumstances on academic performance, decisions about the academic standard attained by students, marks and grades to be awarded for individual pieces of work or modules, and degrees and degree classifications to be awarded, or not.

In view of its limited scope, there are two primary circumstances in which an academic appeal may be appropriate:

- (a) that there might have been a serious error in the way in which the original decision was made;
- (b) that there exists or existed circumstances affecting the student’s performance of which, for good reason, the Board of Examiners or Committee or University Officer might not have been aware when the original decision was made.

(3) Possible Remedies

If the appeal is upheld it will normally be sent back for reconsideration by the body that made the original decision. This does not necessarily mean that the original decision will be reversed or altered. Normally marks for work will only be changed if there was an error in recording or processing them.

(4) Principles

The University’s Academic Appeal Regulations are based on the following principles:

- (a) that staff and students are expected to act fairly and reasonably;
- (b) that, where a complaint is shown to be frivolous, vexatious or motivated by malice, it will not be investigated and disciplinary action may be taken against the student in accordance with the “Code of Practice on Student Behaviour in Appeals and Complaints.”;
- (c) that staff must not investigate cases in which any potential conflict of interest might arise. Where practicable, senior staff should avoid becoming involved in the early stages of an academic appeal because it may compromise their ability to be involved at a later stage;
- (d) that students must abide by University General Regulations and Student Codes of Practice published in the University Calendar and available on the University’s web site at <http://www.dur.ac.uk/university.calendar/volumei/> ;

(e) that the University will treat academic appeals seriously and will deal with them without disadvantage or recrimination unless misconduct by the student is uncovered in the course of investigating the academic appeal.;

(f) that staff and students will be expected to comply with deadlines. Time limits for appeals will be extended only in exceptional circumstances, such as when the student did not receive timely notification of the decision for reasons outside his or her control;

(g) that, before submitting a formal appeal, students should attempt to resolve the matter informally where feasible. Where the student is dissatisfied with the outcome of the informal approach, they should submit a formal appeal, using the relevant academic appeal proforma. The relevant forms and information about sources of support are available on the University's web site via www.durham.ac.uk/academicssupport.office/appeals;

(h) that the University expects students (as the person best able to communicate any issues of dissatisfaction or adverse effects) to raise academic appeals with the University and will only accept academic appeals raised by third parties on a student's behalf in exceptional cases. In any meeting with University staff under this policy, students have the right to be accompanied by a current member of the University community or a Students' Union representative.

(i) that complete confidentiality cannot be always guaranteed if effective action is to be taken on an academic appeal. Therefore students are asked to sign a disclaimer on the University's appeal proformas authorising the investigating authority to consult others and share information on a need to know basis. Staff dealing with appeals must, however, ensure that information disclosed by the student appealing is only disclosed to third parties on a need to know basis. Normally no information disclosed to anyone outside the University, including the student's parents, without the express permission of the student;

(j) that students seeking help in using this procedure should seek advice from any of the following on confidential basis:

- the appropriate College Student Support Office;
- appropriate academic staff (as set out in the Departmental handbook);
- the Academic Support Office;
- the Students' Union (advocacy as well as procedural support).

Where complete confidentiality is requested by a student, this might limit the extent to which an academic appeal can be investigated. Authoritative advice on the appeals regulations or complaints procedure is contained in the regulations. The Academic Support Office may be contacted for advice on the appeals process. To ensure that an independent investigation is undertaken, the Officer investigating the appeal or complaint should not be asked for advice in advance of the notification of the decision;

(k) that, where an academic appeal is upheld, the remedy will be implemented within a reasonable timescale;

(l) that in addition to the Academic Appeals regulations the University has established the following other procedures for students to use if they consider they have personally been discriminated against or unjustly treated:

- the Complaints Procedure for Students (for complaints about academic support or service delivery);
- the Respect at Study: Policy, Code of Practice and Procedures for Students to make a Complaint about Harassment (for allegations of harassment (including racial, sexual, bullying or harassment because of a disability) between fellow students or by a student against a member of staff);
- the Sexual Violence and Misconduct Policy (for allegations of sexual violence between fellow students or by a student against a member of staff);
- the Code of Practice for Durham Students Union and the Code of Practice for Common Rooms;
- the Code of Practice on Freedom of Expression;
- the Public Interest Disclosure ('WhistleBlowing') Policy (to report financial or procedural malpractice in good faith);

(m) that in cases where a student raises matters informally or formally which may apply to the academic appeal procedure and another procedure simultaneously, the University will write to the student to inform them of the appropriate process, processes or order of processes which will be used for consideration of the matters they raised. Students are not permitted to initiate more than one formal procedure simultaneously for the same or related matters.

(n) that Academic Appeals are monitored by the University annually because they provide important evidence about how effectively the University's student procedures have operated in practice. The University Senate therefore receives an annual report containing an anonymised analysis of formal complaints and appeals including a breakdown by gender, age, ethnicity and disability based on information supplied at registration. Where appropriate the report will contain recommendations for improving practice in the University.

(5) Decisions That Can Be Appealed

Students may use these regulations to appeal against the following decisions:

- (a) a confirmed decision of a Board of Examiners or the Examiners of a higher degree.
- (b) a decision of a University Committee or a University officer on any academic matter affecting the student appealing (eg a decision regarding Academic Progress).

(6) Grounds for Appeal

The grounds for appeal are limited to:

(a) that you were adversely affected by illness or other relevant factors, of which you were previously unaware or which for a good cause you were unable to disclose to the Examiners or other decision-making body or Officer

AND/OR

(b) that you have evidence that parts of the relevant documented procedure were not applied correctly or your marks were not calculated correctly and this procedural defect was significant enough to have materially affected the decision, making it unsound

AND/OR

(c) that the Board of Examiners or other decision making body or Officer took a decision which was not reasonable in all the circumstances.

(7) Formal Appeal Stage 1: Faculty Appeal²

(a) A student must appeal within 21 days of the date of the notification of the decision to be appealed by completing a University Faculty Appeals pro forma⁵, which should be sent to the relevant Faculty Office (in the case of an undergraduate appeal) or to the Academic Support Office (in the case of a postgraduate appeal).

(b) The student must state the grounds for appeal, giving detailed reasons to support his or her case.

(c) The Head or a Deputy to the Head of the relevant Faculty⁶ shall be responsible for considering the appeal

(d) Where he or she considers it appropriate, the Head of Faculty or deputy to the Head of Faculty⁶ may treat an appeal as if it were an application for a concession.

(e) Within 42 days of the University Faculty Appeals pro forma being received, the Head of Faculty or deputy to the Head of Faculty⁶ shall:

(i) consult the following and receive written information from those consulted:

(A) the Designated Officer and the Head of the Student's Department if the appeal is about decision under General Regulation V (Academic Progress)

(B) the Chair of the Board of Examiners if the appeal is about an Examination Board decision

(C) or the internal examiner or Internal Adviser to examiners if the appeal from a postgraduate research degree student);

(D) or the Chair of the Committee if the appeal is about a committee decision.

(E) in all applicable cases: the Head of the student's College.

(ii) may consult other members of University staff if he or she deems it appropriate in particular cases

(iii) produce a brief report on the case setting out his/her decision on the case

(iv) notify the outcome of the appeal to the student, the Head of Department or School, the student's Supervisor or Course Director (if the student is a postgraduate), the Academic Support Office, and the Head of the student's College and provide the student with a copy of his/her Faculty Appeal file containing the documentation considered.

(f) The Faculty Appeal will have one of the following outcomes:

(i) if the Head of Faculty or a deputy to the Head of Faculty has concluded that the appeal is allowed, that it shall either:

(A) be forwarded to the Secretary to Senate Academic Appeals Committee for the Chair/Deputy Chair of the Senate Academic Appeals Committee, for consideration under Regulation 8(c)

Or

(B) be referred back to the original decision-making body for reconsideration.

Or

(C) be treated as an application for a concession, in which case the appeal process may be concluded without an appeal investigation taking place.

Or

(ii) the Head of Faculty or deputy to the Head of Faculty concludes that the appeal is dismissed as unjustified.

(g) If the student is dissatisfied with the decision to dismiss the appeal, or the decision reached by the original body on reconsidering the case, or the concession offered, he or she may appeal to Senate Academic Appeals Committee within 14 days of notification of the decision in question.

(8) Formal Appeal Stage 2: Appeals to the Senate Academic Appeals Committee

(a) An appeal to the Senate Academic Appeals Committee (SAAC) must be made within 14 days of the date of the notification of the Faculty Appeal decision, using a University Senate Academic Appeals Committee proforma, available on the web at www.durham.ac.uk/academicsupport.office/appeals/ or via the Academic Support Office, or via the student's College or Department.

(b) The grounds for appeal are either:

(i) that you (the appellant) have evidence that parts of the relevant documented procedure were not applied correctly at the Faculty Appeal stage and this procedural defect was significant enough to have materially affected the decision, making it unsound;

Or

(ii) that there is substantial and relevant new information that was previously unknown to you, or which for a valid reason you were unable to disclose at the Faculty appeals stage and that the information is significant enough to have materially affected the Faculty Appeal decision, making it unsound.

(c) Within 28 days of the University SAAC pro forma being received by the Secretary to Senate Academic Appeals Committee, it shall be

(i) copied to the student's Department and College for information

(ii) considered by the SAAC Chair/Deputy Chair, in consultation with the Head or deputy to the Head of a Faculty other than the Faculty to which the student belongs (HF/DHF), and in the light of the documentation considered at the Faculty appeal stage.

(d) If the SAAC Chair/Deputy Chair is ineligible or unavailable to act in respect of an individual case, the Vice-Chancellor and Warden, the Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall designate a senior member of the University to serve as SAAC Chair/Deputy Chair for that particular case.

(e) The SAAC Chair/Deputy Chair and the Head of Faculty or deputy to the Head of Faculty may consult as they deem appropriate.

(f) If the appeal is disallowed, the Secretary to Senate Academic Appeals Committee shall inform the student of the decision in writing, and enclose a copy of the student's SAAC file and provide a completion of procedures letter. The student shall also be told that he/she may take the matter to the Office of the Independent Adjudicator (OIAHE) in accordance with their procedures.

(g) If the OIAHE rules that the appeal should be considered by the SAAC, the Committee must meet in accordance with these procedures, chaired by a senior member of University staff, normally a Pro-Vice-Chancellor, who has not been previously consulted about or involved in the matter.

(h) If SAAC Chair/Deputy Chair and HF/DHF allow the appeal it shall be forwarded to the SAAC for an oral hearing, unless in view of the particular circumstances of the case, the Chair/Deputy Chair considers that appropriate action might be taken to deal with the situation.

(i) If the SAAC Chair/Deputy Chair and HF/DHF consider the alternative action has not dealt with the situation in an appropriate way, the appeal will then be forwarded to the SAAC for an oral hearing and the student will be notified of this decision in writing.

(j) If the Chair/Deputy Chair and HF/DHF believe that the alternative action has dealt with the situation appropriately the appeal will have concluded. The University will issue a Completion of Procedures letter advising the student that if he or she remains dissatisfied it is possible to complain to the Office of the Independent Adjudicator in accordance with their procedures.

(k) When the "appropriate action" taken by the Chair/Deputy Chair is to refer the appeal back to a Board of Examiners, the HF/DHF shall attend the meeting of the Board of Examiners in an advisory capacity.

(l) A guideline for complaints to the OIAHE⁷ will be issued with the University's Completion of Procedure letters.

(9) Meetings of the SAAC

(a) A meeting of the SAAC is normally held within 28 days of the decision that the appeal be considered by the Committee and the student shall receive at least two weeks' notice of the meeting.

(b) With the exception of the Chair/Deputy Chair of the Committee, any member of the SAAC who has already been involved in the matter shall not sit on the Committee.

(c) At the hearing the student shall have the right to:

(i) present his/her case in person, accompanied either by a member of staff of his/her choice (if willing) or by another registered Durham student of his/her choice (if willing) or by a member of staff from the Durham Students' Union (if willing);

(ii) nominate a proxy, who should be a member of the University community, to attend and present the case on the student's behalf (if willing), if the student is unable for a valid reason to attend in person. The meeting may proceed in the absence of the student or proxy provided that the Chair/Deputy Chair of the Committee considers it reasonable to do so.

(d) The Committee shall have the power to call and seek evidence from whomsoever it judges appropriate.

(e) Normally, those attending the Committee would include, as appropriate, the Head of the student's College and the Head of the student's Department, the Chair of the relevant Board of Examiners, or, the case of a postgraduate research student, the relevant internal examiner or supervisor or adviser.

(f) A member of the University attending may be accompanied by a member of staff of his/her choice (if willing).

(g) At the hearing the student or his or her proxy shall be the first to speak to the SAAC. Anyone who is present to accompany one of the participants in the appeal may speak to the Committee only with the permission of the Chair//Deputy Chair.

(h) All members of the SAAC considering the appeal, the appellant, or his or her proxy and those having the right to attend, shall receive papers relevant to the case.

Note: The Committee shall not itself reach an independent academic judgement on the quality of academic work in any cases of appeal against decisions of examiners, but may request the appointment of fresh or additional examiners if a further opinion on the quality of a particular piece of work or works is deemed necessary.

(i) Having considered the evidence and taken such advice as may be appropriate, the SAAC shall issue a written judgement, normally within 10 days.

(j) If the SAAC decides to allow an appeal, it shall refer the matter back to an appropriate body within the University for further consideration and action.

(k) The University will issue a Completion of Procedure letter notifying the student of SAAC's and hence the University's final decision on their case and of the right to complain to the OIAHE in accordance with their procedures.

(l) The SAAC shall submit a report to Senate if an important point of principle is to be determined, or in individual cases as the SAAC judges appropriate.

¹ These procedures do not apply to:

(a) MB BS Phase 1 appellants who are appealing against a decision of the Student Health and Conduct Committee of the University of Newcastle upon Tyne. In such cases, the appeals regulation of the University of Newcastle upon Tyne will apply.

(b) Appeals against results obtained at another Institution (eg Erasmus programme) that count towards a University of Durham degree. [Appeals about the translation of the other Institution's marks or grades into University of Durham terms should be made through the University of Durham appeals systems.]

(i) Any student appellant wishing to appeal against the grades awarded by the other institution shall pursue this through the appeals procedure of that Institution.

(ii) Any such appeals must have been made to the other institution. The Chair of the Board of Examiners for the programme on which the student is registered should be informed in writing by 31 October in the final year of study (or such earlier time as may be specified in the procedures of the other Institution) that such an appeal has been initiated.

(iii) The other Institution shall retain the examination papers and notes of oral examinations of Durham students until three months after the date on which they are expected to graduate in Durham.

² The University reserves the right to stay the academic appeals process pending completion of legal or other proceedings which may be relevant to the appeal.

⁴ or 21 days from the date of dispatch from the University of documentation requested under the terms of the Data Protection Act. Any such Subject Access request must be made within 14 days of the date of notification of the decision to be appealed against. [The University will send the subject access documentation via a recorded delivery service.]

⁵ The University Appeals Proformas are available on the web via www.durham.ac.uk/academicsupport.office/appeals.

⁶ Or other senior member of the Faculty nominated by the Head of Faculty or deputy to the Head of Faculty

⁷ The Guideline is available on the web via www.oiahe.org.uk

▼ General Regulation VIII - Examinations and Assessment

(1) Principles and Scope

(a) Registered students of the University agree to be subject to the University examinations and assessment regulations, rules and processes. These regulations, rules and processes apply to all University examinations and assessments irrespective of their location.

(b) The University will determine the appropriate assessment methods to be completed by students. Assessment methods for a module or programme apply to all students undertaking that module or programme, unless an approved concession has been granted to vary the assessment or exempt the student from it.

(c) Students must not engage in any practice to gain unfair academic advantage or breach any assessment rules. If, in the view of an examiner, invigilator or the University Examination Officer a student has potentially committed an assessment irregularity, plagiarised, falsified results or engaged in behaviour that may prejudice the performance of other candidates or the integrity of the assessment, this will be treated as misconduct and will be subject to General Regulation IV – Discipline and may result in expulsion.

(2) Definitions and Terms

(a) Assessment is used by the University to measure student performance against the intended learning outcomes for the module and programme. Assessment methods used by the university include;

- oral assessment and presentation
- practical skills assessment
- written assessment, including essay, dissertation, portfolio, report etc
- written examination.

(b) The University Examinations Officer is the person responsible for the administrative arrangements involved in the examination and assessment process of the University, or their representative.

(c) A University Examination Invigilator is the person responsible for administering an examination at a venue on behalf of the University Examinations Officer, and for ensuring students adhere to the University examination rules.

- (d) An examiner is the person or persons responsible for setting and/or marking the assessed work.
- (e) Boards of Examiners are responsible, on behalf of and to Senate, for all academic aspects of the examination and assessment process for the modules and programmes for which they are responsible.
- (f) Plagiarism is the copying or paraphrasing of other people's work or ideas without full acknowledgment, which amounts to the presentation of someone else's work or ideas as one's own. Plagiarism will be penalised. It includes the following:
- (i) Collusion, which occurs when students work together in an unauthorised way to develop a submission for an assessment where such input is not permitted. Collusion does not depend on a fee being paid for the work.
 - (ii) Contract Cheating, which occurs when a student submits work for assessment where they have used one or more of a range of services provided by a third party. The third party contract with the student can include payment or other favours, but this is not always the case. 'Services' may include essays or other types of assignments, conducting research, impersonation in exams and other forms of unfair assistance for completing assessed work. 'Third parties' include web-based companies or auction sites (essay mills), sharing websites (including essay banks), or an individual such as a lecturer, colleague, friend or relative. This applies in any case where the third party makes a contribution to the work of the student, such that there is reasonable doubt as to whose work the assessment represents
 - (iii) Multiple submission, which is defined as inappropriate submission of the same or substantially the same work of one's own for summative assessment in connection with an academic award.
- (g) A concession is an exception, granted by the University, to permit a student to be exempt from or to vary the University rules and processes for assessment. The granting of a concession of any type is subject to the processes outlined in the Learning and Teaching Handbook and Core Regulations.

(3) Examinations

- (a) The University examination rules and procedures are detailed in the Learning and Teaching Handbook. Students must observe all such rules, and the instructions provided by the Invigilator and University Examinations Officer.
- (b) Any invigilator or other official entrusted with the duty of superintendence in a University examination may immediately suspend or dismiss from an examination a student suspected of misconduct, and such action shall be reported immediately to the Examinations Officer who will follow the procedures for dealing with an Examination Irregularity, as outlined in the Learning and Teaching Handbook.

(4) Plagiarism

- (a) In formal examinations and all assessed work prescribed in module outlines and programme regulations, candidates should take care to acknowledge the work and opinions of others and avoid any appearance of representing them as their own.
- (b) Where suspected by an examiner, plagiarism will be investigated in accordance with procedures outlined within the Learning and Teaching Handbook.

(c) Any student work may be uploaded to a plagiarism detection system, at the discretion of the Department concerned if plagiarism is suspected. The system may also be used routinely to screen work for plagiarised text: for this purpose students are required to sign a declaration at registration authorising the uploading of their work onto the system.

(d) Plagiarism will be penalised and, in extreme cases, may be classed as a dishonest practice under 6(a)(x) of General Regulation IV – Discipline and may lead to expulsion. The facilitation of plagiarism through publication may also be classed as a dishonest practice under General Regulation IV – Discipline and may lead to expulsion (see also General Regulation X – Intellectual Property Rights).

▼ General Regulation IX - (A) Conferment of degrees, diplomas and licences; wearing of academic dress (B) Payment of Fees and Charges

Preamble to the Regulations

Students are required to pay all charges owing to the University by the due date. Students will not normally be awarded their degrees or other qualifications whilst they have a tuition fee debt owing to the University.

General Regulation IX A: Conferment of degrees, diplomas and licences; wearing of academic dress

(1) No students are entitled to describe themselves as holding a degree of the University until it has been conferred upon them in Congregation either in person or in absentia.

(2) Where a degree, diploma or licence is conferred upon any person who is reported under the authority of the Vice-Chancellor and Warden, the Deputy Vice-Chancellor & Provost or a Pro-Vice-Chancellor as being in default in regard to the payment of his or her tuition fees to the University, the proof of degree, diploma or licence shall normally be withheld until such time as these obligations have been met.

(3) Undergraduate diplomas and certificates of the University shall be deemed to have been conferred on the date of issue of the official pass list announcing the award and their holders may describe themselves as possessing the relevant qualification from that date.

(4) Students shall wear academic dress at Congregation and as prescribed by notice from the Vice-Chancellor and Warden or from the Head of College to which the student belongs.

General Regulation IX B: Payment of Fees and Charges

(1) Tuition fee debts may not be carried from one term to the next within an academic year without the written agreement of the Head of College.

(2) No degree or other qualification shall normally be conferred upon a student while he/she has a tuition fee debt owing to the University. Results will be published to undergraduates and postgraduates with tuition fee debts to the University but such students will not normally have the degrees conferred until the debt has been cleared.

(3) Tuition fees are charged termly and are due 30 days from the start of the Michaelmas Term and 14 days from the start of the Epiphany and Easter Terms. Any other arrangement is at the discretion of the Head of College concerned and/or the Chief Financial Officer (Treasurer) of the University and/or their delegate:

(4) A student who fails to pay tuition fees owing to the University by the date may incur an administrative charge and will be reminded in writing to settle the debt on a maximum of three further occasions at 14 day intervals until the end of term. If the debt has not been paid by the end of the term the student may be required to withdraw from the University.

(5) Students whose registration is suspended by concession will not normally be permitted to return to the University if any tuition fee debt has not been settled.

(6) Where the University terminates an applicant's application prior to the programme start date or requires a student to withdraw following the termination of their registration under the terms of University's Notification of Academic and Personal details for Admission, Matriculation and Registration Purposes Regulation the University may retain any fees paid by or on behalf of the applicant/student. This provision does not affect the student's statutory rights under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 to a 14 day cancellation period.

▼ General Regulation X - Intellectual Property Rights

(1) As a general principle the University recognises the student as the owner of any Intellectual Property that a student produces while a registered student at the University. Intellectual Property is the term given to the production of original intellectual or creative activity in the course of their academic work, studies or research while a registered student at the University. Intellectual Property Rights are the legal terms that arise from these productions. This principle of recognition may, however, be subject to variation in the case of collaborative or externally sponsored work, or other exceptional circumstances where ownership has to be shared or granted to the University.

(2) In connection with their academic studies or research, students may become involved in work with commercial potential. The University is committed to encouraging the successful exploitation of Intellectual Property Rights by its students and maximising the value of the Intellectual Property for the benefit of all involved in its creation. To that end, the University will seek to promote the recognition, protection and exploitation of potentially valuable Intellectual Property produced by its students.

(3) The University retains the right to require any student to assign his or her interests in any Intellectual Property Rights arising from the financial exploitation of any work with commercial potential. Assignment will only take place in the event that Intellectual Property is generated. Students who are required to assign Intellectual Property Rights to the University will be entitled to a share in any revenue arising from the commercial exploitation of that Intellectual Property.

(4) Students shall in such circumstances be required, in conjunction with their supervisor, or the member of staff directing their studies to ensure that the Chief Financial Officer (Treasurer) of the University is notified in writing of any Intellectual Property or other result developed or obtained in the course of their academic work which it is considered, by the University, may have commercial significance.

(5) Notification by a student must take place in a timely manner before publication or other disclosure and to withhold publication for a limited period if required to do so by the Council of the University.

(6) It is University policy that all Intellectual Property or other results developed or obtained in the course of a student's academic work or studies shall be published. The University, however, retains a right to require a delay in publication when it is necessary to secure the Intellectual Property or where the prior permission of a third party, for example an external sponsor, is required.

(7) The University will also assert its rights over a student's academic work or studies to prevent publication where it deems publication to be unethical and/or likely to promote improper use of the work and/or to bring the University into disrepute, for example by promoting or facilitating plagiarism through the process of publication.

▼ General Regulation XI - Regulations for the use of University IT Facilities

The aim of these regulations is to ensure that Durham University's IT Facilities can be used safely, lawfully and equitably. Further information and guidance on specific issues covered by these regulations are available at www.durham.ac.uk/infosecurity/policies/itregsstudent/

(1) Scope

(1.1) These regulations apply to all Durham University students that connect to or use the **IT Facilities** (hardware, software, data, network access, third party services, online services or IT credentials) provided or arranged by Durham University. Regulations applicable to members of Durham University's staff and other individuals and organisations are available at www.durham.ac.uk/infosecurity/policies/itregsstaff/. In the event that you are employed by the University to do any paid work, you will be bound by these regulations when undertaking such work.

(2) Intended Use

(2.1) You may use a University IT Facility provided that:

- (a) you are an **Authorised User**, having been assigned a Durham University User Account or been given, in accordance with University processes, express permission to use University IT Facilities; and
- (b) you comply with the IT Regulations set out below.

(2.2) The **University IT Facilities** are provided for use by authorised users in support of academic work and normal University duties in the course of their employment and education, or for other recognised roles or activities for which access to these Facilities is granted.

(2.3) You must not use the IT Facilities for any unsanctioned commercial activity. Any use of IT Facilities for non-institutional commercial activity requires express written permission from the Chief Operating Officer.

(2.4) Use of the IT Facilities for personal activities is permitted, provided that it does not breach any of these regulations, and does not interfere with the requirements of your course of study.

(2.5) Charges are payable by users for some IT Facilities, such as printing and replacement of lost campus cards. For current charges please see the [CIS website](#).

(3) Governance

(3.1) Your use of the University IT Facilities must comply with the law. Ignorance of the law is not considered a valid excuse for any acts in contravention of the law, and it is your responsibility to ensure you are complying with the relevant laws.

(3.2) When accessing Durham University services while in another country you are responsible for familiarising yourself with and adhering to the laws applicable in that country, and must also comply with UK law.

(3.3) You are bound by the **Statutes and General Regulations of the University** when using the IT Facilities, available at www.durham.ac.uk/university.calendar/volumei/. You should also adhere to the University's published policies, standards, procedures and guidance relevant to the use of IT Facilities available at www.durham.ac.uk/cis/policy/.

(3.4) You must abide by the end user terms published by any other organisation whose services you access, including but not limited to **Janet** and **Eduserv**. See definitions for further information.

(3.5) You must adhere to the terms and conditions of all service and licence agreements relating to the IT Facilities that you use including websites, software, equipment or any other service used. In the event that you have any questions regarding the terms of any software or third party service provided to authorised users, you should contact the IT Service Desk or the department which provided access to the software or service.

(3.6) When accessing Durham University facilities via **Eduroam**, you are subject to both the IT Regulations of Durham University and the institution where you are accessing services.

(3.7) Breach of any applicable law or third party regulation will be regarded as a breach of these regulations.

(3.8) The University is under a duty to prevent extremism in accordance with the Counter-Terrorism and Security Act 2015. You must not engage in any activity which could incite or promote terrorist activity including, but not limited to, accessing websites or social media content that might be associated with extreme or terrorist organisations and which could attract criminal liability. For procedures relating to research involving such material, see clause 6.5.

(3.9) The University has a responsibility to safeguard children and vulnerable adults who are on its premises or in contact with its staff/students, and it recognises the risks presented by online activity. As such, everyone has a duty to be vigilant and report any behaviour online which would indicate a risk to vulnerable parties. Such behaviour includes, but is not restricted to, accessing or distributing abusive imagery of children. For procedures relating to research involving such material, see clause 6.5.

(4) Identity

(4.1) You must take all reasonable precautions to safeguard any IT credentials (for example, a username and password, campus card or other tokens for authentication) issued to you. You must not allow anyone else to use your IT credentials. Nobody has the authority to ask you for your password and you must not disclose it to anyone. There may be exceptional circumstances in which shared passwords are required for business continuity reasons. See the Password Standard for further information.

(4.2) You must not attempt to obtain or use anyone else's credentials.

(4.3) You must not impersonate someone else or actively disguise your identity in order to undertake any wrongful act when using the IT Facilities, or such that activities carried out on University systems cannot be audited.

(4.4) You must not log on to an IT Facility and leave it unattended such that it could be used by another person.

(4.5) In the event that you willfully or negligently allow your IT credentials to be used by another individual, for example by sharing your password or leaving an IT facility logged in and unattended, you may be liable for activity carried out using your account.

(5) Infrastructure and Equipment

(5.1) You must not knowingly do anything to jeopardise the integrity of the IT infrastructure or expose the University to risk, including, but not limited to, doing any of the following without authorisation:

- Damaging or reconfiguring equipment;
- Deliberately or recklessly introducing malware, for example by browsing websites or downloading or opening files that could reasonably be considered likely to pose a risk of infection;
- Attempting to disable or gain unauthorised access to a computer system;
- Attempting to disrupt or circumvent IT security measures.

(5.2) You must comply with the University's Standard for the Use of Non-University-Owned Devices when connecting your own IT device to the University's wired or wireless networks.

(5.3) You must take appropriate precautions to prevent unauthorised access to and/or theft of IT equipment provided to you by the University. The level of physical security should be appropriate to the type and location of the equipment, its use and the sensitivity of any data stored.

(5.4) You must not attempt to monitor the use of the IT Facilities without explicit authority (see the Monitoring and Interception Policy for further information).

(6) Information

(6.1) You must take all reasonable steps to ensure the security of information, in particular personal or commercially valuable data, of the University. You are responsible for complying with all relevant law, regulations or commercial contracts that govern the collection, use, storage, transmission and deletion of such information. You must observe the University's Data Protection and Information Security policies, available at www.durham.ac.uk/infosecurity/policies/

(6.2) You must report any information security breach or weakness of which you become aware, including loss of equipment or suspected compromise of a device or system, via the IT Service Desk in accordance with the Information Security Incidents and Weaknesses procedure.

(6.3) You must not attempt to access, delete, modify or disclose other users' information without their permission, or without explicit approval in accordance with the University's Monitoring and Interception policy.

(6.4) You must not breach copyright legislation or infringe the intellectual property rights of another person or organisation. You must also observe the University's Intellectual Property regulations.

(6.5) You must not access, create, download, store or transmit unlawful material, or material that can reasonably be considered to be indecent, offensive, obscene, defamatory, threatening or discriminatory. This includes material that might be subject to provisions of the Counter-Terrorism and Security Act 2015. If you wish to undertake any research or scholarly activity involving such material you must observe the appropriate University procedures to gain approval before commencing such activity and should speak to your supervisor for advice in the first instance.

(6.6) With regard to University business, for example where you are a University purchasing card

holder, you must not process, store or transmit any payment card data unless authorised to do so.

(7) Behaviour

(7.1) In using the IT Facilities, you must not:

- (a) Do so in such a way as could reasonably be considered as likely to cause any needless offence, concern or annoyance to others, or to perform any act which could reasonably be considered as likely to amount to causing any individual or group any form of harassment, alarm or distress.
- (b) Act in a way that could reasonably be considered likely to jeopardise the University's institutional integrity or to bring the University into disrepute.
- (c) Present any statement or representation as the view or opinion of the University unless you have been explicitly authorised to do so. Any statement or opinion piece given must make clear that the views are that of the individual and not of the University.

(7.2) You must not send spam (unsolicited bulk email). Internal bulk emails, to staff and/or student groups, can only be sent in relation to sanctioned University business. For communications regarding research activities, you must ensure you have gained approval from your supervisor and any other relevant parties before proceeding.

(7.3) You must not consume IT resources such as processing power, storage, bandwidth or consumables, to an extent that could reasonably be considered excessive.

(7.4) You must not use the IT Facilities in a way that interferes with others' valid use of them.

(8) Breach of These Regulations

(8.1) If you are found to have breached these regulations, the University reserves the right to:

- Suspend access to University IT Facilities to enable a disciplinary investigation to take place;
- Consider your case in accordance with the University's student discipline regulations.

(8.2) Where a penalty is imposed as a consequence of a disciplinary investigation arising from a breach of these regulations, you will have the right to request a review.

(8.3) Material found to be in breach of these regulations will be removed from University systems. If you have posted such material elsewhere, you may be requested to do as much as is in your power to remove it.

(8.4) You may be liable for any direct costs incurred as a result of a breach of these regulations for which you are responsible.

(8.5) In the event that the University has reason to believe that you are participating in illegal activities using the IT Facilities, information will be passed to appropriate law enforcement agencies.

(8.6) If you become aware that you or anyone else has breached these regulations, whether intentionally or otherwise, you should report this via the IT Service Desk either directly, or if you prefer indirectly via the student support officers in your College.

(9) Monitoring and Interception, and Provision of Information

(9.1) Durham University reserves the right to monitor and record the use of its IT Facilities, including but not limited to email and internet use, for the purposes set out in the University's Monitoring and Interception policy. Use of University IT Facilities constitutes consent by the user to monitoring and interception in accordance with this policy.

(9.2) Durham University will comply with lawful requests for information including for example requests made under Freedom of Information or Data Protection laws or from government and law enforcement agencies.

(10) Disclaimer

(10.1) The University undertakes to take reasonable care to safeguard the operation of its IT Facilities and to prevent the corruption or loss of information accessed or stored by Authorised Users using the University's IT Facilities. However, the University accepts no responsibility or liability for any inconvenience, loss or damage, cost or claims a user may suffer as a result of any failure or malfunction of the University IT Facilities.

(11) Defined Terms

Authorised user	Any individual who has been assigned a Durham University User Account; or any other individual to whom express permission to use University IT Facilities has been given in accordance with University processes.
Eduroam	A service provided via <u>JANET</u> which enables students, researchers and staff to securely access the internet whilst visiting other participating institutions, using the username and password credentials provided by their home organisation.
Eduserve	An organisation that has negotiated many deals for software and online resources on behalf of the UK higher education community, under the common banner of Chest agreements. These agreements have certain restrictions that may be summarised as: non-academic use is not permitted; copyright must be respected; privileges granted under Chest agreements must not be passed on to third parties; and users must accept the <u>User Acknowledgement of Third Party Rights</u> .
General Regulations of the University	The rules laid down by Senate and Council for the conduct of members of the University under the authority accorded to those bodies by the Statutes of the University. They are subject to alteration from time to time by those bodies. They are published in the University Calendar Volume I available on the web via www.dur.ac.uk/university.calendar/volumei/

IT Facilities	<p>“IT Facilities” include but are not limited to:</p> <ul style="list-style-type: none"> • IT hardware that Durham University provides, such as PCs, laptops, tablets, smart phones, printers and peripherals; • Software that the institution provides, such as operating systems, office application software, web browsers etc. It also includes software that the institution has arranged for you to have access to, for example, special deals for students on commercial application packages; • Data that Durham University provides, or arranges access to. This might include online journals, data sets or citation databases; • Access to the network provided or arranged by the institution. This would cover, for example, network connections in colleges, on-campus wireless, connectivity to the internet from University PCs; • Online services arranged by the institution, such as Office 365, JSTOR, or any of the Jisc online resources; • IT credentials such as your Durham University username and password, campus card or any other token for authentication issued by the University to identify yourself when using IT facilities. <p>(See also “University IT Facilities”)</p>
JANET	<p>The network that connects all UK higher education and research institutions together and to the internet. When connecting to any site outside the University via the University's network you will be subject to JANET's acceptable use policy.</p>
University IT Facilities	<p>All IT Facilities provided for authorised users, whether owned or hired by the University or provided by other organisations as a result of a contract or other arrangement with the University. This includes IT Facilities purchased through research grants or other funding obtained under the auspices of the University.</p> <p>(See also “IT Facilities”)</p>
University Statutes	<p>The Statutes of the University of Durham scheduled to the Universities of Durham and Newcastle upon Tyne Act 1963 as subsequently amended. The University Statutes are published in the University Calendar.</p>

▼ General Regulation XII - Library Regulations

¹These regulations refer to the conditions under which Durham University students are allowed to use the Library.

(I) The Use of the Library

(1) Matriculated undergraduate and postgraduate students of the University may borrow books from the Library;

(2) In addition to the other categories of users set out in the regulations for Durham University staff and other users, the Librarian may admit other non-University members to use the Library for the purposes of reading and reference only, (for example, members of the SCONUL Access scheme)

(3) The Librarian may refuse other persons admission or readmission to the Library.

- (4) All users may be required to register on first being admitted to the use of the Library.
- (5) Campus cards are issued to all regular registered users. The campus card may be used only by the person to whom it is issued and whose name appears on it.
- (6) Campus cards should be carried on all visits to the Library and must be produced each time books are borrowed or when requested by a member of Library staff.
- (7) Students must report lost or stolen campus cards to Computing and Information Service staff immediately. Campus cards may be replaced on payment of a fee determined by the Computing and Information Service.
- (8) Students should notify any change of term-time or vacation address via the online enrolment system.

(II) Borrowing

- (1) Certain material such as books and manuscripts from the Special Collections and works of reference may only be borrowed with the permission of the Librarian. Some material, including some DDS requests, is confined to the Library and may not be borrowed.
- (2) The loan period of certain categories of material may be restricted.
- (3) A separate loan record must be made for each book borrowed. The student remains responsible for each book borrowed until the loan record is cleared.
- (4) Students may not have on loan at any time more books than the borrowing limit for their category of borrower as determined from time to time by the Library Steering Group and published in the Library. In special cases, permission to borrow additional volumes may be given by the Librarian.
- (5) All books must be returned or renewed on or before the due return date (or, for Short Loan items, by the due return time), or returned by the revised date as noted in a recall notice.
- (6) After a book has been in the possession of a student for one week, it may be recalled for use by another user. Books are subject to recall in vacation as well as in term.
- (7) Any student who fails to return an item on loan from the Library when it is due or when requested to do so by the Library shall be liable to a fine as set out in the following [document](#) or refer to the University Library for information on library charges.
- (8) If fines accumulate to a level determined by the Library Steering Group, borrowing privileges will be suspended until payment is made.
- (9) Any student who marks, damages, loses or willfully refuses to return a book or has the book stolen whilst on loan, will be sent an invoice for the cost of replacement, fines due and a handling charge. The fines and handling charge will be charged whether or not the book is eventually returned.
- (10) Students must return all books borrowed by them and pay any outstanding fines or charges in accordance with current library rules. All accounts must be cleared of outstanding books or fines before membership of the Library expires.
- (11) During university vacations, the standard term-time loan periods and recalls and renewals policies continue to apply. During vacation periods, it is the responsibility of the individual student to ensure that books are renewed or returned to the Library as required.

(12) These regulations apply to both material owned by the Library and material obtained from other sources on the student's behalf (e.g. via the DDS service).

(III) General

(1) Silence must be kept at all times in all the reading areas of the Library except in areas explicitly designated for group study.

(2) Material may only be copied by or on behalf of students in accordance with relevant UK Copyright legislation.

(3) Material in the Special Collections, and other material liable to strain or damage, may only be copied at the Librarian's discretion, and normally such copying may only be carried out by Library staff.

(4) The Library reserves the right to inspect what is brought into the Library by students and what is taken out of the Library.

(5) Personal belongings may be brought into the Library at the Librarian's discretion, and at the student's own risk. The Library cannot be held responsible for loss of, or damage to, personal property.

(6) Electrical sockets in the Library must not be used for personal equipment, other than personal computers, or mobile devices such as tablets or mobile phones for study or research purposes.. Where personal equipment is used, this is at the student's own risk.

(7) Students may be asked to move to a different area or stop using personal equipment if it is causing a disturbance to other users or a health and safety risk.

(8) Mobile phones must not be used in the Library except in designated areas and must be switched off or to Silent Mode so as not to disturb other users.

(9) Smoking (including vaping) and the consumption of food and drink in the Library is prohibited.

(10) Illicit removal of Library materials and deliberate damage to or defacing of Library materials are serious disciplinary offences which shall be reported to the Librarian, who may seek compensation for damage incurred and/or initiate disciplinary procedures.

(11) Students may not introduce into the Library any item (such as food or drink) which is likely to damage books or equipment and shall be liable to pay compensation in respect of any damage caused.

(12) Seats may not be reserved for prolonged periods. Library staff may clear away any personal property left on tables in order to make seats available to other users.

(13) Students must heed all tannoy announcements or requests from Library staff and leave the Library promptly before closing time and may be asked to vacate their seats at any time after the final announcement of closing. Failure to do this may result in students being locked in the building at their own risk.

(14) All members of the Library staff are empowered to enforce discipline in the Library.

(IV) Penalties

(1) Students who are admitted to the Library undertake to observe Library rules and regulations.


(2) The Librarian shall at all times have authority to maintain good order in the Library and may exclude from it or suspend from its use any student who infringes the regulations or rules.

(3) Infringements of the regulations or rules and offences against good behaviour in the Library shall render students liable penalties, including exclusion from use of some or all Library services, which may be imposed by the Librarian, or, if appropriate, under the relevant University discipline procedure. A serious breach of library regulations will be treated as a major offence as set out in General Regulations IV 5(a), where it is defined broadly as behaviour that either does or has the potential to cause serious damage to the University, its staff and other students. As such, it may include but is not restricted to the following examples of offences:

- serious instances of disorderly conduct
- theft or fraud in connection with library accounts or property
- misuse of the student campus card

(4) On occasions University students may, by virtue of their status as members of Durham University, be given privileges to use other libraries, including the British Library and other university libraries. Where an alleged offence is reported to the University Librarian by the other institution, the Librarian may impose a fine or other penalty appropriate to the gravity of the offence at their discretion. No further penalty will be imposed in cases where it is believed that any disciplinary action already taken by the library in question is sufficient punishment for the offence. Any offence may impact on the continued ability to use other libraries.

¹ Within these regulations the terms "book" and "books" are defined as including books and all other library materials (e.g. periodicals, microforms, audio-visual materials etc.), whether physical or electronic.

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Codes of Practice for 2018/19 are available [here](#).

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Codes of Practice

Codes of Practice

▼ Academic Progress: A Code of Good Practice

The following Code of Good Practice is intended to assist students and staff in matters of academic progress.

(1) Academic Progress

- (a) If a student engaged in full or part-time study (excluding those registered on a Continuation Fee basis) is absent from courses of instruction, or fails to meet his/her academic commitments (defined in accordance with General Regulation V), the staff concerned should seek to contact the student as soon as they consider appropriate. A departmental warning may avoid the necessity to issue an Academic Progress Notice under General Regulation V.
- (b) If there is concern about any aspect of a student's attendance or work, the Departments and College concerned should keep each other informed of action required or taken.
- (c) Careful records must be kept of all communications with students arising from concern about their academic progress. Copies of formal communications must be sent to the relevant College.
- (d) A request to issue an Academic Progress Notice under General Regulation V should be made when a student's performance does not improve after a departmental warning.

(2) Monitoring Academic Progress

- (a) At the start of a programme, and at the start of each new level of a programme, Departments should inform students of the extent to which examination performance, course work, subsidiary subjects and other academic requirements will be taken into account when students' results are being assessed and/or degrees are awarded.
- (b) Departments should explain their system of marking and correcting course and class work, and should indicate any differences between the marking of tutorial work and of examinations.
- (c) Students should be issued with guidelines on the writing of course work (eg to avoid charges of plagiarism).
- (d) Departments should explain to students the requirements for demonstrating academic progress in relation to their particular programme and modules. Reference should be made to the records that are kept of a student's attendance and work.
- (e) Students should be told to report special factors and circumstances affecting their academic performance to members of staff in the Department concerned.

(3) Examinations and Assessment

Every Department should inform students of the procedures that will be used by its Board of Examiners. This information should include:

(a) the contribution of each piece of assessed work to the outcome of each module, and their degree programme as a whole.

(b) the regulations that will be applied by the Board of Examiners in making decisions about progression within a programme of study; whether to make an award; and the classification of award to be made.

(4) Appeals

Refer to General Regulation VII Academic Appeals.

▼ Common Rooms: A Code of Practice

Introduction

The 1994 ("the Act") Education Act requires governing bodies of universities to take such steps as are reasonably practicable to secure that any students' union operates in a fair and democratic manner and is accountable for its finances. The Act requires universities to prepare and issue a Code of Practice setting out the manner in which the requirements of the Act will be effected and in relation to each of the requirements details of the arrangements made to secure its observance.

This Code has been prepared to satisfy this requirement. It has been issued on the authority of University Council which, as the University's governing body is ultimately responsible for implementing and monitoring adherence to the Code.

University Council has agreed that the College Councils in the Maintained Colleges* are responsible for implementing and monitoring, on behalf of University Council, the requirements of the Act, as set down in this Code, in respect of the Common Room(s) of their College. College Councils are required to report annually to University Council on their discharge of these responsibilities.

For the purposes of this Code, Common Rooms are defined as College Graduate, Middle or Junior Common Rooms. The Code applies to all Common Rooms which have not elected to opt into the Durham Student Organisation (DSO) Framework and recorded as so doing by the University Council as set out [here](#).

The Common Rooms have been exempt charities, deriving their charitable status from the University. As a result of the operation of the Charities Act 2006, the Common Rooms are losing this status and are required either to opt in to the DSO Framework or to register separately with the Charity Commission as a registered charity, if their income is over £100k, or are excepted charities if their income is less than £100k.

Those Common Rooms that register as charities are subject to a number of restrictions most notably that the charity must only operate in accordance with its charitable objects and powers as stated within its constitution. These Common Rooms may be unincorporated associations with no separate legal identity or may decide to incorporate as a company limited by guarantee (CLG), or as a charitable incorporated organisation (CIO). They act through their Boards of Trustees which is ultimately responsible for the actions of the Common Room. Further information about these restrictions is available on the [Charity Commission website](#) or by application to the President of the relevant Common Room.

The obligations of the College Council and the Common Room under the Act are set out below.

Note: The University is responsible under English and European Law for taking such steps as are reasonably practicable to ensure that freedom of expression within the law is secured for members, students and employees of the University and for visiting speakers. The University's Code of Practice on freedom of expression in relation to meetings or other activities on University premises . *In the Recognised Colleges the governing body is responsible for implementing and monitoring the legislation for a Common Room of that College.

Requirement of Section 22 (2) of the Act	Responsibilities
(a) The union should have a written constitution	All Common Rooms must have a written constitution. The College Council is responsible for approving the provisions of the Common Room constitution. References in this Code of Practice to Constitution shall also include any subsequent constitutions adopted by the Common Room and which are approved by the University in accordance with this Code. Detailed procedures to effect the provisions of the Act (i.e. election regulations, opt out process, allocation of resources to societies, affiliations, complaints procedure) shall normally be set out in the Common Room Standing Orders or Byelaws and shall be approved by the College Council which shall also approve any changes to these procedures.
(b) The provisions of the constitution should be subject to the approval of the governing body and to review by that body at intervals of not more than five years	See above. The Constitution shall be reviewed by the College Council at intervals of not more than 5 years. No change to the Constitution proposed either during a 5 year review or at any other time shall be effective unless and until approved by the College Council.
(c) A student should have the right not to be a member of the union, or in the case of a representative body which is not an association, to signify that he does not wish to be represented by it, and students who exercise that right should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so.	A student should have the right to opt out of membership of the Common Room and should not, as a result of the exercise of that right, be unfairly disadvantaged in relation to the provision of services or otherwise. The College Council shall take appropriate steps to ensure that a system of opt out is in place and students who opt out are not unfairly disadvantaged.
(d) Appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote	Appointment to major Common Room Offices shall be by election in a secret ballot in which all members are entitled to vote.

<p>(e) The governing body should satisfy themselves that the elections are fairly and properly conducted.</p>	<p>The procedures for the conduct of elections shall be set down in the Common Room Election Regulations, which shall be approved by the College Council, and shall include a complaints process by which a student who has reason to believe that an election has not been fairly and properly conducted may bring the matter to the attention of the relevant authorities. The College Council shall satisfy itself that the elections are fairly and properly conducted.</p>
<p>(f) A person should not hold sabbatical office, or paid elected union office, for more than two years in total at the establishment.</p>	<p>This restriction shall be set out in the Constitution of the Common Room. The Colleges Office shall provide the University Secretary with a list of all Common Room sabbatical officers on an annual basis. The University Secretary shall maintain a list of sabbatical officers in the University Calendar.</p>
<p>(g) The financial affairs of the union should be properly conducted, and appropriate arrangements should exist for the approval of the union's budget, and the monitoring of its expenditure, by the governing body.</p>	<p>The terms and conditions for the payment of University funds to the Common Room, and approval of the Common Room budget and the monitoring of the Common Room's expenditure by the College Council, are set down in the Memorandum of Agreement (MoA) between the University and the Trustees of the Common Room and in the Funding Agreement attached as an appendix to that Memorandum.</p>
<p>(h) Financial reports of the union should be published annually or more frequently, and should be made available to the governing body and to all students, and each such report should contain, in particular, a list of the external organisations to which the union has made donations in the period to which the report relates, and details of those donations.</p>	<p>Financial reports of the Common Room shall be published at least annually or more frequently as directed by the University and should be made available to the College Council and to all students of the College. The report shall contain a list of the external organisations to which the Common Room has made donations and details of those donations.</p>
<p>(i) The procedure for allocating resources to groups or clubs should be fair, and should be set down in writing and freely accessible to all students</p>	<p>The College Council shall be responsible for ensuring that a fair procedure for allocating resources to groups or clubs is in place in writing and is freely accessible to students of the College.</p>

<p>(j) If the union decides to affiliate to an external organisation, it should publish notice of its decision, stating the name of the organisation, and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation, and any such notice should be made available to the governing body and to all students.</p>	<p>Any decision by the Common Room to affiliate to an external organisation shall be published and the notice of the decision made available to the College Council and to all students of the College. (The notice should include the name of the organisation and details of any subscription and/or donation to the organisation.) A list of the organisations to which the Common Room is affiliated shall be published annually together with details of subscriptions and donations. The report shall be made available to students of the College and to the College Council. Common Rooms are required to have procedures in place as set out in the Act for the review of affiliations to external organisations and the College Council shall be responsible for satisfying itself that such procedures are in place.</p>
<p>(k) Where the union is affiliated to any external organisations, a report should be published annually or more frequently, containing a list of the external organisations to which the union is currently affiliated, and details of subscriptions or similar fees paid, or donations made, to such organisations in the past year or since the last report, and such reports should be made available to the governing body and to all students.</p>	<p>See above.</p>
<p>(l) There should be procedures for the review of affiliations to external organisations, under which the current list of affiliations is submitted for approval by members annually or more frequently, and at such intervals of not more than a year as the governing body may determine, a requisition may be made by such proportion of members (not exceeding 5%) as the governing body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.</p>	<p>See above.</p>

<p>(m) There should be a complaints procedure available to all students or groups of students who are dissatisfied in their dealings with the union, or claim to be unfairly disadvantaged by reason of their having exercised the right referred to in paragraph (c) above, which should include provision for an independent person appointed by the governing body to investigate and report on complaints.</p>	<p>The College Council shall ensure that a complaints procedure as required by the Act is in place, including the requirement that it provide for an independent person appointed by the College Council to investigate and report on complaints. The College Council shall take steps to ensure the requirements of the Act are observed for example, by receiving from the Common Room an annual report on any complaints received.</p>
<p>(n) Complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.</p>	
<p>Section 22 (4) (a) Information for Students</p>	
<p>Under section 22(4)(a) of the Education Act 1994, the University is obliged to draw this Code to the attention of all students at least once a year</p>	<p>The University shall make the Code available on the University's website and ensure that it is referred to in the University student induction material. The Common Room President shall bring the Code to the attention of all students of the College at the start of the academic year and shall verify to the Principal of the College that this has been done.</p>
<p>Section 22 (4) (b) - Information for Students</p>	
<p>Under section 22(4)(b) of the Education Act 1994, the University is obliged to draw to the attention of students at least once a year the restrictions imposed on the activities of the Common Room by the law relating to charities.</p>	<p>See above. Any resources provided to a Common Room through the University should be used only for the charitable purposes as defined in their approved Constitution.</p>

▼ Complaint Procedure for Students

Introduction and Principles

(1) The University aims to provide a high standard and quality of service in respect of its programmes of study, services and facilities but recognises that occasionally things may go wrong. As part of its commitment to enhancing the student experience, this procedure has been established to deal with complaints from students in a fair and transparent manner. The University recognises that complaints may provide useful feedback from students and, where appropriate, will be used to improve services and facilities.

(2) These procedures explain how students may make a complaint, both informal and formal. Students who have a complaint to make should raise it as soon as possible with the member of staff concerned, as matters that are dealt with informally at an early stage have the best chance of being resolved effectively. Only when the informal procedures have been exhausted and the student remains dissatisfied should a formal complaint be made. The University provides advice and guidance to students on how to raise matters informally and formally at: www.durham.ac.uk/academicsupport.office/appeals/

It is recognised however that there may be occasions where the student may consider that an informal complaint is not appropriate and wishes to proceed to the formal stage in the procedure, giving their reasons for doing so. In such situations, the University, taking account of the complaint's particular nature and circumstances, will consider whether an attempt to resolve the complaint informally is appropriate or allow the complaint to be investigated formally.

In respect of particularly serious complaints, the student may write directly to the Pro-Vice-Chancellor (Education) without having followed the informal or formal stages of this procedure set out below. In such cases the Pro-Vice-Chancellor (Education) shall decide whether or not to initiate his or her own investigation into the complaint, nominate another member of staff on their behalf or whether it should more appropriately be referred to an earlier stage in the procedure.

(3) Students seeking help in using this procedure should seek advice from any of the following:

- (a) the appropriate College Student Support Office;
- (b) appropriate academic staff (as set out in the Departmental handbook);
- (c) the Academic Support Office;
- (d) the Students' Union (advocacy as well as procedural support).

(4) Complaints should be brought forward by students as soon as possible after the events or actions (or lack of actions) which have prompted the complaint. The University will not consider complaints that are made more than 28 days after the events complained about unless the student provides evidence of an exceptional reason for the delay.

(5) In order to ensure that complaints are considered in an appropriate manner and time lines are adhered to, students are expected to provide a concise and clear summary of their complaint, their desired outcomes and any relevant additional information to support their complaint at the time it is submitted to the University. Only in exceptional circumstances will the University accept additional supporting information from the student once the investigation has started save for new information which was not previously available.

(6) Students should make clear, and the University will seek to identify, complaints which may require swift action or be stayed based on the particular nature of the complaint or impact upon staff and students involved. In such cases, the students and staff may be advised to seek support available within the University or external services.

(7) The University expects students (as the person best able to communicate any issues of dissatisfaction or adverse effects) to raise matters of complaint with the University and will only accept complaints raised by third parties on a student's behalf in exceptional cases. In any meeting with University staff under this policy, students have the right to be accompanied by a current member of the University community or a Students' Union representative.

(8) The University does not permit legal representation at meetings to investigate a complaint. The University does not consider it necessary for students to seek independent legal advice in respect of their complaint. It is entirely at their discretion and cost if they wish to do so.

(9) The University reserves the right to refuse to investigate or suspend any investigation underway where becomes aware that legal, court or tribunal proceedings have been initiated in relation to the issues raised in the complaint.

(10) Every reasonable effort will be made to deal promptly and efficiently with all complaints, to investigate them thoroughly, objectively and independently and to seek to resolve them satisfactorily. If a complaint is upheld, the University will seek to provide an appropriate response and correct any mistakes or misunderstandings and take any other action as appropriate. If a complaint is not upheld then reasons for that decision will be given.

(11) All complaints will be dealt with in confidence. The University will however need to make enquiries to investigate the matters complained about. An individual (or individuals) against whom a complaint is made has the right to be supplied with a copy of the complaint and to comment on it. A complaint cannot be investigated if the student does not wish the substance of the allegation to be made known to the individual concerned. If an investigation is undertaken, the investigating officer may also need to speak to other relevant third parties. All individuals involved in an investigation will be reminded of the requirement to keep the matter confidential.

(12) The effectiveness of any complaints procedure depends on the University being able to collect appropriate information from the parties involved in order to investigate the matter. Information about a complaint will only be circulated to appropriate staff on a need-to-know basis. The University expects students to keep information relating to the complaint confidential except to those people directly advising or supporting them. No information is disclosed to anyone outside the University (save for material witnesses), including the student's family and key influencers, without the express permission of the student or as required by law. Records of the processing of formal complaints will be held centrally and retained in accordance with University records keeping policies.

(13) For the reasons outlined in paragraphs 11 and 12, the University will not investigate anonymous complaints formally under this procedure. The University will respond to anonymous complaints on a case by-case basis. Members of staff who receive anonymous complaints should consult with the Assistant Registrar (Student Complaints and Appeals) in the first instance.

(14) The University will treat complaints seriously and will deal with them without disadvantage or recrimination unless misconduct by the student is uncovered in the course of investigating the complaint.

(15) In all cases considered under this procedure, the balance of probabilities is the test that is applied in determining the outcome of the complaint.

(16) An investigation will deal with the main issues of complaint identified by the student but it is not expected that the investigator's findings will be able to address in detail all matters raised.

(17) Where a complaint is shown to be frivolous, vexatious or motivated by malice, it will not be investigated and disciplinary action may be taken against the student in accordance with the "Code of Practice on Student Behaviour in Appeals and Complaints."

(18) The University recognises that students raising complaints and members of staff who are the subject a complaint may require support during an investigation. For this reason, the University has services available to provide advice, guidance and support to all parties involved in a complaint and will attempt to resolve complaints informally wherever appropriate. For more information about support available please see: www.durham.ac.uk/academicsupport.office/appeals/

(19) The time limits set out in this procedure will be followed as it is in the best interests of the student, staff and the University to investigate and conclude matters of complaint as quickly as possible. However, where, for good reason, the University is unable to keep to the normal time limits, all parties will be kept regularly informed of progress and should inform the University where they do not consider extension to timelines reasonable. All parties are expected to comply with reasonable deadlines set by the University and advise the University about any difficulties they may face during investigation. Any delays by one party may impact on other time lines within this process.

Scope of the Procedure

(20) This Procedure is designed to encompass the following:

- (a) complaints from students concerning their experience related to an Academic Department, College Finance or Professional Support Service;
- (b) complaints from students concerning the adequacy of supervision, the arrangements for teaching or the arrangements for summative assessments.

(21) This procedure does not cover the following, for which separate procedures exist (and are noted):

- (a) appeals relating to Board of Examiners or other relevant committee or officer decisions relating to examinations, assessments, or academic progress or against expulsion or exclusion on academic grounds including Academic Progress Notice decisions ([Academic Appeals procedure](#));
- (b) complaints involving an allegation of misconduct by a student ([Student Discipline procedure](#));
- (c) complaints involving an allegation of harassment ([Respect at Study policy](#));
- (d) complaints involving an allegation of sexual violence (Sexual Violence and Misconduct Policy);
- (e) complaints about admissions decisions ([Admissions Regulations](#)).

Information about the separate procedures can be obtained from the Students' Union or the Academic Support Office.

(22) In cases where a student raises matters informally or formally which may apply to the complaint procedure and another procedure simultaneously, the University will write to the student to inform them of the appropriate process, processes or order of processes which will be used for consideration of the matters they raised. Students are not permitted to initiate more than one formal procedure simultaneously for the same or related matters.

(23) This procedure is only available for currently registered students or students who have left the University within 28 days. Students on programmes validated by Durham University have the right to request a review (Stage 3) under this procedure provided that they have first completed the informal and formal complaints procedures of their home institution.

(24) Complaints by a group of students are often of a general nature and it is appropriate for the students raise the matter with a module or course representative or a student representative on a relevant Academic Department Committee (e.g. Staff/Student Consultative Committee) in the first instance. A formal complaint may then be made by a group of students if the relevant representation system has not achieved a satisfactory outcome, or this is not appropriate in the circumstances. In these cases the group of students will be required to nominate a principal representative from the group to act on their behalf.

(25) Complaints provide important evidence about how effectively the University's student procedures have operated in practice and can serve to identify trends or areas of concern expressed by students. The University therefore reports on complaints in several ways including principally an annual report to Senate containing anonymised analysis of formal complaints including a breakdown by gender, age, ethnicity and disability based on information supplied at registration. Where appropriate University reports will contain recommendations for improving practice in the University and the appropriate process or sequence of processes to follow.

Informal Stage (Stage 1)

(26) The University is committed to resolving matters of student dissatisfaction informally as this enables a prompt investigation and resolution to the mutual agreement of all parties. The University believes that most matters of student dissatisfaction can be resolved informally and students should raise these matters as close and soon as possible to the source of their dissatisfaction. Students should, therefore, initially discuss the matter with those directly responsible.

(27) The list below highlights those members of staff who may be approached by the student to seek an informal resolution:

- Complaints relating to an academic department should be discussed with an appropriate member of academic staff (as set out in the departmental handbook).
- Complaints relating to a College should be discussed with a member of the College's Student Support Office.
- Complaints about one of the University's administrative or support services should be discussed with the head of that service.

In cases where it is not appropriate to approach the person directly responsible students should approach another appropriate staff member from their academic department or college or contact the Students' Union for support. In exceptional cases, the University may allow a student to proceed directly to Stage 2 of this procedure.

Please also see www.durham.ac.uk/academicsupport.office/appeals/ for more information about help and support for informal complaint resolution.

(28) Student complaints about the adequacy of undergraduate, postgraduate taught or postgraduate research supervision or the arrangements for teaching and assessment must be made as soon as possible and prior to the submission of assessed work or the publication of results. Students should discuss their complaints with their academic advisor or supervisor or the member of staff responsible for the course. If this discussion does not informally resolve their concerns, then the student should raise this with the academic department head (or their appointed nominee), before proceeding to the formal stage of this procedure.

(29) Staff handling matters at the informal stage should, if possible, have a face-to-face discussion with the student concerned, in order to understand the nature of the student's dissatisfaction and to explore what outcome the student seeks.

(30) Staff handling student complaints should consider whether cases are appropriate for referral to the University's Mediation Service. Mediation can assist parties in dispute to resolve difficulties that they are having. It is a confidential and voluntary process in which impartial mediators facilitate communication, with a focus on solutions. Mediation can be used at any stage of the complaints procedure and any informal or formal complaint process would be stayed whilst mediation is ongoing. If mediation is not successful students are able to resume informal or formal complaints procedures.

(31) Wherever possible, student complaints should be resolved at this local level, without the need to resort to formal proceedings. Where appropriate, staff should record the resolution reached and, as necessary, confirm the resolution in writing with the student for both parties to refer to later if further issues arise. Students may request that they be notified of the resolution in writing. It may also be appropriate to inform the student of Stage 2 of this procedure. Where it is not possible to reach a satisfactory resolution to an informal complaint the student should be informed of their right to submit a formal Stage 2 complaint.

Formal Stage (Stage 2)

(32) If the student is not satisfied with the response at the informal stage or did not consider informal resolution to be appropriate in their circumstances, he or she may initiate a formal complaint by completing all sections of the Complaints Form within 28 days of the events complained about or following the conclusion of the informal complaint process (Stage 1).

(33) In order that the University is able to investigate complaints in a timely, fair and transparent manner, the information provided by the student must be clear and concise. To facilitate this, the University has a Complaint Form where student should provide:

- (a) A short (500 word or fewer) statement describing the main issues to be addressed or areas of dissatisfaction. This is the most critical section of the complaint form as any investigation will focus on the main issues raised here;
- (b) A statement detailing actions already taken by the student to resolve the matter informally and why the response provided was considered unsatisfactory or reasons why informal action was not considered appropriate in the circumstances;
- (c) The form of resolution or redress sought by the student in relation to the main issues. Students should seek advice regarding what forms of resolution or redress may be appropriate in the circumstances. The University will attempt to inform students in cases where the student does not provide appropriate forms of resolution or redress.
- (d) If necessary and as briefly as possible, additional related background or contextual details or descriptions of incidents and events raised as the main issues and their impact on the student. Any details or descriptions provided should directly relate to the main issues. Students should not expect that any details and descriptions provided here will be directly responded to;
- (e) A list and copies of any documents or information provided in support of the main issues of the complaint. In some cases the University may request to see original documents.

(34) The Complaint Form should be signed and submitted electronically or in paper form to the address listed on the form together with any supporting information. The Academic Support Office will acknowledge receipt of the Complaint Form within seven days.

(35) Upon receipt of a Complaint form, the Assistant Registrar (Student Complaints and Appeals) will conduct an initial review of the main issues raised in the complaint to determine, in consultation with appropriate staff as necessary, whether immediate or alternative action is required in the circumstances prior to potentially proceeding with a formal investigation. The student will be informed of any immediate or alternative actions and the effect upon the complaint process.

(36) The University shall maintain a pool of trained complaint investigators who will be senior members of staff from Colleges, Academic Departments, Finance and Professional Support Services whose appointment will be approved by the responsible University Executive Committee (UEC) representative. Where no pool member is eligible or available to act in respect of an individual complaint the Vice-Chancellor and Warden or appropriate member of UEC shall designate a senior member of the University to serve for that particular case. Pool members will be appropriately trained in order to conduct investigations in accordance with Stage 2 and Stage 3 of this procedure.

(37) The Assistant Registrar (Student Complaints and Appeals) will identify an appropriate member of the pool to investigate the complaint (investigator). The investigator must be independent of the source of the complaint and not investigate a case in which any potential conflict of interest might arise. Pool members should avoid becoming involved in the informal stage of complaints as it may affect their ability to be involved as an investigator.

(38) The investigator will gather information and attempt resolution of the complaint by means appropriate to its nature and circumstance. Such means may include:

- (a) meetings or written correspondence between the parties;
- (b) negotiation with the student or with appropriate members of staff or with both;
- (c) facilitation of a conciliation meeting between the student and staff concerned;
- (d) or, if both parties agree, referral for mediation.

(39) If the investigator decides to investigate the complaint via correspondence then the student bringing forward the complaint shall be sent a copy of any response or additional information obtained by the investigator and will be invited to submit a response prior to the investigator reaching a decision in relation to the complaint.

(40) In any case where the investigator meets with the parties to a complaint they are permitted to be accompanied by a member of the University community or a representative from the Students' Union.

(41) The investigator may determine that it is necessary to hold a hearing to consider information already submitted in relation to the complaint and to collect additional oral evidence. In these cases, two additional pool members will be identified by the Assistant Registrar (Student Complaints and Appeals) to form a Panel for the hearing. All parties involved with the complaint will be invited to attend the hearing and provided with all relevant information seven days in advance. All parties are permitted to be accompanied at any hearing by a member of the University community, employee Trade Union, or a representative from the Students' Union. The Panel members will then consider the complaint in light of all evidence submitted and reach their decision.

(42) It is expected that the formal procedure should be completed and a written report sent to the student that sets out the reasons for the decision within 42 days of receipt of the completed Complaints Form. The possible outcomes include:

(a) A resolution, reached in co-operation with the Department/School, College or Support Service provider, or following mediation if appropriate;

(b) The complaint is upheld in relation to one or more of the main issues specified by the student. Recommendations will be communicated to the relevant decision making body within the University on how those upheld main issues should be addressed noting the resolutions or redress specified by the student. The student will be informed of the appropriate process, any actions they may need to take and the timescales for implementing any remedy;

(c) The complaint is dismissed in relation to all the main issues specified by the student and reasons are given to the student in writing.

(43) In all cases where the student remains dissatisfied with the outcome, they will be informed of their right to request a review of the decision under Stage 3 of this procedure, the timescales for doing so and the grounds on which they may request a review. Where the University does not receive additional enquiries or requests from the student within the applicable timescales it will consider the matter closed and the student will not be permitted to progress their complaint to Stage 3.

(44) A copy of the letter to the student informing them of the outcome of their complaint and all information relevant to the decision of the investigator will be kept in the Academic Support Office.

Review Request (Stage 3)

(45) If the student remains dissatisfied with the outcome of the Stage 2 complaint and believes that the complaint has not been handled properly or fairly according to these procedures, the student may request for a review by writing to the Academic Registrar within 14 days of receipt of the Stage 2 outcome. The request must state the grounds for requesting a review and include details of the resolution they are seeking.

(46) The grounds for review of a Stage 2 complaint outcome are limited to the identification of a procedural irregularity during Stage 2, provision of new material evidence together with a valid reason for why it was not previously submitted and consideration of whether the outcome reached was reasonable in all the circumstances.

(47) Receipt of the request for a review will be acknowledged within seven days. A pool member (reviewer with no previous involvement in the complaint) will review the case in light of the review request submitted by the student and all the information considered by the investigator in reaching an outcome at Stage 2. The reviewer may decide to seek further information from the student and/or others concerned or to inform the student of any limitations on the scope of a review.

(48) Taking account of the substance of the review request and the outcome of Stage 2, the reviewer will then decide on an appropriate outcome. The student will be notified of the reviewer's decision within 28 days of receipt of the request for a review and provided with a report that clearly sets out the reasons for each decision.

(49) If the reviewer upholds one or more aspects of the review request the student will be provided with information about implementation of any remedy which may include a new investigation of the complaint at Stage 2 by a pool member not previously involved. The student may request a completion of procedures letter.

(50) If the reviewer dismisses the complaint there shall be no further opportunity for the complaint to be pursued within the University. The student will be provided with a completion of procedures letter, informed of their right to submit a complaint to the OIA and the time limit for doing so.

Office of the Independent Adjudicator

(51) The University's internal procedures are exhausted once a student is informed of the outcome of his or her request for a review (Stage 3) under these procedures. Students may complain to the Office of the Independent Adjudicator (OIA) in accordance with their procedures. Information about the OIA and the procedure for submitting complaints can be obtained from the Academic Support Office, the Students' Union website or from the OIA website: www.oiahe.org.uk.

Controlled Drugs: A Code of Practice

The purpose of this code is to ensure that students are aware of the law with regard to the supply, use and possession by students of controlled drugs, with the overall objective of minimising the harmful effects of these substances.

Controlled Drugs¹

(1) The University does not allow, in any way, the use of controlled drugs. The possession of controlled drugs is a criminal offence and the possession with intent to supply is a more serious offence. The University would break the law if it permitted controlled drugs to be used or supplied on its property.

(2) The University will not tolerate the use of, or dealing in, controlled drugs on its property. Any students found to be using or in possession of any controlled drug, including cannabis, on University premises will be subject to its disciplinary procedures and the police will be informed.

(3) The University will inform the police of any student suspected of dealing in drugs. We also reserve the right to inform the police about students found to be using or in possession of drugs.

University Disciplinary Procedures²

The University's disciplinary procedures are set out under Section IV of the General Regulations. Major offences include:

- Serious instances of disorderly conduct causing serious damage to or on University property or premises or seriously affecting good order within or without the University;
- Conduct which brings the University into serious disrepute, by causing serious reputational damage;
- Possession of controlled drugs;
- Offences against the Criminal Law.

A major offence may be punished by rustication (exclusion from the University for one year) or expulsion from the University³.

The University cannot and will not condone any controlled activity committed on University premises but it will endeavour to respond considerately to students who accept that they are having problems related to the use of controlled drugs, provided that the individual concerned co-operates with such treatment and care plans as may be developed for them by health care professionals or other appropriate agencies⁴.

¹ Students and their Visitors affected by these issues are advised to review the advice issued by the National Health Service (NHS) and the Public Health England concerning the significant health effects of drug abuse. The NHS pages also outline the counselling and treatment options that are available, see:

www.nhs.uk/Livewell/drugs/Pages/Drugshome.aspx www.gov.uk/government/organisations/public-health-england

² Within the legal jurisdiction of “England and Wales”, the law regulating dangerous and otherwise harmful drugs is the “Misuse of Drugs Act 1971”

(www.legislation.gov.uk/ukpga/1971/38/contents).

This legislation defines the concept of criminal offence that underpins the University’s obligation to make a report to the Police. The legal sanctions available to the State are outlined by the Home Office at www.gov.uk/penalties-drug-possession-dealing and all staff, students and visitors are advised that these may be enforced after conviction of drug abuse or selling.

³ Durham University is a collegiate university, with 16 colleges admitting students. If an incident of student misconduct involving illegal drugs arises that is not in violation of the law or a major offence under the University’s General Regulations, the college may apply its own regulations and disciplinary processes to the student member of the college. Please contact the [Collegiate Office](#) for further information on individual college regulations.

⁴ In addition the Durham University Counselling Service offers help and guidance and counselling on addictive behaviours, including for drug and alcohol abuse, both in terms of outlining the various counselling options (for example Cognitive Behavioural Therapy) and health risks. The Counselling Service also has participation agreements with local health providers to widen the range of services that students can access. Additionally the Counselling Service will work with individuals not-only on the actual substance abuse concerns, but also on the underlying motivators that may have led to this abuse. A description of the services offered by the University Counselling can be found at:

www.dur.ac.uk/counselling.service/selfhelp/

▼ Durham Student's Union: A Code of Practice

www.durhamsu.com/main-menu/about-us/legal-financial/code-of-practice

▼ Freedom of Expression in Relation to Meetings or Other Activities: A Code of Practice

Preamble

This Code of Practice has been developed to assist staff and students who are involved in the organisation of activities that have the potential to compromise the University’s commitment to freedom of expression within the law and/or the health and safety of staff, students and visitors to the University. It sets out the University’s expectations and the processes to be followed to ensure that activities^[1] which are affiliated to, funded or branded as associated with Durham University that fall within the remit of this code of practice can be given due consideration to ensure that they do not contravene the University’s commitment in respect of freedom of expression and/or its obligations to ensure the health and safety of its community. The University’s duty to secure freedom of expression within the law extends to the Students’ Union premises and for this reason this Code of Practice applies to activities that take place there. This Code

applies to activities affiliated to, funded or branded as associated with Durham University that take place both on and outside of University premises, including the land and precincts around the University. The University will seek to uphold its commitment to freedom of expression within the law, and will only impose conditions where legitimate concerns regarding the legality of the event and/or the safety of participants are justified.

The Code of Practice

(1) This Code of Practice applies to all staff and students who wish to host an activity that is affiliated to [2] funded/partially funded by, or branded as Durham University, to distribute written or on-line materials, or undertake any other activity which is covered by this Code.

(2) This Code of Practice is issued by, and with the authority of, the Council as governing body of the University with a view to taking all reasonable steps to ensure that freedom of expression within the law is secured for members, students and employees of the University and for visiting speakers. It aims to assist the University in discharging its duty under the Equality Act (2010), and in general to promote good relations within the University. It also enables the University to respond to the Prevent Duty detailed within Section 26(1) of the Counter-Terrorism and Security Act 2015 which imposes on the University a legal duty to have due regard to the need to prevent people from being drawn into terrorism.

(3) The procedures set out below must be followed by students and staff of the University and persons hiring venues in the University in respect of meetings or any other similar activities. They cover the conduct required of all persons in connection with any such meetings or activities.

(4) Members, students and employees of the University who are planning activities off the University's premises but which are clearly affiliated to, funded or branded as associated with the University and engage the provisions of this code, must familiarise themselves with the code and follow the requirements laid down within it.

Authority

(5) The Council authorises the Chief Operating Officer (hereafter referred to as the "COO") to act on its behalf to ensure as far as is reasonably practicable that all staff and students of the University, and all visiting speakers, comply with the provisions of this Code. The COO may further delegate his/her authority in general or in particular instances to other members of staff of the University, and, in the absence of the COO, the University Secretary may act on his/her behalf.

(6) The COO is supported by the Director of Student Support and Wellbeing in the administration of this Code of Practice. The Director of Student Support and Wellbeing acts as a first point of contact for any member of the University community who may wish to be involved in an activity that engages the provision of the code. The Director of Student Support and Wellbeing can be contacted at director.wellbeing@durham.ac.uk or by telephone on 0191 334 6120. In the absence of the Director of Student Support and Wellbeing, the Pro-Vice-Chancellor (Colleges and Student Experience) will nominate someone to fulfil this role.

Procedure

Activities and Meetings Which Must be Notified to the Chief Operating Officer

(7) Any activity, including but not limited to holding a meeting or a demonstration, or distributing leaflets or other written or on-line material, which is likely to engage the provisions of this Code must be notified in writing to the COO at least 14 days before the activity is due to take place.

(8) In considering whether or not to permit an activity to go ahead, the COO, on behalf of the University, shall consider and take advice on the following matters:

(a) whether the views or ideas to be put forward (or the manner of their expression):

- (i) discriminate against any individual or group (with a protected characteristic) on any of the grounds of discrimination provided in the Equality Act 2010. Formal requests for gender segregation at meetings (save for those solely used for religious worship or practice) is prohibited on these grounds in accordance with the Equality and Human Rights Commission guidance^[3];
- (ii) are to be presented by any person who has previously been prevented from delivering a speech at the University; or
- (iii) incite hatred or are considered within the law to be obscene or grossly defamatory.

(b) whether the activity in question:

- (i) constitutes a criminal offence;
- (ii) constitutes a threat to public order or to the health and safety of individuals;
- (iii) incites others to commit criminal acts;
- (iv) incites others to hatred; or
- (v) brings the possibility of disruption or disorder because of the timing or location of the activity and its coincidence with other local or national occasions or events.

(9) The second key test is whether adequate arrangements can be made to ensure the safety of participants in the activity, and other people within the vicinity, and to ensure that public order is maintained.

(10) The organisers of the activity shall ensure that a 'Principal Organiser^[4]' is appointed who must be a current member of staff or student of the University and who will be responsible for ensuring that the organisers comply with the obligations placed upon them under this Code of Practice. If the activity concerned involves a meeting or other type of gathering then the Principal Organiser and/or the person responsible for processing the booking of rooms or space are taken to have read and agreed by the provisions of this Code of Practice. The Principal Organiser shall ensure that appropriate information is provided on the booking form regarding the nature and topic of the meeting.

(11) The Principal Organiser is normally required to inform the COO as far as possible in advance and, in any case at least 14 days in advance of any activity which falls within the provisions of this Code. This will allow him/her to ensure that any necessary arrangements are made, where there are reasonable grounds to believe that:

(a) The activity may be disrupted (to the extent that public order is not maintained, or the safety of participants/others in the vicinity is not guaranteed) due to:

- (i) The public profile of the speaker; or
- (ii) The nature of any subjects to be discussed or contained in written material; or
- (iii) The views or beliefs (whether or not related to the activity) of any person attending; or
- (iv) The coincidence of the activity with another activity.

- (b) The personal safety or property of any person attending, proceeding to or leaving the activity may be at risk by reason of their involvement in the activity; or
- (c) Intimidation, duress or harassment might be applied to any person in an attempt to prevent their attending the activity.

Action to be Taken by the COO:

- (12) The Principal Organiser shall, on request, provide the COO with such information as he/she may require. The COO will request the completion of a Freedom of Expression booking form, a copy of which is attached to this Code as **Appendix A** where an activity falls within the remit of this Code. The COO will also seek advice from the Free Speech Group (membership details may be found at **Appendix B**) as to whether the activity can safely go ahead. The Group will be convened by the Director of Student Support and Wellbeing and will make recommendations to the COO. Any advice received will be used by the COO to make a final decision, which will be communicated to the Principal Organiser, wherever possible, no later than a week before the planned activity.
- (13) On receiving such information as he/she requires, the COO shall have the following options:
- (a) Indicate that he/she is content for the activity to go ahead without taking any action; or
 - (b) Lay down such special conditions as he/she considers necessary for the holding of the activity; or
 - (c) Indicate that he/she does not consider it possible, within the resources reasonably available to the University, for the proposed meeting to take place within the law and in accordance with this Code. Therefore the activity is proscribed from taking place.
- (14) The COO's decision will be communicated to the Principal Organiser in writing no later than a week before the planned activity.
- (15) Failure or refusal to observe the COO's ruling will result in disciplinary action as noted in paragraph 2 below.

Special Conditions or Arrangements that may be Required

- (16) The COO may lay down such special conditions as he/she considers necessary. These may include (but are not limited to):
- (a) a requirement that the activity be ticket only and/or a restriction on the numbers of people attending;
 - (b) that an adequate number of suitable stewards must be available, in addition to any University security staff that the COO may feel should be present to maintain good order;
 - (c) special arrangements for the chairing of a meeting, and as to the circumstances in which the meeting may or must be terminated prematurely;
 - (d) that the activity be restricted to staff and students of the University^[5];
 - (e) imposing conditions on whether and how the activity is advertised;
 - (f) varying the time and location of the activity from the original request;
 - (g) refusing admission to media representatives.

(17) In addition, the COO has discretion to require any further and subsequent conditions, where appropriate, after consultation with the police for example, requiring the meeting or activity to be declared public (which would permit a police presence). Alternatively all security arrangements connected with the meeting or activity may be handled by the University's Security and Resilience Manager (or delegate) who will deal with safety concerns for the occasion.

(18) The COO will normally require the organisers of the activity to meet any reasonable costs incurred as result of any special conditions or arrangements required by the COO.

(19) If the COO permits an activity to go ahead in accordance with this Code, the Principal Organiser must immediately notify the COO of **any** material changes to an approved activity; for example if there was a change in the speakers who had been approved for a debate. Failure to disclose any material changes must be regarded as a major offence for students under the University's Disciplinary Regulations, whilst staff may be subject to disciplinary action.

(20) The Principal Organiser should also share a copy of the Policy Statement and this Code of Practice with the speaker(s) concerned to ensure that the University's position and protocols are clearly understood.

(21) The Principal Organiser must also inform the COO of any concerns relating to any activities which fall within the remit of this Code, and is required to report back following the completion of the activity, even if there is nothing of concern to report.

(22) Notwithstanding the provisions contained within this Code, where an activity takes place which generates concerns received by either the Director of Student Support and Wellbeing or COO, the COO can request that a senior officer of the University should undertake a review of the activity in question, and bring a report on the findings to UEC.

Request for a Review

(23) If the Principal Organiser considers that the request to undertake an activity under the terms of the Code of Practice has not been handled in accordance with the practices of the Code they can request a review. They can do this by writing to the Vice-Chancellor within 14 days of receipt of the outcome of the decision in relation to the activity. The request must state the grounds for requesting a review.

(24) The Vice-Chancellor (or Deputy Vice-Chancellor & Provost in his/her absence) may seek any further information they require to reach a view on the request. If the review is upheld, the Vice-Chancellor will ensure that appropriate action is taken to remedy the situation and will inform the Principal Organiser in writing of the outcome. If the review is dismissed then the Principal Organiser will be informed in writing of this and there will be no further opportunity to pursue the matter within the University.

Arrangements for Booking Rooms and off campus activities

(25) Each Booking Authority^[6] shall introduce or modify booking forms in order that the attention of organisers of meetings or other activities is drawn to this Code. Each Booking Authority shall be responsible for ensuring that those who operate room bookings within their jurisdiction are aware of and fulfil their personal responsibilities under this Code.

Reporting and Infringements of the Code of Practice

(26) The University's Executive Committee will receive a report annually on the number and type of activities considered in relation to this Code. The COO may recommend any changes to the Code at any time. Any substantive changes to the Code arising from the annual review will be reported to Council for consideration and approval.

(27) The COO shall report to Council the circumstances of any significant infringements of, and departure: from, the provisions of this Code. Infringements of, or departures from, these procedures by staff and students, will render them liable to disciplinary action. If infringement is by a student they may be liable to disciplinary action and their actions may be regarded as a major offence under the University's Disciplinary Regulations. If infringement is by those hiring accommodation on University premises, there may be an immediate termination of the agreement to use the University premises.

(28) Where any infringement of the Code results in breaches of the law, the University will report these to the appropriate prosecuting authorities and assist the relevant authorities to implement the process of law

Appendix A

The COO will request that the following form is completed in relation to those activities which fall within the scope of the Code, to help facilitate a judgement about whether or not an activity can go ahead in accordance with the Code of Practice.

Name and contact details of the Principal Organiser
Name and details of the activity requested in accordance with the code
Name and details of any visiting speakers – what organisation do they represent? Have they spoken at the University before or at another higher education institution?
Date, time and place of meeting or activity
Overview of the activity – for example the subject matter, appointed chairperson etc.
What topic will any external speakers be talking about?
How will the activity be advertised?
The numbers expected to attend (staff, students, members of the University, guests, general public)

Conditions applying to the activity (will it be ticketed? Open to the public?)
Do the organisers have any reason to believe that there may be a threat of disruption caused by the proposed meeting or activity and what is the substance of that threat?
Any other reason known to the Principal Organiser or others involved in organising the event as to why issues may arise with any external speaker(s).
Will members of the press, TV or radio be permitted to attend?
Is the activity being sponsored? If so, who by?

Appendix B

In reaching a decision about whether an activity can go ahead, the COO will receive recommendations from the Free Speech Group, which is made up of the following people:

- The Director of Student Support and Wellbeing (convener)
- The Pro-Vice-Chancellor (Education)
- The Pro-Vice-Chancellor (Colleges and Student Experience)
- The Associate Provost
- The President of the Students' Union (or his/her representative)
- A representative of Council

It is anticipated that input from the Group will, on most occasions, be sought by email although meetings may be called if the situation demands it.

The following individuals may also be consulted by the Free Speech Group in recognition of their particular areas of expertise:

- The Principal Organiser
- The Security and Resilience Manager
- The Equality and Diversity Officer
- The Head of Legal Services
- The Chair of the Safeguarding Operations Group
- The Chaplains
- The Director of Marketing and Communications
- Local Police
- The BIS Regional Prevent Co-ordinator
- Higher Education Institutions known to have hosted or refused activities previously

[1] Activities refer to events including, but not limited to, meetings, demonstrations, debates, marches etc.

[2] For clarity, activities which are affiliated to the University include those arranged by the Union Society, Common Rooms, Recognised Common Rooms in Maintained Colleges of the University, and the Student Union.

[3] EHRC (2014) *Gender Segregation at Events and Meetings: Guidance for Universities and Students' Unions* (Available online at <https://www.equalityhumanrights.com/en/publication-download/gender-segregation-events-and-meetings-guidance-universities-and-students>)

[4] If the activity concerned involves the publication and/or distribution of written material that is likely to engage the provisions of this Code, then the "Principal Organiser" shall be identified as either the author of the material and/or the person responsible for co-ordinating the dissemination of material on the University's premises or via its electronic infrastructure.

[5] The University is under no legal obligation to allow meetings to be open to members of the public.

[6] A Booking Authority is responsible for accepting and monitoring bookings, for a specific room or multiple rooms in university premises. They include the Students' Union, Event Durham, Maintained Colleges and Societies and their common rooms, Recognised Colleges and their common rooms, Academic Departments, Durham Union Society, Experience Durham and Student Planning and Assessment.

▼ Notification of Misconduct to the Police and Internal Action: A Code of Practice

Introduction

(1) **Any member of the University who has reasonable suspicion that a student may be involved in criminal conduct should bring the matter to the attention of the Academic Registrar or another Nominated Officer. This Code is designed to give guidance as to when misconduct should be reported to the Police and how the matter should be handled internally.** Where reference to the Police is a matter of judgement, the Academic Registrar¹ should be consulted.

It should be noted straightaway however, that:

- (a) **Double jeopardy does not arise if an alleged criminal offence is also considered as a possible breach of University Discipline regulations** (because the Courts have determined that there is no parity between criminal law and a University disciplinary hearing).
- (b) Allegations of serious criminal offences should be referred to the Police, because University discipline regulations cannot be used as an alternative to Police action.
- (c) It may be necessary for a member of the University to notify the Police immediately where a potentially serious crime is in progress or the nature of an allegation of criminal misconduct (e.g. terrorism, threat to vital interests of a member of the University or wider community, repeated or risk of further criminal activities) requires immediate Police intervention.
- (d) **The University would not normally report an allegation of a crime against the wishes of a victim. However in exceptional circumstances, the University reserves the right to refer serious criminal allegations to the Police against the wishes of the victim**, where it believes that the health, safety or security of the victim, members of the University community or the wider community are at risk.
- (e) The code covers behaviour or actions which may constitute misconduct in relation to hate crimes

against members of the University community.

Process

(2) Where the alleged offence is *not* a serious criminal offence and the Police would be unlikely to act (eg slight damage to University property or resources, minor assault or a scuffle) the matter should be dealt with internally by an Authorised University Officer under disciplinary procedures. If, however, someone, eg an aggrieved student, has already reported the matter to the Police, **University discipline procedures would normally wait until the Police had concluded their investigation.**

(3) Where the alleged offence *is* a serious criminal offence and the Police would be likely to act (eg supplying controlled drugs, allegations of rape or sexual assault², other serious offence against the person theft of significant sums) the following process should take place:

(a) Offence on University property: to be reported by the Authorised University Officer to the Academic Registrar for guidance on appropriate steps to take.

(b) Offence taking place during a University activity off-campus, e.g. fieldwork: The member of staff leading the fieldwork reports to their Head of Department for guidance on the appropriate steps to take. The Academic Registrar¹ to be notified as soon as possible.

(c) Offence taking place away from the University and/or not involving a University student or member of staff: person notifying the University of the offence should be advised to report the matter to the Police and the Academic Registrar¹ should be notified.

(4) The **Academic Registrar¹ will then consult the Chair or Deputy Chair of Senate Discipline Committee and decide:**

(a) **whether the offence potentially falls within the University Discipline Regulations and hence whether internal discipline procedures should be started. If started they would normally be adjourned pending the outcome of the Police investigation.** However, the fact that criminal proceedings have not concluded does not always preclude the University from taking its own disciplinary action, particularly in relation to allegations of minor criminal offences. Similarly, if the Police are unable or unwilling to proceed with the alleged offence, this also does not always preclude the University from taking disciplinary action.

(b) **whether suspension should be considered pending completion of the Police investigation.** should be remembered that suspension is not a sanction. It is a temporary measure to facilitate an investigation to proceed or to protect students and other members of the University whilst the criminal proceedings continue. Alternatives to suspension should therefore be considered where appropriate.

(c) whether measures identified are reasonable and proportionate to the incident under investigation.

¹or other Nominated Officer

² Please also refer to the University's Sexual Violence and Misconduct Policy in Volume 1 of the University Calendar

▼ Respect at Study Policy and Code of Practice and Procedures for Students to make a Complaint about Harassment

Scope and Purpose

All students have the right to study in an environment which is free from harassment and bullying. This policy (“the Policy”) has been written to support the development of a learning environment in which harassment and bullying are known to be unacceptable and where individual students have the confidence to complain, without fear of reprisal or recrimination, in the knowledge that their concerns will be dealt with seriously, appropriately and fairly.

More specifically, the objectives of the Policy are to:

- Enable students to identify and understand what harassment and bullying is.
- Prevent and reduce incidents of harassment and bullying.
- Resolve most incidents and complaints informally.
- Provide a framework for handling complaints of harassment or bullying; and
- Ensure all incidents are dealt with in a consistent, fair and appropriate manner.

Durham University’s Commitment

Durham University is fully committed to the development of policies and procedures to eliminate discrimination and actively promote equality of opportunity for our students. The University believes that where respect for diversity and equality of opportunity exists, all students work in a more rewarding and less stressful environment; one where discrimination, prejudice and harassment are not accepted, and one more likely to enhance performance and achievement, allowing all members of our University community to fully demonstrate and use their skills and talents and achieve their full potential.

Allegations of harassment and bullying will be treated very seriously by the University and may result in disciplinary action being taken against the perpetrator. As the University views harassment and bullying as a serious offence, any individual who makes a vexatious, demonstrably false or malicious claim of harassment or bullying, will be dealt with in accordance with the University’s Code of Practice on Student Behaviour in Appeals and Complaints and may be subject to disciplinary procedures as specified in General Regulations IV – Discipline.

As part of its commitment to eliminating harassment and bullying, the University undertakes to:

- Apply the Policy equally to all students registered at the University;
- Ensure an initial acknowledgement to any complaint is issued to the complainant normally within 7 days of the complaint being received and to keep all parties informed of the progress of the complaint;
- Treat all allegations of harassment or bullying seriously, fairly, sensitively, promptly and with appropriate regard to confidentiality;
- Publicise this Policy as widely as possible in order to ensure that students are aware of its existence.
- Provide Harassment Contacts in all academic departments and colleges of the University who will be available to advise and assist students. (Details of Contacts are available at www.durham.ac.uk/diversity_equality/contact/); and
- Monitor the effectiveness of the Policy.

Roles and Responsibilities

It is the responsibility of every member of our University community to help us achieve an inclusive and supportive environment, and to promote good relations between groups by being tolerant and having respect for diversity.

All students have a personal responsibility to behave in a way that is not offensive to others and to acknowledge that views and opinions held by others may not always coincide with their own. Such differences of opinion are unlikely to constitute harassment.

Where possible, students should discourage harassment and bullying by making it clear that they find such behaviour unacceptable.

Each student must comply with this Policy and any other University Codes of Conduct, including future codes. Students are responsible for ensuring that their behaviour could not reasonably be considered to constitute bullying or harassment of any individual or group.

Issues of harassment and/or bullying should be raised promptly and in a timely manner in order that any required action or investigation of such issues can be carried out at the earliest opportunity.

What is Harassment and Bullying?

Harassment is unwanted conduct which causes an individual to experience alarm or distress. It may be making discriminatory or offensive statements or behaviour relating to an individual's (actual or perceived) age, sex, race, ethnic or national origin, disability, religion or belief, sexual orientation, gender reassignment, or any other personal characteristic of an individual. It may be persistent behaviour or a single isolated incident. The key is that the actions or comments could reasonably be viewed as being hostile or intimidating, demeaning and unacceptable to the individual, and likely to cause them alarm or distress. Students can be subject to harassment and thus have a right to make a complaint even if the harassing behaviour is not directed at them personally, but instead at another student or member of staff. Harassment may have either the purpose or the effect of violating an individual's dignity or create an intimidating, hostile, degrading, humiliating or offensive environment for that individual.¹

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.²

It is recognised that differences in attitude, background and culture can often mean that what is perceived by one individual as harassment or bullying may not necessarily be perceived in the same way by another. It should be noted therefore, that when deciding whether bullying or harassment has occurred, the impact on the individual and whether the behaviour is unacceptable by normal standards will be the focus, rather than motive or intent.

Harassment or bullying can therefore, be verbal and non-verbal. The following provides examples but is not an exhaustive list:

- Verbal abuse.
- Insulting behaviour or personal insults.
- Sexist jokes, racist jokes, or jokes about an individual's sexual orientation, disability, religion or belief or age.
- Behaviour which incites racial hatred, e.g. wearing racist insignia or badges.
- Offensive written or computer generated material, including the use of social media or email.
- Unreasonable, unfair or offensive behaviour relating to an individual's disabilities or mischievous interference with personal aids or equipment.
- Unwanted physical contact ranging from touching to serious assault.
- Leering and offensive gestures.
- Display or circulation of sexually suggestive or racially abusive material.
- Coercive or menacing behaviour which interferes with dignity and privacy or which undermines an individual's self-confidence.

- Asserting a position of seniority in an aggressive, abusive or offensive manner e.g. inappropriate or derogatory remark in connection with performance of duties / responsibilities.
- Intrusion by pestering, spying or stalking.
- Ridicule, isolation or exclusion from everyday social interaction or activities.

In some instances harassment and bullying may be potentially considered as sexual violence and misconduct. Please also refer to the University's Sexual Violence and Misconduct Policy in Volume 1 of the University Calendar.

Any difficulty in defining harassment or bullying should not deter a student from seeking support or complaining of behaviour which causes them distress. They should also not be deterred because of embarrassment or fear of intimidation.

The University will respect the sensitivity of complaints of harassment or bullying, and their consequences and will treat any complaint with the utmost confidentiality and in line with the provisions of the Data Protection Act. Complaints will not normally be taken further than the complainant wishes.

Advice and Support

The University provides a range of support for students who feel they have been subject to harassment or bullying. It is recommended that students seek advice and support in the first instance. This can be done in a number of ways:

Students' Union

Independent support is available to students through the Students' Union. They provide one to one support, advice and guidance on addressing issues informally or making a complaint under the Policy and supporting someone who is accused under the Policy. The Students' Union can also facilitate mediation between students or student groups where difficulties have arisen.

Harassment Contacts Network

The University operates a network of Harassment Contacts who can be approached by students. The Harassment Contacts are there to listen and support, and explain the options available. A list of Harassment Contacts is available at: www.durham.ac.uk/equality.diversity/

College Student Support Offices

Staff in College Student Support offices can provide support and guidance for students being bullied or harassed.

The University Counselling Service

The University Counselling Service offers a high standard of service in professional counselling for a student who finds that their difficulties are hard to manage, and/or their difficulties are affecting their studies. Please see www.durham.ac.uk/counselling.service/ for further details.

Procedures for making a complaint about Harassment and Bullying

Principles

Where a student considers themselves to be under physical threat or at serious risk of imminent harm, they should always contact the police in the first instance. Support for students in this situation can be provided by those members of the University community set out in the section "Advice and Support" above.

Students should raise complaints of harassment or bullying in a timely manner and without unreasonable delay. Unless the University is notified of incidents of harassment or bullying within a reasonable length of time, the University may not be able to adequately investigate or take steps to prevent or eliminate harassment or bullying.

All parties involved should act in good faith to seek a successful resolution of any complaint at as early a stage as possible.

All parties will be treated fairly, consistently and with respect.

A student raising a complaint under this procedure has the right to have the complaint investigated and handled appropriately by the University and meetings, decisions and confirmation of decisions will not be unreasonably delayed.

The individual or individuals against whom a complaint is made shall have the right to respond to any allegations made against them.

All parties should make every effort to resolve each complaint informally or at the early formal stages of the procedure wherever possible.

Use of a third party to help resolve the problem, whether internal or external, may be considered where deemed to be appropriate by the University.

A complaint determined by the University to be malicious, demonstrably false or vexatious complaint may give rise to disciplinary proceedings against the complainant.

Informal Stage

Informal Stage One

The student should discuss any incident of harassment or bullying with a trusted fellow student or with a member of the University community outlined under the section 'Advice and Support' above. The student should keep a note of the details of any relevant incidents which cause offence, including dates, times and the names of any witnesses; and any relevant emails, notes etc.

In some less serious cases speaking to, or writing a letter to, the person concerned to let them know their behaviour is unacceptable, can be sufficient to remedy the situation and prevent any repeat of the unacceptable behaviour. For example: "I think your behaviour/remark is offensive and I want you to stop." A copy of any such correspondence should always be kept.

Often a person approached in this way may not have been aware that their actions have been perceived as harassment or bullying and may be embarrassed and thus stop the behaviour without the need for further action. Where the behaviour continues or if the behaviour is of a more serious nature a student may consider a more formal approach necessary.

Informal Stage Two

Where appropriate, a student should speak or write to their Head of Department, member of staff in their College Student Support Office or the Principal/Master of their College. Students can request that these staff speak on their behalf to the person concerned in accordance with the Informal Stage 1 process.

In the event that these steps fail to resolve the matter the student may request an informal investigation to be carried out by the Head of Department, member of staff in their College Student Support Office or the Principal/Master of their College on behalf of the University. Advice about the conduct of the informal investigation can be sought from the Academic Support Office via the Assistant Registrar (Student Complaints and Appeals) in the case of complaints involving students. A representative from the Human Resources department can be consulted in the case of complaints involving allegations of bullying and harassment by staff.

The member of staff identified by the University to undertake the informal investigation will meet with the individual against whom the complaint is made to advise him/her of the allegations and invite their response.

If appropriate, the Academic Support Office or Human Resources may advise that a meeting be held with both parties with the aim of facilitating a discussion and reaching a resolution. This may include the use of trained mediators where appropriate.

The outcome of the informal stage of the complaint process may conclude:

- Complaint not founded;
- Situation mutually resolved; or
- Complaint founded.

Where a complaint is deemed by the University to be founded, but the University considers action short of disciplinary action to be appropriate in order to reach a suitable resolution. The University may request either or both of the following:

- The person against whom the complaint was made to offer a written apology to the student; and/or
- The person against whom the complaint was made to undertake additional training or personal counselling to ensure repeats of such behaviour shall not occur in the future.

Formal Stage

If it is determined by the University that informal action has not resolved the situation, or if in the circumstances informal action has been deemed by the University not to be appropriate under the circumstances, then a formal complaint may be made in writing to the Assistant Registrar (Student Complaints and Appeals) in the Academic Support Office. The complaint form is available at <https://www.dur.ac.uk/cla/appeals/>. Students should aim to provide as much information as possible the events complained of, any supporting information and, where possible, a clear indication of the outcome sought.

The Assistant Registrar (Student Complaints and Appeals) or their representative will acknowledge receipt of the complaint within 7 days. The Assistant Registrar (Student Complaints and Appeals) in consultation with the Deputy Academic Registrar will determine who should conduct an investigation. The Investigating Officer will normally be the service officer of the area to which the complaint relates or an appropriate senior member of the University.

In the event that the complaint is against a member of staff, the Assistant Registrar (Student Complaints and Appeals) will consult with Human Resources from the outset and a representative from Human Resources will be involved in the investigation.

Investigating Officers will act promptly and tactfully, observing appropriate levels of confidentiality at a

times.

Investigation

Before the investigation begins the student bringing forward the complaint (henceforth “the complainant”) will be asked to attend an informal meeting during which the procedures to be followed will be explained and the details of the allegation will be confirmed. Please note that if the complainant is unwilling for the alleged harasser to be informed of the substance of the complaint against them, the investigation cannot proceed. A note of the meeting will be sent to the complainant who will be asked to confirm whether it is an accurate summary of the discussion.

Following the information meeting an investigation will be undertaken as quickly as possible and will normally begin within 5 working days of the initial meeting. All parties involved will be expected to maintain appropriate levels of confidentiality. The complainant and respondent will be informed that they should not make any contact with each other during the course of the investigation unless otherwise instructed by the Investigating Officer.

The complainant and any potential witnesses of the alleged offence will be required to attend a meeting with the Investigating Officer. Students may be accompanied by a member of the University community such as a member of staff, Students’ Union representative or a fellow student. Members of staff may be accompanied by a trade union representative or work colleague. For the avoidance of doubt, the work colleague must be an employee of Durham University, not acting in a legal capacity.

The respondent will then be informed of the formal complaint made against them and asked to attend a meeting with the Investigating Officer. During this meeting the complaint procedure will be explained and the details of the allegation against them will be confirmed. They will be given a full and fair opportunity to explain or present their version of events in response to the complaint.

In all investigatory meetings, notes will be made and the interviewee will be asked to confirm whether it is an accurate summary of the discussion. The interviewee may make any written comments about any section of the notes that they do not agree with. Copies of the confirmed notes, with any comments, will be retained by both the interviewee and the Investigating Officer.

The Investigating Officer may hold additional meetings or consult with additional parties as necessary to reach a decision. The Investigating Officer will subsequently write to all parties, advising of the outcome of the investigation.

It is expected that the formal stage of this procedure will then be completed.

Outcomes

In all cases the Investigating Officer will make a judgement as to whether harassment has occurred and if so whether the behaviour in question was intended to cause harassment or whether the alleged harasser could reasonably be expected to know that their behaviour would cause harassment. Having reached this decision, the outcome of this investigation may be:

- Complaint not founded – in such an instance the case would be dismissed and no further action taken.
- Complaint founded – if this is the case, the Investigating Officer will propose further action.

Students

Where the respondent is a student and the Investigating Officer considers the misconduct is of so serious nature that the penalty of expulsion from the University should be considered, he or she may refer the matter to the Chair or Deputy Chair of Senate Discipline Committee as an alleged breach of the University General Regulation IV - Discipline.

Otherwise the Investigating Officer may impose an appropriate punishment from the following list of sanctions or any of those listed in General Regulations IV – Discipline 8 f):

- A written apology to the recipient(s) for the harassment.
- Undertaking additional training or attend an appointment for counselling.
- A reprimand.
- A requirement to change College membership (with the consent of the relevant Heads of College and the Pro-Vice-Chancellor (Colleges and Student Experience).
- A restriction on contact with a named person or person(s).
- A reasonable alternative sanction given the nature of the complaint.

If the respondent fails to comply with the sanctions imposed by the Investigating Officer within the time specified they may be considered to be in breach of the ruling and the Investigating Officer may refer the matter to the Senate Discipline Committee as an allegation of a major offence.

Staff

Where the respondent is a member of staff, further action may be taken in accordance with the appropriate Human Resources Disciplinary Procedure.

In circumstances where action short of disciplinary action offers a more suitable resolution, the Investigating Officer may recommend one or more of the following:

- The member of staff make a written apology to the complainant.
- The member of staff undertakes additional training and/or receives personal counselling.

Review Request

If the complainant is dissatisfied with the outcome of the investigation, or they believe the matter has not been handled fairly or properly in accordance with the Policy, they will be given the opportunity to request review.

A review request must be made in writing to the Academic Registrar within 14 days of receipt of the outcome. The review request should include details of why the complainant is dissatisfied with the way the case has been handled, or why they believe the outcome is not reasonable together with any supporting documentation.

The Academic Registrar will identify a senior officer, independent of the case to undertake the review. The Academic Registrar may choose to undertake the review if they are independent of the case. The case will be reviewed on the basis of the documentation provided by the complainant and that held by the original Investigating Officer. The Reviewer may decide to seek further information if necessary. If it is decided that the case was not handled appropriately, the Reviewer will either refer it for new investigation or recommend specific action to resolve the matter.

If it is decided that the case has been handled fairly and properly the review request will be dismissed.

The complainant will be informed of the outcome of the review request within 28 days of receipt. The decision of the review request is final.

Office of the Independent Adjudicator for Higher Education

Once all internal processes have been exhausted, a student can make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) if they remain dissatisfied with the University's decision. . Further information is available on the OIA website (www.oiahe.org.uk)

Review

The University will monitor all reported incidents of harassment and bullying and will review the effectiveness of the Policy regularly.

¹ ACAS (2011) *The Equality Act – what's new for employers?* [online] www.acas.org.uk/

² ACAS. (2009) *Bullying and harassment at work: a guide for managers and employers*. London: Acas. Available at: www.acas.org.uk/

▾ Student Behaviour in Appeals and Complaints: A Code of Practice

(1) **We are committed to dealing with complainants fairly and impartially and to providing a high quality service when investigating appeals and complaints. However we do not expect Durham University staff to tolerate unacceptable behaviour. Therefore this Code of practice sets out the University's approach to the relatively few complainants or appellants whose actions or behaviour we consider to be unacceptable.** Consequently, this code of practice should be read in conjunction with the University's General Regulation VII Academic Appeals and the University's Complaints Procedure for Students, both of which are to be found in Durham University Calendar Volume 1.

(2) For the purposes of this code a "**complainant**" is a student who either makes a complaint or submits an appeal in accordance with the University's General Regulations or regulations in other University publications. The term complainant also includes anyone who has signed authorisation from complainant to act on his or her behalf or anyone who contacts the University in connection with a complaint or appeal.

(3) The principles set out in this code of practice also apply to our dealings with third parties who are not students but who seek to make a complaint against the University or its students.

(4) Whilst complainants may explore their grievances through initial discussion with University staff, they are normally expected to submit their complaint or appeal in writing in accordance with the relevant appeal or complaints procedure to enable an investigation to be undertaken. However the University will always consider alternative means of communication (other than written communication) in appropriate cases on request. Subsequent queries may be raised by Email or telephone but we normally ask complainants to confirm in writing any comments that they have made to us over the telephone so that the information can be recorded on file. We cannot respond to enquiries from anyone who is not named as a representative by the complainant.

(5) Where a complainant submits multiple complaints on substantially the same issue the University reserves its right to treat the matter as a single complaint or appeal and to decline respond to each separate, subsequent appeal or complaint.

(6) Whilst the University understands that bringing a complaint or an academic or other appeal can be a stressful experience we also recognise our duty to ensure the safety and welfare of our staff and students. Consequently the University has zero tolerance towards complainants whose behaviour is unacceptable and we will take action to protect our staff.

(7) The University's **definition of "unacceptable behaviour"** might include but is not necessarily restricted to cases in which there is **clear evidence** that the complainant has behaved in the following inappropriate way(s):

(a) communicating with the University in an abusive, offensive, defamatory, distressing, aggressive, threatening, coercive or intimidating manner;

(b) engaging in communication which is unreasonably persistent or demanding in terms of its frequency or volume;

(c) submitting an appeal or complaint containing materially inaccurate or false information or evidence;

(d) knowingly making clearly unfounded allegations against a member of the University's staff

(8) When we consider that the behaviour of a complainant is unacceptable, as a first step, the University will normally tell the complainant why we find their behaviour unacceptable and we will ask them to change it. If the unacceptable behaviour continues, we will take action to restrict their contact with the University.

(9) The decision to restrict contact with the University can be taken by one of the following members of staff or their nominees: the Pro-Vice-Chancellor (Education), the Chief Operating Officer (Registrar), Academic Registrar. Any restrictions imposed will be appropriate and proportionate. The options we are most likely to consider are:

- requesting contact in a particular form (for example letters only);
- requiring contact to take place with a named officer (complainants should normally write to or telephoned only the member of University staff dealing with their complaint or appeal);
- restricting telephone calls or emails to specified days and times;
- asking the complainant to appoint a representative to correspond with us; and/or
- asking the complainant to enter into an agreement about their conduct.

(10) Normally we write to tell the complainant why we believe their behaviour is unacceptable, what action we are taking and the duration of that action.

(11) Where a complainant behaves unacceptably during a telephone conversation, we may as a last resort terminate the call and we may restrict future contact to email or written correspondence.

(12) Where a complainant continues to behave in a way which we consider to be unacceptable, **we may decide to seek advice from the University Officers listed in 9 above as to whether University discipline proceedings be initiated (as outlined in General Regulation IV Discipline) or whether it is necessary to terminate contact with the complainant.** In exceptional circumstances this may mean that the University is unable to continue with the consideration of the case. Where appropriate, we may issue a completion of procedures letter, advising the complainant of their right to take matters to OIA (if the complainant is a recent student of the University).

(13) Where the behaviour is so extreme that it threatens the immediate safety and welfare of the University's staff, we will consider other options, for example reporting the matter to the Police or taking legal action. In such cases, we may not give the complainant prior warning of that action.

(14) This Code of practice and its use will be reviewed by the Student Experience Sub-Committee at least every three years.

Code of Practice for Durham Students' Union.

▼ Students Living Out of College: A Code of Conduct

Maintaining Contact with your College

Students who “live-out” remain, of course, members of their college and are encouraged to enjoy the privileges and responsibilities of membership of their College communities no less than those who “live-in”. In addition to providing a focus for social and recreational life, and a place to collect mail, College is a critically important point of contact with the University on official academic matters, student support issues and, in addition, a medium for emergency messages. It is therefore essential that College be kept informed of each student’s correct term-time address and telephone numbers.

Crime

Durham and Stockton are by and large very safe places. However, crime does occur and quite often this is opportunistic and targeted towards students’ residences. Thieves do look for lap top computers, tablets and mobile phones, for example. They very rarely use forced entry but will look for easy opportunities such as windows left open and mobiles and laptops left on display. Please be vigilant and take precautions to protect your property. If you need advice on securing your home do contact your local police office. Please bear in mind the need to walk around town in company late at night. These are just basic precautions and are not meant to imply that you are more at threat as a liver out.

On Being Good Neighbours

Some neighbours may not be familiar with the University or with the pressures and exuberance of student life. You and your housemates may be a local resident’s only contact with the University. The University and all your fellow students will, therefore, be judged by your behaviour. It is extremely important that you establish and maintain good relations with your neighbours (and they with you). The goodwill of all residents is essential for good relations and in any case you will derive greater pleasure from living out if you get on well with your neighbours. Relationships between local residents and students are not necessarily a source of antipathy. Consider joining or supporting your local residents’ association as this will provide you with an opportunity to contribute to your neighbourhood. Remember that you are an important part of the community.

Noise

Excessive noise at any time, but particularly late at night, is very un-neighbourly and can cause great distress. It is especially disturbing to those whose working day starts and finishes earlier than yours or who need an undisturbed night, particularly between Sunday night and Friday morning which are for most people their working week. Do please respect the needs of others, particularly in terraced houses with thin walls. Please keep radios, TVs and any other music at low volume. If you have a party at your home, remember to inform your neighbours and to promise them that it will finish at a reasonable, and specified, time. Think about inviting them to your party. During summer months, please remember that noise from garden parties can be excessive even if this is just normal conversation levels. Fireworks should not be let off late in the evening and certainly not during the early hours of the morning (this can be anti-social and may be interpreted as a criminal offence). You should be aware that any citizen who is repeatedly disturbed by excessive noise or other unacceptable behaviour may also contact the Environmental Health Office or the Police who have extensive powers to deal with anti-social activities.

Drunkenness

A significant proportion of complaints received from local residents relates to disorderly behavior resulting from drunkenness. The easiest way to avoid this type of behavior is to avoid excessive consumption of alcohol. Many students' houses do not have front gardens and therefore rowdy and drunken behavior on the streets causes considerable disturbance and distress to local residents. Unfortunately, this type of rowdy and drunken behavior has all too regularly led to criminal damage to residents' properties. Any incidences of this type will be dealt with robustly by the Police. In extreme circumstances, where the University is deemed to have been brought into serious disrepute, this may lead to disciplinary processes which can lead to a student being required to leave the University.

Parking

The other major source of complaint by non-student residents is the inconsiderate use and parking of cars or other vehicles. The default position of General Regulations of the University is that students are not permitted to park on University premises. Residents find it inconvenient and annoying if they can never park in front of their own home because another car is parked there on a long-term basis.

Recycling and Waste

All Livers Out should manage their waste and recycling responsibly. For information on Recycling and Waste collections in your area, view the Recycling Guidelines at www.durham.ac.uk/greenspace/policies/students/liversout/ or consult the website of your local council.


Students should please take particular effort to ensure streets are left tidy at the end of term – leaving large piles of waste is unsightly, dangerous and can attract vermin:

- Sort unwanted items in advance so that you have time to dispose of them appropriately i.e. take unwanted clothing to charity shops, unwanted food to food banks etc.
- Avoid overflowing bins by disposing of recycling and waste at regular intervals throughout the term.
- Please liaise with neighbours if you will not be around to return your bins to your property after collections.

The University's Green Move Out Scheme takes place at the end of the academic year. This Scheme collects students' unwanted items. These are then distributed to charity or made available to students for reuse at the start of the following year – all donations raised are donated to charity. Information on how to participate in the Green Move Out scheme is available at www.durham.ac.uk/greenspace/greenmoveout/.

University - City Liaison and the Code of Conduct

If action via remonstrance proves ineffective (and it is hoped that there will be no such case), the College and University authorities are empowered to deal with the matter as a potential major offence, **for which the penalty can be expulsion.**

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Policies and Strategies

Policies and Strategies

▼ Equality, Diversity and Inclusion Policy

1.0 Policy Statement

(1.1) Durham University recognises that providing equality of opportunity, valuing diversity and promoting culture of inclusion are vital to our success.

(1.2) We want our staff and students to reflect the diversity of the regional, national, and international communities that we serve and influence. We aim to be a place where people can be free to be themselves no matter what their identity or background.

(1.3) By creating a working, learning and social environment in which individuals can utilise their skills and talents to the full without fear of prejudice or harassment, we aim to create a culture where everyone can reach their fullest potential.

(1.4) We will ensure that equality is embedded in all of our activities, policies and decisions and will work with our partners to share good practice. Key to this is our commitment to implementing a programme of activity to progress our equality aims and objectives.

2.0 Scope

(2.1) This policy applies to all current and potential students and staff working at the University on a paid or voluntary basis, external examiners, consultants, and visitors or contractors who visit our premises. It covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex or sexual orientation as set out in the Equality Act (2010).

3.0 Commitment

(3.1) Equality is at the heart of our University Strategy which sets out our values and goals. Our aim is to make full use of people's talents and skills by creating an open and inclusive workplace culture where people from all backgrounds can work together with dignity and respect.

(3.2) We will take active steps to fulfill our responsibilities and promote good practice by:

- Complying with legal obligations in a transparent manner
- Developing and publishing University-wide diversity objectives as well as mainstreaming equality, diversity and inclusion (EDI) in to the University's planning process for all departments and colleges
- Publishing this policy widely amongst staff and students, together with policy assessments, equality analysis and results of monitoring
- Assessing the impact of policies and practices to identify, remove or mitigate any disadvantage to underrepresented groups
- Taking measures to eliminate discrimination

- Taking action to redress any gender, racial or other imbalance including monitoring the recruitment and progress of all students and staff, collecting and collating equalities information and data and publishing this as required, and acting on any inequality revealed by the data.
- Fostering good relations between persons who share a protected characteristic and persons who do not
- Promoting awareness and understanding of EDI matters among staff and students through policies, training, guidance and campaigns
- Engaging with staff and students in respect of changes which may affect their employment or study
- Ensuring that existing staff and students, as well as applicants to work or study, are treated fairly and judged solely on merit and by reference to their skills and abilities
- Raising awareness of our policies and commitment to EDI with external suppliers, contractors and partners and encouraging them to follow similar good practice
- Ensuring the University estate is, as far as reasonably possible, welcoming and accessible to all
- Making sure reasonable adjustments are made, as appropriate, to enable disabled staff and students overcome barriers in the working, learning and social environment
- Requiring that learning and teaching material, where practical, includes positive, diverse, non-stereotypical content
- Ensuring staff and students are provided with appropriate tools so that they feel confident to discuss EDI issues and raise any concerns
- Dealing with potential and actual acts of discrimination, harassment and bullying appropriately under relevant University policy and taking appropriate action where necessary
- Consulting with staff, students, the Durham Students' Union, Experience Durham etc. on EDI issues through existing mechanisms

4.0 Responsibilities

- All members of the University community have a responsibility to promote EDI.
- University Council through the Vice-Chancellor has ultimate responsibility for ensuring that this policy is fully implemented.
- The Deputy Vice-Chancellor and Provost, supported by the Associate Provost, is responsible for leading the implementation of the University's strategy in relation to equality, diversity and inclusion for both staff and students.
- The Equality, Diversity and Inclusion Team has responsibility for the co-ordination, support and delivery of this work.

5.0 Implementation, Monitoring and Review

(5.1) This Policy will be implemented through the University's Equality and Diversity Action Plan, which feeds into the University's Strategy Delivery Board. Progress against actions and objectives will also be reported in the Diversity and Equality Advisory Group, chaired by the Deputy Vice-Chancellor and Provost

(5.2) We will assess the impact of this Policy by monitoring as follows:

- Our HR Department will collect and analyse monitoring data on staff with regard to recruitment, training, promotion, re-grading and complaints and report this information annually to the Diversity and Equality Advisory Group
- The Academic Office will collect and analyse student monitoring data with regard to recruitment, progression and completion and report this information annually to the Diversity and Equality Advisory Group and the Learning and Teaching Committee.

(5.3) This Policy will be reviewed on an annual basis to ensure that it reflects best practice and current legislation. We will consult widely with the University's Diversity and Equality Advisory Group, diversity networks, Trade Unions, Durham Students' Union and other stakeholders.

6.0 Training

(6.1) All staff are required to take part in EDI training appropriate to their role with new staff required to take EDI training as part of their induction. Information on all related training will be available on our website.

7.0 Complaints Procedures related to Equality, Diversity and Inclusion

(7.1) The University expects all members of its community to treat others equitably, with dignity and respect. Any members of our University community who believe they have been discriminated against, harassed or bullied have the right to make a complaint free from victimisation or fear of retaliation.

(7.2) When making a complaint, normally the matter should be raised informally in the first instance with the immediate supervisor, College Principal, Chair of Board of Studies or Head of Section of the person being complained of using the following procedures, as appropriate:

- [Respect at Work Policy](#)
- [Respect at Study Policy](#)
- [University Statutes](#) (specifically 35)
- [Grievance Procedures](#) (for non-academic staff)
- [Student Academic Appeals Procedure](#)
- [Student Complaints Procedure](#)
- [Sexual Violence and Misconduct Policy](#)

(7.3) Any member of staff may seek assistance and support from their trade union, the EDI Team or Human Resources. Students may also seek advice and support from the Student Support and Training Officer (Sexual Violence & Misconduct), Colleges and the Durham Students' Union.

(7.4) Making a complaint does not prejudice an individual's right to make use of other procedures, including the Respect at Work or Study policies or Grievance procedures.

(7.5) We aim to support and protect anyone who makes a complaint, or who acts as a witness, under these procedures from victimisation or retaliation.

(7.6) Members of the public should address complaints to the University service in question in the first instance.

▼ Fitness to Study Policy

Introduction

The Fitness to Study Policy will apply:

- in exceptional cases where there are concerns about a student's current capacity to engage in academic engagements, maintain their own safety or to reside in the College communities of Durham University without adversely impacting their peers or College staff. The Policy reiterates the University commitment to supporting students in their academic progression and lays out the framework for how concerns will be addressed in those cases where the range of supportive measures that the University may be reasonably expected to provide have been employed but have not satisfactorily resolved concerns.
- In exceptional cases where a student intends to participate in University-related activities in the near future and where there are outstanding concerns about a student's capacity to engage in the activity without adverse impact upon themselves or others once the processes of risk assessment and health screening have been completed.

The Policy defines the Fitness to Study Standing Group as the group to review the operation of this policy and to provide oversight and guidance on the interpretation of medical evidence in the context of higher education and Durham University.

Appendix 1 presents a flowchart outlining the intersection of the Academic Progress Notice procedures, the Mental Health Policy and the Fitness to Study Policy for cases involving mental health. The full procedure for convening a Fitness to Study Meeting is presented in Appendix 2 with a sample invitation letter in Appendix 3. Guidance on medical evidence with sample Wellbeing Questionnaires and Return to Study Questionnaires are presented in Appendices 4-7. The Terms of Reference for the Fitness to Study Standing Group are presented in Appendix 8.

Policy Statement

Durham University is committed to supporting students in their academic progression through to successful completion of their studies, and in their participation in the widest range of university activities. The University recognises the significant investment made by students in their pursuit of Higher Education goals and its responsibility to provide appropriate support as students seek to fulfil their academic potential. A positive approach from students and University staff towards the management of physical and mental health is critical to student engagement in the academic, collegiate and wider student experience.

The University encourages all parties to engage in early intervention and support-planning and to take an active, collaborative and supportive stance where possible. Students should be involved in the active management of their own wellbeing, drawing appropriately upon the support services offered by the University.

- **Student Support Offices in Colleges** are the centre of University pastoral support. The College Student Support Office will make reasonable efforts to work collaboratively with the student to engage with the appropriate University or external service to support their ongoing academic engagement;
- **Academic Departments** provide subject-specific academic support and welcome any necessary information they need in order to meet a student's academic support needs;
- **Disability Support** coordinates the support needed to engage effectively with academic studies and university life when the condition has been declared as a disability, defined as any health condition that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities;
- The **Counselling Service** offers support and signposting to specialist external services for issues around mental health and wellbeing; Mental Health Advisors offer support-planning sessions for students as part of their preparation to participate in off-site activities;
- The **Durham Students' Union**, an external body, offers advice and advocacy services.

The **Mental Health Policy** sets out the University's commitment to support for students with ongoing mental health conditions.

The **Academic Progress Notice (APN)** procedures are intended to identify students who in the reasonable opinion of the University are not fulfilling their academic commitments, to ascertain why this might be the case and to make appropriate support available where available and practicable.

This Fitness to Study policy is intended to apply:

- In exceptional cases where there are serious concerns about a student's wellbeing and where the range of supportive measures that the University may be reasonably expected to provide have been employed but have not satisfactorily resolved concerns, or
- In exceptional cases where a student intends to participate in University-related activities in the near future and where there are outstanding concerns about a student's capacity to engage in the activity

without adverse impact upon themselves or others once the processes of risk assessment and health screening have been completed.

Fitness to Study is defined by reference to three criteria, namely that the student shall normally and consistently:

- be effectively engaged in their academic studies, assessment or placement without compromising the academic progress or ordinary activities of themselves, those of their peers or their employer (or equivalent), where a work placement forms a part of their studies
- maintain an appropriate level of conduct, health and wellbeing, such that they are not a risk to themselves, their peers, University staff or others;
- be engaged, as a resident or non-resident, in College communities as non-familial independent living environments without adversely impacting their College peers or staff.

A single event does not constitute an indication of a lack of fitness to study unless that event is itself symptomatic of an underlying inability to meet the criteria normally and consistently.

The procedure below sets out how the University will assess fitness to study and the actions it will take to support all students and staff. The determination of a student's fitness to continue with their studies or to engage in a University activity will be based on the collation of the perspectives of all parties. In rare cases where a student is, in the reasonable opinion of the University, unable to engage in their studies and/or take care of themselves as advised and supported, or where students do not recognise their impact upon the University community, the University may decide to suspend or to withdraw the student from their studies, or the student may not be authorised to participate in the planned University activity. Where there are consequences for the student's programme of study, for example if unable to engage in teaching practice for Education courses, or to engage in the year abroad element of a four-year language course, there may be concessions available which will be discussed in full at the point of assessment.

The University recognises that engaging in the process of determining fitness to study may be difficult. The student may seek support from their College Student Support Office and/or the Durham Students' Union. If concerns about a student are being raised by their College Student Support Office the student may request access to alternative College support.

Decisions may be informed by contemporaneous medical evidence prepared by an appropriately qualified medical practitioner. Guidance on the preparation of medical evidence for medical practitioners is available in [Appendix 4](#). The responsibility for gathering medical evidence will rest with the student, and any personal data that they share with the University will be held securely and confidentially in line with data protection legislation.

It will ultimately be the University's responsibility to interpret and assess the evidence, taking into consideration the context of University life and the impact on academic progress, or the context of the activity. There may be occasions where medical evidence is not available or applicable, or it may not be provided by the student. A lack of medical evidence would not in itself prevent the University from making a decision about a student's fitness to study. The University will consider evidence in line with local and national guidelines and protocols from the National Health Service, the National Institute for Clinical Research Evidence or Higher Education Occupational Physicians/Practitioners guidance, for example 'Fitness to Study for Students with Severe Eating Disorders.'

The University recognises that securing medical evidence may involve financial costs to a student. Although the University Hardship Fund would be unable to support a direct payment for medical evidence, if the requirement for such evidence meant that the student was placed in financial hardship, the expenditure would be taken into consideration when assessing eligibility for hardship support. Advice on **Hardship Funding** is available online and via the College Student Support Office. Medical evidence may have already been provided to the College or Disability Support. Further requests for information on a student's medical condition will ask for evidence that is additional to that already provided and/or to provide an update on the current impact of the condition.

Policy Scope

The principles of this Policy and procedure apply to all University registered students.

The Policy will apply when the University considers that for current activities:

- There are urgent concerns requiring a rapid response to ensure the wellbeing of students and staff;
- Disciplinary and Academic Progression procedures are not appropriate; or
- Reasonable supportive measures within Colleges, Academic Departments or Specialist Student Support Services have not allayed concerns, or the student has refused to engage satisfactorily or appropriately with support;

Or, for future planned University activities:

- Either the student has disclosed a condition that may impact their fitness to engage in the activity and the University approver does not consider the student fit to engage in the activity given the evidence presented in the risk assessment and health declaration process;
- The University holds data that suggests the student's fitness to engage in the activity requires consideration, for the student's safety and wellbeing or that of others. This may include considerations of issues that were not disclosed by the student during the risk assessment and health declaration process;
- A prior offsite activity has resulted in health deterioration, and further assessment is needed before approval can be given for the prospective activity.

The University's preference is not to take disciplinary action in the first instance where a student's misconduct is known or suspected to be the result of an underlying physical or mental health issue. Disciplinary action may be put on hold where students are undergoing assessment or treatment for mental and physical health concerns.

This Policy refers to the fitness to be a member of the Durham University community and applies to all students regardless of their course of study. Students on courses that involve elements of professional training or accreditation are subject to Fitness to Practice policies of their respective department or relevant professional bodies where appropriate. For those students the department/professional bodies' Fitness to Practice procedure may take precedence over this Policy or other University policies and are in addition to this policy as they contain profession-specific requirements for fitness and profession-specific Codes of Conduct. These procedures operate outside the scope of this Policy.

For students who are not resident in Durham, there are practical and reasonable limitations to the support that the University might be expected to provide. It may remain the case that 'fitness' issues need to be addressed, in the interests of the student's wellbeing and the interests of our partner institutions.

This Policy also outlines the procedure for assessing fitness to return to study, after either a concession has been granted on health grounds, or after any incidents or episodes during offsite activities that raise concerns about a student's safety and wellbeing.

Procedure

It is expected that Colleges and Academic Departments will engage with students and with each other in informal discussions where concerns regarding fitness to study have been raised. The student should be encouraged to use one or more of the support services offered by the University and to engage with healthcare professionals. It is the University's opinion that the majority of cases will be resolved where students engage with the internal and external support available to them.

The Policy contains three procedures for assessing fitness to study:

1. To address concerns about fitness to engage in current University activity;
2. To consider the fitness to engage in a prospective University activity;
3. To assess fitness to return to study, following a concession or offsite incidents or episodes of concern.

1. Fitness to engage in a current University activity

Concerns about a student's current fitness may be raised by the student, their peers, their College or Academic Department. Fitness to Study Meeting If a student is engaged in offsite activity, concerns may be raised by a partner institution, an employer or their peers.

A Fitness to Study Meeting will be convened to provide clarity and transparency where there are ongoing concerns about a student's fitness to study, and when

- Informal support measures have not allayed concerns, or require formal review
- The student is not engaging with the University around the fitness to study concerns

The purpose of the meeting is for those concerns to be considered by a relevant group of University staff and to provide the opportunity for the student to respond to those concerns. The intersection of the Fitness to Study Policy with the support mechanisms of the Mental Health Policy are presented in [Appendix 1](#). The Fitness to Study Meeting will be convened by a College Principal, an academic Head of Department or the delegated representatives. The decision to convene a Fitness to Study Meeting must be made in consultation with the Director of Wellbeing and Support, the relevant Deputy Head of Faculty and a senior representative from the Counselling Service or Disability Support.

The procedure for convening a Fitness to Study Meeting is set out in [Appendix 2](#).

The student will be invited to attend the meeting and may be accompanied by a member of the University community. Students will normally be given 7 days notice of the date of a meeting but, in view of the severity of an individual case shorter notice may be appropriate in the circumstances. Appropriate effort will be made to allow the student to attend, but the meeting can proceed if the student is unable or unwilling to attend where in the reasonable opinion of the University it is in the best interests of the students or other students and staff members that the meeting is convened without the student. The student will be invited to submit any relevant evidence to the meeting.

Membership of the meeting will depend on the nature of the case under consideration. It will include

All of;

- A senior representative of the student's College;

- A representative of the student's Academic Department(s);
- The Director of Wellbeing and Support, or a nominated representative;

At least one of;

- A senior representative from the Counselling Service;
- A senior representative from Disability Support;

And may include;

- A representative from the Curriculum, Learning and Assessment Service, if specialist input on University Regulations is required;
- An external health practitioner who is involved in supporting the student, if the practitioner is willing and the student agrees to them being present. The presence of an external health practitioner is not a formal requirement for the Meeting;
- External stakeholders, who may be invited on case by case basis to attend the meeting or part of the meeting or to submit evidence, with consideration to medical privacy. Any external stakeholder attending the Meeting will be subject to the provisions of data protection legislation.

It is expected that professional advice should be available at the Fitness to Study Meeting from a representative of at least, the Counselling Service and/or Disability Support and a mental health professional. If the student has been supported by a University Counsellor or Mental Health Advisor, and if they have contributed to the evidence, the Fitness to Study Meeting should also include a representative of the Counselling Service who has not previously been involved in the student's support. The meeting can proceed without medical evidence, and any outcome of the meeting should formally note and reflect the absence of medical evidence. It may, but not necessarily, include a strong recommendation that the student seek appropriate evidence as an outcome of the meeting (see [Appendix 4](#) for Guidance on medical evidence).

The outcomes of a Fitness to Study Meeting may be:

- No further action;
- A recommendation of further specific support arrangements, formal monitoring of the student's condition, the specification of evidence required and a date set to reconsider the situation;
- An assessment of Fitness to Study that leads to the student's collaborative agreement to a Grace Period of up to 5 weeks, a concession to suspend studies or a withdrawal from studies.

If the assessment reached in the meeting is that the student is not fit to continue their studies at this time, and the student is not in agreement with this assessment, the meeting may recommend a suspension from the University under General Regulations.

The student, their College and their Academic Department will all be informed of the outcome of the Fitness to Study Meeting.

Right of Appeal

Where they are dissatisfied, the student may appeal any decision made by the Fitness to Study Meeting. The purpose of the appeal is to ascertain whether the decision was reached:

- In accordance with the University procedures; and
- In the light of all relevant information.

The decision will be reviewed by two senior members of the University who were not involved in the Fitness to Study Meeting, and may include equivalent staff members from other Colleges or Academic Departments, or the Academic Registrar.

The appeal must be made in writing to the Academic Registrar within 14 days of the date of the decision made by the Fitness to Study Meeting.

Students may seek support in using the Appeals procedure from their College Student Support Office or the Students' Union.

2. Fitness to engage in a prospective University activity

The University seeks to support students to engage in the widest range of activities. The process of assessing fitness to engage in prospective activity is designed to encourage students to participate in the planning and preparation for their activity to support their safety, wellbeing and successful engagement. This procedure only applies to University activities, those organised by the University, or in their name, or the opportunity to engage in this activity is only open to registered students.

Assessment of fitness to engage in a prospective activity is ordinarily conducted through the processes of

- Preparation of a risk assessment for the specific activity;
- A Health Declaration form, completed with reference to the risk assessment.

Assessment for a prospective activity may be necessary even if there are no current concerns about a student's fitness to engage in their current University activity, for example studying on their current course whilst resident in Durham. There may be distinct features of the activity that require consideration which should be addressed within the risk assessment and health declaration processes, for example:

- A period of residence abroad, and hence away from current or potentially needed medical healthcare interventions;
- A period of residence away from existing interpersonal support structures, or extended periods of lone working;
- A period of residence in a high risk environment, as defined by the Health and Safety Offsite Framework;
- A context in which the reasonable adjustments in place at the University are not replicable;
- Responsibility for others.

This procedure will apply if, after the risk assessment and health declaration processes have been completed, there are outstanding concerns about a student's capacity to engage in the activity without adverse impact upon themselves or others.

In the majority of cases, the evidence for consideration will be:

- The evidence supplied by the student as part of the risk assessment and health declaration processes and any associated medical evidence;
- A summary of the concerns raised by University staff, along with any supporting evidence.

All evidence will be shared with the student in the interests of transparency and the student will have the opportunity to respond to those concerns. Medical evidence will be interpreted for the context of the prospective activity.

If this procedure identifies serious concerns about a student's fitness to engage with a prospective University activity, then the case will be considered via a Fitness to Study meeting as set out above.

The assessment of fitness for a prospective activity will be with reference to a specific start date. If the student is assessed as not fit to engage on the proposed date, the assessment will specify the earliest date at which the student may request to be re-assessed.

The full procedure for convening a Fitness to Study meeting is presented in the assessment of fitness to

engage in prospective activities is presented in Appendix 2.

Right of Appeal

Where they are dissatisfied, the student may appeal the decision that they are not fit to engage in the prospective activity. The purpose of the appeal is to ascertain whether the decision was reached:

- In accordance with the University procedures; and
- In the light of all relevant information.

The decision will be reviewed by two senior members of the University who were not involved in the assessment, and may include equivalent staff members from other Colleges, Academic Departments or Specialist Support Services, or the Academic Registrar/ Director of Wellbeing and Support.

If the student wishes to submit further medical evidence to an appeal procedure, a specific set of question will be prepared for the medical practitioner, against which the new evidence will be assessed.

The appeal must be made in writing to the Academic Registrar within 14 days of the date of the decision made by the Fitness to Study Meeting.

Students may seek support in using the Appeals procedure from their College Student Support Office or the Students' Union.

3. Return to Study

Students who receive a concession for their studies or are suspended on the grounds of ill-health will only be allowed to resume their studies once the University is satisfied that they are fit to do so. The student will be informed of the evidence required to return to study at the start of the concession or suspension. It will be made clear to the student whether or not evidence of their engagement with any medical treatment is a requirement to return but this may not be a condition in all cases.

- The student will be required to
 - Complete a personal statement, detailing their understanding of the difficulties they faced that led to the Residence concession and detailing how they feel their condition has improved such that they are confident of a successful re-engagement with their studies ([Appendix 7](#));
 - Support elements of the personal statement with medical evidence, where relevant, for example a student may have engaged with medication or psychological therapy;
 - Engage in an assessment and support-planning session with a University Mental Health Advisor, either in person in Durham or over Skype, to
 - Assess the quality of the personal statement and medical evidence, drawing upon the Mental Health Advisor's knowledge and experience of mental health and the particular context of Durham University, and
 - Draw up an appropriate support plan with the student to facilitate the most effective return to study and ensure appropriate pastoral, academic and medical support provisions are in place prior to return, including support for disabilities where applicable.
- The Mental Health Advisor will then produce a summary report and recommendation for the Fitness to Study Standing Group of the student's fitness to return to study. The Mental Health Advisor may request the student to provide further information or evidence if required, and will ensure the student is ready to engage with local practitioners if necessary;
- The Fitness to Study Standing Group will meet in mid-September and at least once per term, to review the recommendations and make a decision on fitness to study;
- If the student is dissatisfied with the decision an Appeal can be made to the Academic Registrar who will review the decision to ensure that it was a reasonable assessment reached:
 - In accordance with the University Policy; and
 - In the light of all relevant information.

Consideration will be given to the need for the student to maintain a connection to their existing external care-providers. Full guidance on medical evidence for a return to study is presented in [Appendix 4](#).

University Core Regulation 23 states that students are limited to a maximum of two consecutive concessions to withdraw from the academic year and return to University to begin the year again at the start of the next academic year. At this point a student would be eligible to re-apply to the University and apply for Accreditation of Prior Learning if they wish to re-enter their studies.

(<https://www.dur.ac.uk/university.calendar/volumeii/>)

A key period of assessing the evidence for return to study is August and September, before the beginning of the academic year. The Fitness to Study Standing Group (see below) will meet by mid- September to review evidence. All relevant dates will be communicated to students at the time of their concession or suspension.

Fitness to Study Standing Group

The Standing Group comprises members of staff from Specialist Student Support Services, the Colleges and Academic Departments, and representatives from the Students' Union. The Standing Group will meet in mid-September and at the end of Michaelmas and Epiphany terms, and on an exceptional basis if required to review an individual student case. It will review the operation of the Fitness to Study Policy and will review any medical evidence relevant to the case involving a student who wishes to return to study following a Fitness to Study Meeting. It will also serve as a specialist panel to review the evidence for any student returning to study after a concession if:

- Specified as part of the Concession; or
- At the request of a College or Academic Department, in the event of their receipt of partial or ambiguous evidence of fitness to return.

The Standing Group will include members of staff from the Counselling Service, Disability Support and Occupational Health Service. In the event that those staff members do not have sufficient knowledge and experience to understand the evidence presented, external expertise may be sought at the discretion of the University. In such cases

- Consent will be sought from the student to share the evidence presented with an external expert
- Where prior consent is not obtained, the evidence will be anonymised to remove any personal identifying data before it is shared.

The Fitness to Study Standing Group will report to the University Committee overseeing the wider student experience. The Terms of Reference for the Fitness to Study Standing Group are presented in [Appendix 4](#)

Appendices

1. Intersection of the Fitness to Study Policy with the Mental Health Policy
2. Procedure for a Fitness to Study Meeting
3. Sample Invitation Letter
4. Guidance on Medical Evidence
5. Pro-forma Wellbeing Questionnaire
6. Pro-forma Return to Study Questionnaire
7. Pro-forma Personal Statement for Return to Study

8. Fitness to Study Standing Group: Terms of Reference

▼ Gender Identity Policy (staff and students) (wef 2018/19 AY)

1.0 Introduction

(1.1) Durham University recognises that there can be differences between the physical sex and gender assigned at birth and the gender with which a person identifies. Data relating to trans people in the UK is difficult to obtain, but it is estimated that 650,000 people are “likely to be gender incongruent to some degree”.

(1.2) NUS’ research found that one in three trans students had experienced bullying or harassment.[1]

2.0 Policy Statement

(2.1) Our Equality and Diversity, Respect at Work and Respect at Study policies provide for an inclusive environment in which individuals can utilise their skills and talents to the full without fear of prejudice, bullying and harassment. At no time will we discriminate against or allow discrimination against people on the grounds of their gender identity or expression.

(2.2) Durham University aims to make full use of the talents and resources of everyone within our University community, with all staff and students feeling welcome, safe, supported and valued.

(2.3) In line with our Equality and Diversity policy, we will provide a supportive environment for staff and students who wish their trans status to be known. However, it is the right of the individual to choose whether they wish to be open about their gender identity. The University will use a ‘self-declaration’ model in which the wishes of the individual are paramount.

(2.4) In support of this culture of inclusiveness, we undertake the following:[2]

- Students will not be denied access to courses, progression to other courses, or fair and equal treatment while on courses because of their gender identity.
- The curriculum will be checked and regularly monitored to ensure that it does not rely on or reinforce stereotypical assumptions about trans people, and curriculum containing transphobic material will be critically reviewed.
- The University will respect the confidentiality of all trans staff and students and will not reveal information without the prior written agreement of the individual.
- Staff or potential staff will not be excluded from employment, promotion or other opportunities because of their gender identity.
- Transphobic abuse, harassment or bullying (refusing to use a correct pronoun, ignoring a person because of their trans status, intrusive questions) will be dealt with under the University’s Respect at Work or Respect at Study Policy and may lead to disciplinary action which could include expulsion/dismissal.
- To ‘out’ someone, whether staff or student, without their permission is a form of harassment and, may be, a criminal offence.
- Transphobic propaganda, in the form of written materials, graffiti, music or speeches, will not be tolerated. The University undertakes to remove any such propaganda whenever it appears on the premises.
- The University welcomes, and will provide appropriate facilities for trans student and staff groups.
- Having consulted with trans staff and students and the trans community, the University will include gender identity in internal attitudinal surveys, and when monitoring complaints of harassment.

- In providing accommodation for students, any concerns or issues raised by trans students will be handled by the Colleges Office and will be treated fairly and in line with the University's obligations under The Equality Act 2010 and the Gender Recognition Act 2004.
- Staff and students undergoing medical and surgical procedures related to gender reassignment will receive positive support from their managers/tutors to meet their particular needs during this period.
- The University will ensure that its environment, in terms of its pictures, images, publicity materials and literature, reflects the diversity of its staff and students.
- The University will include gender identity issues in equality training and will provide guidance for students and staff.

3.0 Definitions

(3.1) Trans is an umbrella term used to describe people whose sense of personal identity and gender does not correspond with the sex they were assigned at birth, including but not limited to those who are transgender, transsexual, and non-binary.

(3.2) Transphobia refers to the range of negative feelings and attitudes towards trans people based on the gender identity and/or gender expression. Whether intentional or not, transphobia can have severe consequences for the target of the negative attitude.

(3.3) Gender reassignment can involve several procedures, some of which are medical (e.g. HRT), some legal (e.g. deed poll), and some social (e.g. telling others). Not all trans people undergo gender reassignment. Appendix A provides guidance for supporting staff and students undergoing gender reassignment.

(3.4) Gender identity describes one's internal sense of being male, female, neither of these, both, or other gender(s). There is often an assumption that this identity will evolve along binary lines and be consistent with appearance. This assumption is not always correct with some people feeling this form of categorisation constricts their identity.

4.0 Scope

(4.1) The policy applies to staff and students whose gender differs from the sex they were assigned at birth or the gender which was imposed on them. It also applies to those undergoing a social gender transition, medical gender transition or both and also those who express the intent to undergo either.

5.0 Legislation

(5.1) The Equality Act 2010 protects a Trans person who intends to undergo, is undergoing or has undergone gender reassignment from the moment they decide to start the process. It is unlawful for the University, or anyone at the University, to treat a person less favourably because of gender reassignment, or to harass them because of it. The person also must not be treated less favourably by reason of their absence from work or study while undergoing gender reassignment, in comparison to someone absent due to illness or for some other similar reason.

(5.2) The Gender Recognition Act 2004 allows trans people who meet certain criteria to apply for a Gender Recognition Certificate. This certificate allows people to obtain certain specific legal documentation, for example birth, death, and marriage certificates, in their new legal gender. There is no requirement for a person in possession of a gender recognition certificate to produce this in order to change any official documents other than a birth certificate. Additionally, the Gender Recognition Act makes it illegal to disclose someone's trans status to someone else without explicit permission from the trans person in question.

(5.3) In addition, the public sector equality duty under the Equality Act requires public authorities to have due regard to the need to eliminate discrimination, harassment and victimisation against Transsexual people, to advance equality of opportunity and foster good relations between Transsexual people and others.

(5.4) Under the Data Protection Act, trans identity and gender reassignment constitute 'sensitive data' for the purposes of the legislation. Therefore information relating to a person's trans status cannot be recorded or passed to another person unless conditions under schedule 3 of the Data Protection Act for processing sensitive personal data are met.

6.0 Relevant University Policy

- Equality and Diversity Policy
- Respect at Work
- Respect at Study

7.0 Further Information

The Equality and Change Unit.

Appendix A

Guidance: Supporting Staff and Students going through transition/gender reassignment.

A student or member of staff considering or undergoing transition should consider contacting the Academic Office or their local Human Resources contact respectively. A meeting will be arranged to discuss, in confidence, what support can be given during and after the transition process. The trans member of staff or student may choose to be accompanied by a colleague, friend or a trade union or students' union representative to this meeting.

It may be decided that a larger meeting is needed with, for example, the person's manager, tutor, college welfare rep, or head of department.

It may be helpful to agree an action plan, with timescales. This will help the University consider arrangements for time off work or study and also when changes to records might be required. This plan should be confidential with the member of staff or student agreeing where copies should be kept and who should have access. Implementation of the plan should be reviewed regularly and reassessed at each significant part of the process. The plan will be different for every individual but could include:

- Appointments with doctors
- The start of any real-life experience
- When to inform the person's department
- The start of any hormone therapy and/or medical procedures
- Any change of name or personal details, such as title
- Change of gender

In addition, the following considerations should be taken in to account:

- Which amendments to records and systems will be required
- Whether trans people are adequately covered by existing policies on confidentiality, harassment and corporate insurance, and if not, how these will be amended

- whether training or briefing of colleagues, fellow students or service users will be necessary, when this will occur, and who will carry this out
- Whether they want to inform relevant people (line manager/colleagues/students) in person or for this to be done on their behalf. When and how this should be done
- Whether a student wants to continue their course of study, defer for a set amount of time or come to some other arrangement
- Whether a member of staff wishes to stay in their current post or be redeployed and if the latter, whether redeployment is possible
- Ways to minimise disruption to studies
- The expected timescale of any medical and/or surgical interventions and procedures and the time off required;

Appendix 1 provides a useful checklist that covers most of the issues that need to be considered when an individual is going through this process.

Timescale

1. What is the likely timetable for transition? Consider, for example, the dates for:

- Name change
- Use of facilities (toilets, changing rooms)
- Change of records

Name

2. Which identification cards/name badges will need to be changed? Consider, for example:

- University ID card
- Library card
- Students' union card
- National Union of Students card
- Club and society cards
- Volunteer/mentor ID badges
- Trade union membership badge
- Professional/learned body membership card
- Fitness centre/gym membership cards
- Accommodation access card
- Placement ID cards
- Course representative card

3. Which documents and materials need to be replaced or altered? Consider, for example:

- Online records, e-portfolio/record of achievements, academic biographies
- All student/staff records and databases, enrolment forms, finance records
- Programme and module lists
- Personal tutor records
- Welfare/disability/counselling records
- Volunteering and mentoring records
- Course representative posters and contact details
- Committee minutes and records, for example, boards of study or academic boards
- Certificates, for example, council tax exemption, training attendance, degree
- Club and society membership records
- Payroll (and banking details)
- Pension, death in service and dependents' benefits
- Insurance policies

- Student loans company/local education authority

Process

4. Should the following people be informed? If so how?

- Programme teams
- Students and colleagues
- Support departments (finance, student records, accommodation, etc)
- Work placement providers, volunteer placements
- Committee secretaries
- Club and society members

5. If the student/staff member is, or will be, undergoing surgery, do they know when this will be?

6. If the student/staff member requires time off for surgery and recovery, what processes/support/adjustments are needed to ensure they remain on their programme of study/in employment, or can return when they have recovered?

7. Are there any professional or attendance requirements that may be affected by the person's absence for medical assistance? Consider how students will be supported to ensure they can complete their programme of study on time

Training

8. Will there be a need to arrange any training for managers, colleagues or fellow students?

9. Who should be trained? Consider: cleaners, catering staff, academic staff, finance staff, students in the same tutorial groups

10. Who will deliver this training?

11. What will the training cover?

12. Will the trans student/staff member want to be involved to share their experience and expectations?

Genuine occupational qualification (GOQ)

13. Are there any GOQ requirements during the student's programme of study or staff member's work? Some roles may be more likely than others to include GOQ requirements, such as roles within: counselling, social care, NHS, charities, schools

14. Are there any GOQ requirements on volunteer placements or work-based learning?

Some roles may be more likely than others to include GOQ requirements, such as roles within: women's refuges, rape crisis centres

Ceremonies

15. During awards ceremonies, what name will be used if a person's name has not been legally changed?

16. During a degree ceremony, what name will be used if a person's name has not been legally changed?

Consider:

- On the certificate
- In ceremony programmes
- When read out

Discrimination

17. Are there clear guidelines and processes to deal with direct or indirect discrimination, victimisation or harassment of a trans student or member of staff?
18. Are there clear processes to deal with discrimination on work placements?
19. How is the student or member of staff made aware of these processes?
20. How are colleagues, other students, and work placement providers and contractors made aware of the responsibilities?

[1]

NUS (2014) Beyond the Straight and Narrow

[2]

Based on the Joint agreement on guidelines for transgender equality in employment in further education colleges (Association of Colleges et al, 2005).

▼ Lecture Capture Policy (wef 2018/19 AY)

1.0 Introduction

(1.1) This document sets out Durham University's policy on the recording of lectures, with a view to establishing and supporting the rollout of lecture capture technology across the University.

(1.2) This policy extends and supersedes Durham's pre-existing 'Recording of Lectures and Teaching Sessions Policy'^[1] beyond audio recording, to include the recording of projected material and ultimately video recording where available and appropriate.

(1.3) This policy applies to recordings made or distributed through the available University-provided appropriate technology, referred to as lecture capture hereafter, and also recordings made as a specific reasonable adjustment in light of individual student circumstance.

(1.4) Lecture capture is widely available across UK Higher Education Institutions, and is used to support students in a variety of ways. Lecture capture can be used to:

- provide a study aid for review and revision;
- help accommodate different learning styles;
- assist students who do not have English as their first language; and
- assist students who have particular educational needs.

(1.5) Lecture capture is particularly important in the context of our commitment to equality and diversity and should be considered an adjustment from which all our students will benefit.

(1.6) Lecture capture is designed to supplement the student experience and will not replace student contact hours. It should not be seen as an alternative to attending a lecture.

(1.7) The University recognises and acknowledges that:

- not all teaching styles or materials may be suitable for lecture capture;

- a requirement for staff to change their preferred teaching style for the purpose of recording may be detrimental to the student experience and is not encouraged;
- ethical issues or the use of sensitive material may render the recording of some teaching and learning activities inappropriate;
- a range of training and support mechanisms will be required to enable staff to capture diverse teaching approaches effectively.

2.0 Policy

(2.1) Where recording facilities are available, lecture capture technology should be used to record lectures and to make these recordings available to students registered on the module associated with that lecture. The University expects that if appropriate teaching is taking place in a space which is equipped with the lecture capture system, the system will be used.

(2.2) The University recognises that not all lecture material may be appropriate for recording. Reasons for this may include, but are not limited to, lectures that contain:

- confidential or personal information;
- commercially or politically sensitive information;
- significant amounts of student interaction;
- a mode of delivery that makes recording unsuitable.

(2.3) Where segments of a lecture are not appropriate for recording, the recording may be paused to omit these segments, or reviewed and edited to remove the relevant segments before publication. Published recordings may be edited at any time where necessary.

(2.4) Staff will not be expected to edit recordings as standard practice. Editing will be required only in exceptional circumstances, e.g. when recordings were inadvertently not paused, when sensitive information has been captured, or when students have requested post-session that their contributions are not recorded.

(2.5) If a student wishes to have a recording edited, they can do so by requesting a change from the person responsible for the lecture being recorded. The procedure for this will be found on the lecture capture service webpage. This request must specify which material the student wishes to have changed and the reason for the change. In cases of disagreement, the relevant Director of Studies shall resolve the matter.

(2.6) Where a member of staff considers one or more lectures or an entire module inappropriate for recording, they may opt out of the lecture capture system using a self-service system accessed through the lecture capture service web page. It is good practice to consider these matters before the start of term, and the needs of students with reasonable adjustments must be considered (see paragraph 2.12).

(2.7) Staff should comply with the minimum standards in DUO to support the learning of all students, including students with disabilities, through the provision of outlines and summary information in advance lectures in addition to lecture capture.

(2.8) Although lecture capture is designed to record content delivered by staff, students may be recorded if they make a contribution to a session. Where students are recorded, this is deemed to be on the basis of legitimate interest and recordings will be created, stored and processed in accordance with the relevant data protection legislation (see Section 4).

(2.9) If a student wishes to participate in a session without being recorded, they may request that the recording is paused, or ask a question via a proxy.

(2.10) Students are permitted to make personal audio recordings of any lecture or part of a lecture that is also recorded through lecture capture. Audio recording devices must be kept with the student at all times and may not be placed on the lectern/lab table unless required for any disability related reasons.

(2.11) Students should be informed when material unsuitable for recording will be discussed and switch of their devices until instructed otherwise. Material unsuitable for recording includes but is not limited to special category data (data that is particularly personal and sensitive, as discussed in paragraph 4.2 below), material subject to an opt-out, or contributions from students who do not wish to be recorded.

(2.12) Where it is a case of reasonable adjustments, individual students are permitted to record any lectures or parts of lectures that are not recorded through lecture capture, provided no legitimate objection have been raised by the staff or students concerned. Staff should consult with the relevant student and Disability Support to find an alternative adjustment where necessary.

(2.13) Covert recording of teaching activities, where permission has been withheld, is not permitted and will be subject to disciplinary proceedings.

(2.14) Lecture capture recordings will be available to students via Durham's secure virtual learning environment, Durham University Online (DUO). Default access to an individual recording will be restricted to Durham University students registered on the module for which the lecture has been recorded, and recordings will only be available to the student cohort to whom a lecture was delivered, unless the member of staff delivering the material wishes to re-use or re-purpose it.

(2.15) Recordings will be accessible online exclusively through DUO and Panopto's secure environment, with no option to download. Recordings may also be 'off-lined' to a mobile device for viewing when a network connection is not available.

(2.16) Recordings will normally be available for the duration of a student's enrolment on their programme of study and will be stored for five years before being archived or deleted, in line with the University's retention of IT-based learning and teaching materials policy found at <https://www.dur.ac.uk/records.management/>.

(2.17) Except where authorised in writing by the University, recordings of University lectures and teaching sessions are not for public use, including internal or external publication and distribution on the Internet.

(2.18) Access must not be given to any third party, other than for transcription for the purposes of reasonable adjustments. Anyone who circumvents the University's block on downloading recordings or uses a recording inappropriately will be subject to disciplinary proceedings. The University will make all reasonable efforts to have material posted inappropriately taken down.

(2.19) Any recordings made by students are subject to the same constraints on distribution as are imposed on recordings made on behalf of the University.

(2.20) Infringement of these principles will be treated as an offence, and will be dealt with in accordance with the University's disciplinary regulations.

(2.21) Recordings will not be used for staff disciplinary or performance management purposes, unless in response to a specific formal complaint.

3.0 Intellectual Property and Copyright

(3.1) The introduction of lecture capture does not alter the University's position on Intellectual Property and Copyright. In accordance with existing policy, the University owns both student and staff recordings.

(3.2) In accordance with University policy and current staff terms and conditions, staff retain authoring right for their work. Further guidance on Intellectual Property and video can be found here:

<https://www.dur.ac.uk/cis/lt/video/>.

The University's full policy on Intellectual Property can be found here:

<https://www.dur.ac.uk/research.innovation/local/governance/policy/ip/>.

(3.3) Scanned extracts of texts and still images included within the University's CLA HE licence may be included in recorded lectures, subject to the terms and conditions included therein. Third party works may be included if they are out of copyright or available under a Creative Commons licence. Some copyrighted works may also be used without permission for the purposes of:

- illustration for instruction;
- criticism or review, or quotation;
- parody or pastiche; or
- making an accessible copy

provided the use constitutes 'fair dealing' and is suitably acknowledged. Staff should consult University guidance on copyright for further information on what may or may not be included in lecture capture recordings: <https://www.dur.ac.uk/cis/lt/video/copyright/>.

(3.4) It is the responsibility of individual staff members to ensure that the material used for the teaching and learning activity is copyright cleared. Where staff cannot ensure that material is cleared for copyright, this should be removed and students referred directly to the original resource. Further guidance on copyright can be found here: <https://www.dur.ac.uk/library/copyright/>.

4.0 Consent and Privacy

(4.1) Lecture capture is deemed to be in the legitimate interests of the educational objectives of Durham University, in accordance with Article 6(1)(f) of the General Data Protection Regulation (GDPR). Durham University's Privacy Notice is available online: <https://www.dur.ac.uk/ig/dp/pnstudents/>

(4.2.) Notwithstanding the provision in 4.1, no recordings of special category data will be permitted without the express written consent of the staff or students being recorded, whether through lecture capture or personal recordings. 'Special category data' is data that is particularly personal and sensitive, including information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health, genetics or biometrics, sexual life or sexual orientation. No recordings may be made of personal data relating to criminal convictions or offences.

(4.3) Individual staff are responsible for ensuring that recordings are paused and/or edited to ensure that special category data is not recorded and uploaded to DUO without consent, and for instructing students that special category data will be discussed and should not be recorded on personal devices.

(4.4) Students may not be permitted to opt-out where a recording is an explicit requirement of a University qualification.

(4.5) Staff who wish to record guest speakers must inform speakers that they will be recorded and obtain written consent in advance using the University's 'Permission to Record' template. <https://www.dur.ac.uk/resources/cis/lt/permission-to-record.docx>.

5.0 Takedown Policy

(5.1) Lectures recorded as part of lecture capture are subject to the University's existing takedown policy. Student requests for elements of a recording to be edited should be directed to the relevant staff member, following the process outlined in paragraph 2.5 above. Further guidance on the possible legal bases for takedown and the University's takedown procedure can be found here:

<https://www.dur.ac.uk/cis/it/video/take-down-policy/>.

6.0 Support and Guidance

(6.1) Further information and guidance about lecture capture is available from the Computing and Information Service at <http://www.durham.ac.uk/cis/lecturecapture>.

[1] <https://www.dur.ac.uk/resources/university.calendar/volumei/201718/CombinedPoliciesandStrategies-DurhamUniversity.pdf> (page 21)

▼ Mental Health Policy

Introduction

The aims of the Mental Health Policy are:

- To set out the framework in which the University provides students with mental health difficulties the opportunity to reach their full academic potential;
- To provide practical advice and guidance to those staff responding to students with mental health difficulties.

The majority of students with mental health difficulties are able to navigate their University careers successfully through a combination of self-care, pastoral support in Colleges, adjustments within their academic Departments, specialist support services and the support offered by external services. A minority of students experience difficulty in acknowledging the impact of their mental health upon their safety, wellbeing, their academic progression and their capacity to engage in the wider student experience.

The Mental Health Policy Statement below contains the University's statement of its commitment to support. [Appendix 3](#) contains guidance for staff supporting students with mental health difficulties and sets out the framework in which staff will address student support needs, specifically the mechanisms of informal and formal Support Meetings. A full procedure for a formal Support Meeting is set out in [Appendix 4](#). [Appendices 5-8](#) contain information and guidance on medical evidence that may need to be considered in Support Meetings or upon a return to study following a concession on mental health grounds, along with pro-forma examples of requests for evidence. A separate student-facing Guidance note with advice for students on support provision and academic concessions on mental health grounds is available on the Counselling Service website.

In exceptional circumstances, where there are concerns about a student's welfare and where the range of supportive measures that the University may be reasonably expected to provide have been employed but have not satisfactorily resolved concerns, the appropriate policy and procedure is **[Fitness to Study](#)**. The policy applies for all conditions where there are concerns about a student's capacity to engage in academic engagements, maintain their own safety or to reside in College communities without adversely impacting their peers or College staff. A flowchart outlining the intersection of the Mental Health Policy and the **[Fitness to Study](#)** Policy is presented in [Appendix 2](#).

(1) Terminology

This Policy uses the broad term **mental health difficulties** to describe the issues that fall within its scope. A useful framework to describe the continuum of mental health is presented in [Appendix 1](#).

Mental wellbeing is a dynamic state that describes our current capacity to enjoy life and to work productively and creatively, our ability to build and sustain positive relationships with ourselves and with others.

Mental illness can be acute or chronic, and may arise from organic, genetic, psychological, relational or behavioural factors (or any combination of these). The illness may fall within the definition of a 'disability' as set out in the Equality Act 2010, but not all mental health illnesses constitute a 'disability'. A mental illness may be, but is not limited to, a condition diagnosed by a medical professional. An individual with a long-term mental illness may nevertheless experience good mental wellbeing if they are adequately resourced and supported in managing their condition.

(2) Policy Statement

The University aims to provide a challenging, stimulating and purposeful academic environment with the greatest opportunities for social, cultural, sporting and spiritual engagement. In this way, the University aims to make a positive contribution to the mental health and wellbeing of all students and staff.

Mental health difficulties can beset students at any point in their academic career, and some students may begin their studies with pre-existing conditions. The higher education experience at Durham is competitive and high-achieving, in which some students will thrive but for others may present a challenge to wellbeing. It is well-recognised that transitions in life can be times of acute stress. However participation in Durham University also presents an opportunity to develop resilience, independence and skills to manage one's own wellbeing and contribute to the wellbeing of others.

The University aims to provide a supportive environment in which all students, including those with mental health difficulties, have the opportunity to realise their full potential and meet the academic requirements of their programmes of study.

The University aims to promote a culture in which mental health difficulties are recognised and supported. It will ensure that students are not disadvantaged, academically or otherwise, because of their difficulties in accordance with the University's Equality and Diversity Policy. The University has specific responsibilities towards those students whose mental health is defined as a disability under the law to ensure that reasonable adjustments are put in place to support their learning. Where a student is facing academic progression or disciplinary processes, and mental health may be a contributing factor, the student will be offered support to protect their longer-term academic prospects.

However the University recognises that the students are individual, adult learners, with a responsibility to contribute to their own self-care and to contribute to the quality and wellbeing of the University community. Students are invited to engage appropriately and professionally with the support available, where mental health difficulties are adversely affecting the student's capacity to engage productively with their studies or with the University community. The University will assist students to understand the support provision within the University, within its remit as an education institution, and to assist students to access appropriate external support where necessary.

The University seeks to implement these aims by:

- Providing pastoral and welfare support services within the College environment and access to specialists in the Counselling and Disability Support Services, in addition to the support services provided through an external body such as the Durham Students' Union;
- Encouraging students with mental health difficulties to make these known to the University and to see support both pre-arrival and after they have commenced their studies, and at such times that their support needs may change, for example in undertaking work or study placements abroad;
- Taking a proactive and collaborative stance in supporting students to develop a support plan;
- Ensuring that transparent and consistent procedures are adopted across the University and its constituent Colleges to support students with mental health difficulties;
- Providing clear guidance on the confidentiality of personal information provided by students;
- Providing guidance, training and support to staff involved in student support;
- Maintaining strong links with local specialist mental health services to improve the provision of service to meet students' needs and referring students with mental health difficulties to services when appropriate.

Whilst the University is committed to providing a supportive environment, it is important to recognise that it is not a mental health facility nor is it a therapeutic community. There are, of necessity, limits to the extent of the support that can be provided and it is not the responsibility of the University to replicate services that already exist within the wider community and within the NHS. The University cannot provide treatment for mental illness but aims to provide an environment and the resources to support students to maximise their sense of mental wellbeing.

A positive approach from students and University staff towards the management of mental health conditions is critical to student learning, academic achievement and the quality of the wider student experience for all.

▼ Non-Academic Misconduct Disciplinary Procedure (Wef 2019/20)

to be available shortly

▼ Sexual Violence and Misconduct Policy (to be updated shortly, amends will be we 2019/20)

(1) Policy Statement

(1.1) Durham University recognises that incidents of Sexual Violence and Misconduct occur within the University, and acknowledges that there has been a noticeable increase in the number of incidents disclosed by the student community; a trend reflected across the Higher Education sector and beyond. The University acknowledges that Sexual Violence and Misconduct can be experienced by any individual, regardless of sex, gender, sexual orientation, relationship status, age, disability, faith, ethnicity, nationality and economic status. The University is committed to promoting a culture in which any incidents of Sexual Violence and Misconduct will not be tolerated, and will be thoroughly addressed to ensure the preservation of a safe work and study environment.

(2) Principles

(2.1) Durham University holds the following set of Principles to reflect the University's commitment to establishing a culture of support and respect. All members of Durham University have a responsibility for upholding the Principles that are as follows:

- We will treat all members of our community with dignity and respect at all times, and it is expected that all members of our community will share in this responsibility for creating and sustaining an environment which upholds the dignity of all.

- We recognise the significant impact of all experiences of Sexual Violence and Misconduct, and acknowledge the potential detriment to studies and employment, regardless of when the experience occurred.
- We strive to maintain equality and diversity within our community, and will work to sustain an equal and safe environment in which a culture of prevention will be promoted through appropriate and consistent applied education and training.
- We will actively respond to all Reports of Sexual Violence and Misconduct and, whilst recognising that some experiences may constitute a criminal offence, we will ensure that, in all cases, Reports are carefully and thoughtfully addressed by relevant staff members through a process that is transparent and clearly communicated to the individuals involved. We will respect the right of the individual disclosing an experience to choose how to take forward a Disclosure.
- All University staff will have been informed of the Policy and will be trained as appropriate to their role. All staff involved in the process will act with impartiality and discretion at all times.
- We believe that no person should suffer the effects of Sexual Violence or Misconduct alone, and will ensure that there is dedicated specialist support, including free and accessible counselling for all individuals involved.
- We will work with local partners and key groups to forge positive relationships to support all our work in this area, from prevention to enquiry and post-incident care.
- We are mindful of our civic responsibilities to the wider community.
- In addressing experiences and working with both internal and external experts, we will seek to learn from experience, enabling the University to both shape and respond to national and international policy and practice, and to provide regular assurance to Council, Senate, the University Executive Committee and the wider University community, that specific incidents and broader cultural issues are appropriately captured and addressed.

(3) Scope

(3.1) This Policy relates to all incidents of Sexual Violence and Misconduct, as well as vexatious and malicious reporting, complicity, and retaliation as defined below. Under this Policy all students and staff members who have experienced Sexual Violence and Misconduct will have equality of access to both internal and external specialist support (e.g. Sexual Assault Referral Centre and Rape Crisis), regardless of when the experiences occurred. The accompanying procedure to this Policy relates specifically to those experiences which have occurred during the course of study at the University, in which the Accused Party is a current student of the University. Disclosures and Reports made under this Policy are not limited to University premises or the immediate geography of the University.

(3.2) This Policy should be read in conjunction with the Durham University Safeguarding Children Policy and the Durham University Safeguarding Adults at Risk Policy.

(3.3) Sexual Violence and Misconduct includes a broad spectrum of sexual behaviour. Examples of the types of behaviour that will constitute a violation of this Policy are set out below. Reports of such behaviour will be considered by the University under its internal disciplinary regulations including, in particular, the Procedure for Dealing with Student Cases of Sexual Violence and Misconduct and General Regulation IV: Discipline. Some incidents of Sexual Violence and Misconduct may also constitute a criminal offence under English law. Such incidents may be addressed through criminal proceedings, internal disciplinary proceedings, or, in some cases, both criminal and internal proceedings.

(3.4) A list of definitions is provided below to clarify the exact scope of the Policy.

(4) Definitions

The definitions below have been separated into explanations of the types of behaviour captured under this

Policy, clarification of the terminology used within the Policy and additional Policy violations.

1. Type of Behaviour

For the purposes of this Policy and the accompanying procedure, **Sexual Violence and Misconduct** is defined as any unwanted conduct of a sexual nature which occurred in person or by letter, telephone, text email or other electronic and/or social media and includes, but is not limited to, the following behaviour:

- Engaging, or attempting to engage in a sexual act with another individual without consent;
- Sexually touching another person without their consent;
- Conduct of a sexual nature which creates (or could create) an intimidating, hostile, degrading, humiliating, or offensive environment for others including making unwanted remarks of a sexual nature;
- Inappropriately showing sexual organs to another person;
- Repeatedly following another person without good reason;
- Recording and/or sharing intimate images or recordings of another person without their consent; and
- Arranging or participating in events aimed at degrading or humiliating those who have experienced sexual violence, for example inappropriately themed social events or initiations.

2. Terminology

Reporting Party is, for the purposes of this Policy and the accompanying procedure, the person(s) who has been the subject of the alleged incident of Sexual Violence and Misconduct.

Accused Party is, for the purposes of this Policy and the accompanying procedure, the person(s) whose behaviour it is alleged amounted to an incident of Sexual Violence and Misconduct.

Consent is the agreement to participate in a sexual act where the individual has both the **freedom** and **capacity** to make that decision. Consent cannot be assumed on the basis of a previous sexual experience or previously given consent, or from the absence of complaint, and each new sexual act requires a re-confirmation of consent as the foundation of a healthy and respectful sexual relationship. Consent may be withdrawn at any time.

• **Freedom to consent:** For consent to be present, the individual has to freely engage in a sexual act. Consent cannot be inferred from a lack of verbal or physical resistance. Consent is not present when submission by an unwilling participant results from the exploitation of power, or **coercion or force**.

- **Coercion or Force** includes any physical or emotional harm or threat of physical or emotional harm which would reasonably place an individual in fear of immediate or future harm, with the result that the individual is compelled to engage in a sexual act.
- **Capacity to consent:** Free consent cannot be given if the individual does not have the capacity to give consent. Incapacitation may occur when an individual is asleep, unconscious, semi-conscious, or in a state of intermittent consciousness, or any other state of unawareness that a sexual act may be occurring. Incapacitation may also occur on account of a mental or developmental disability, or as the result of alcohol or drug use.
- **Alcohol and/or Drug Use:** Incapacitation arising from alcohol or drug consumption should be evaluated on the basis of how the alcohol/drugs have affected the individual; signs of incapacitation may include, but are not limited to, one or more of the following: slurred speech, unsteady gait, bloodshot eyes, dilated pupils, unusual behaviour, blacking out, a lack of full control over physical movements, a lack of awareness of circumstances or surroundings, and/or an inability to communicate effectively. Intoxication is never a defence for committing an act of Sexual Violence and Misconduct, or for failing to obtain consent. If there is any doubt as to the level or extent of one's own or the other individual's incapacitation, the safest approach is to not engage in a sexual act.

Confidentiality will be maintained, where possible, throughout the Disclosure, Reporting and investigative processes in recognition of the sensitive nature of Sexual Violence and Misconduct matters. As such, information will usually only be shared with relevant individuals/entities (who may be internal or external to the University, e.g. internal counsellors, witnesses, external experts from specialist agencies like Rape Crisis, Sexual Assault Referral Centres or the Police) with the agreement of the Reporting Party. The University reserves the right, and may be under an obligation, to share information in exceptional circumstances where such disclosure is necessary to protect any individual or the wider University community from harm or to prevent a crime from taking place. All individuals involved in any process under this Policy must keep information that is disclosed to them as part of the process confidential. Any unauthorised disclosure of confidential information will be considered a Policy violation and will be addressed accordingly. Throughout all proceedings, the University will act in compliance with the Data Protection Act 1998.

Disclosure, for the purposes of this Policy and the accompanying procedure, involves an individual choosing to tell anyone who is part of the University about their experience of Sexual Violence and Misconduct (different from *Report*).

Report is the sharing of information with a staff member of the University regarding an incident of Sexual Violence and Misconduct experienced by that individual for the purposes of initiating the investigation process set out in this Policy and the accompanying procedure (different from *Disclosure*).

3. Other Policy Violations

The University recognises that there are potentially additional types of behaviour that will constitute a violation of this Policy and which will therefore need to be considered under the relevant internal disciplinary regulations, although the frequency and likelihood of such offences are likely to be low:

- **Vexatious reporting** involves the creation of persistent, unwarranted reports of Sexual Violence and Misconduct, or a refusal to accept any reasonable decisions arising from the application of the accompanying procedure to this Policy.
- **Malicious reporting** occurs when an individual shares allegations of Sexual Violence and Misconduct that the individual knows to lack a basis in fact.
- **Complicity** is any act that knowingly helps, promotes, or encourages any form of Sexual Violence and Misconduct by another individual.
- **Retaliation** may constitute any words or actions, including intimidation, threats, or coercion, made in response to disclosures or reports of Sexual Violence and Misconduct, by any individual including both the Accused Party and the Reporting Party, as well as witnesses, friends, or relatives.

Sexual Violence and Misconduct Policy Procedure

Section 1

1. Introduction

1.1. This procedure sets out how the University will deal with incidents of Sexual Violence and Misconduct against student members of the University community. The procedure is part of the University's Sexual Violence and Misconduct Policy and should be read in conjunction with that Policy.

2. Scope

2.1. This procedure applies to all alleged incidents of Sexual Violence and Misconduct between the University's students. It does not cover incidents of non-sexual harassment as the University has a separate policy (Respect at Study Policy and Code of Practice) in relation to those matters. If a conflict arises between this procedure and any other procedures of the University, then the Lead Sexual Violence and Misconduct Officer ("LSVMO") shall determine which procedure will be used. In the event that the Reporting Party is a member of staff or contractor of the University and the Accused Party is a student, this procedure will apply. In the event that the Accused Party is a member of staff or contractor of the University, action may be taken in accordance with the appropriate Human Resources process.

2.2. If a decision is taken not to deal with a case under this procedure then the Reporting Party can request a review of that decision in accordance with the review process set out in paragraph 11 below.

3. Management of this procedure

3.1 The LSVMO is responsible for the application of the procedure. The day-to-day management of the procedure will be overseen by the Academic Support Office. The key staff contacts are the Student Support and Training Officer (Sexual Violence & Misconduct), Assistant Registrar (Appeals, Complaints & Discipline) and the Deputy Academic Registrar (who is the Deputy Lead Sexual Violence and Misconduct Officer ("DLSVMO")).

4. Police investigations and judicial proceedings

4.1 This procedure is designed to support the Reporting Party to disclose incidents of Sexual Violence and Misconduct to the University, and to support the Reporting Party when they choose and assess the course of action that is most appropriate for them.

4.2 Where a criminal investigation or judicial proceedings are ongoing or are likely to commence in respect of a Disclosure, the University will not investigate a Report of Sexual Violence and Misconduct and will suspend an ongoing investigation but will undertake any necessary precautionary action (see paragraphs 7.8 and 8.5 below).

4.3 Reports under this procedure of alleged incidents of Sexual Violence and Misconduct will be considered at an Initial Review Meeting ("IRM"), (see paragraph 8), including situations where the Reporting Party chooses not to report the matter to the Police. An IRM will also be called after the conclusion of a criminal investigation or judicial proceedings. A decision by the Police or Crown Prosecution Service (or other law enforcement agency) to take no further action in relation to a criminal matter or an acquittal at a trial does not preclude the University from taking action under this procedure and does not mean the Reporting Party has made a vexatious or malicious complaint.

4.4 In all cases, the University will advise the Reporting Party that it does not have the legal investigatory powers of the Police, and cannot make a determination on criminal guilt. An internal investigation is focussed exclusively on whether a breach of the University's Sexual Violence and Misconduct Policy has occurred. The internal process cannot therefore be regarded as a substitute for a Police investigation or criminal prosecution.

4.5 Where a student has been convicted of a criminal offence or accepts a Police caution in relation to behaviour that falls within the scope of the University's Sexual Violence and Misconduct Policy, the conviction/caution will be taken as conclusive evidence that the behaviour took place and no further investigation shall be required by the University. The case will be referred by the DLSVMO to the Deputy Chair of the Senate Discipline Committee as an allegation of a major offence under General Regulations I

5. Support

5.1 The University is committed to providing support for those members of its community affected by these issues. The University will provide information on support resources available and offer interim measures as appropriate to the Reporting Party, Accused Party, and witnesses involved in alleged incidents of Sexual Violence and Misconduct. Support resources are available to any member of the University who discloses an incident regardless of their choice to make a Report to the University or Police. Support provided to the Reporting Party and Accused Party will be separate; one member of staff will not provide support to both parties. The Reporting Party will be signposted to the Sexual Assault Referral Centre if appropriate (See paragraph 7.4). The support available is set out at: www.dur.ac.uk/sexualviolence/getsupport/.

6. Monitoring

6.1 The University will maintain a central record of incidents to effectively engage in prevention and response initiatives. The Student Support and Training Officer (Sexual Violence & Misconduct) will keep a record of Disclosures of alleged Sexual Violence and Misconduct incidents, including anonymous Disclosures. The LSVMO will ensure that the University Executive Committee, Audit Committee, Senate and Council are regularly provided with anonymised data concerning the cases that are dealt with under this procedure.

Section 2: Procedure

7. Disclosures and Reporting

7.1 Disclosure and Reporting are separate actions that the Reporting Party may choose to take. The University recognises the importance of minimising the number of times the Reporting Party has to disclose an incident of Sexual Violence and Misconduct.

7.2 The process below will be initiated following receipt by the University of a Disclosure of an alleged incident of Sexual Violence and Misconduct. The Disclosure may be received in a variety of ways and may not necessarily be brought forward by the Reporting Party.

7.3 A Disclosure may relate to an Accused Party who is or is not a member of the University community. A Disclosure does not automatically result in a Report to the University being made under the Sexual Violence and Misconduct Policy. The University respects the right of the Reporting Party to choose how to take forward a Disclosure. Following a Disclosure, the Reporting Party will be given their reporting options along with information on resources for specialist support (See paragraphs 5.1 and 7.4). The University recognises that the Reporting Party may require time and reflection before making a decision. The Reporting Party will be given the option and support to do one or more of the following:

- report to the Police;
- make a Report to the University under the University's Sexual Violence and Misconduct Policy;
- make no report of the incident; and/or
- receive advice on the support that is available.

7.4 Staff will signpost anyone who discloses they have been targeted by someone engaging, or attempting to engage in a sexual act without the Reporting Party's consent or sexually touching the Reporting Party without their consent to the local Sexual Assault Referral Centre (SARC) so that they may access services provided. This will also allow the Reporting Party to make an anonymous report and have evidence stored

while they choose if they want to report to the Police. Staff will signpost the Reporting Party to information from the Sexual Assault Referral Centre on how to preserve evidence. Staff can make a referral to the SARC on behalf of the Reporting Party with their agreement.

7.5 Staff who receive a Disclosure that may amount to a breach of the Sexual Violence and Misconduct Policy must inform their Head of Department, Head of College, or Head of Division as soon as practicable that they have received a Disclosure. They may, if the Reporting party requests, omit the name of the Reporting and/or Accused Party. The Head of Department, Head of College, or Head of Division must ensure that Disclosures of incidents of Sexual Violence and Misconduct are passed to the Student Support and Training Officer (Sexual Violence & Misconduct) or to the DLSVMO in their absence. The Disclosure may, if the Reporting party requests, omit the name of the Reporting and/or Accused Party.

7.6 The Reporting Party may choose to make a Report to the University under the Sexual Violence and Misconduct Policy with the intention of the University initiating the investigation process set out in this Policy. To make a Report to the University, the Reporting Party may submit a written statement of the allegation to the Student Support and Training Officer (Sexual Violence & Misconduct) indicating the Accused Party and any witnesses. Alternative Reporting options may be available and the Reporting Party may request this information from the member of staff to whom they disclosed the incident of Sexual Violence and Misconduct. If the Reporting Party is unwilling for the Accused Party to be informed of the allegation against them, the investigation cannot proceed.

7.7 Following receipt of a Report to the University or Police, the DLSVMO will instruct the Academic Support Office to organise an Initial Review Meeting ("IRM") as soon as practicable.

7.8 Pending the IRM, the Head of Department, Head of College, or Head of Division shall take such steps as may be necessary to:

- ensure that the students involved receive appropriate academic and pastoral support;
- safeguard the health, safety and welfare of members of the University community;
- ensure that confidentiality is maintained as appropriate.

7.9 The decision to launch a formal investigation into the alleged incident can only be made at the IRM if supported/requested by the Reporting Party, and staff must not attempt to investigate the incident or inform the Accused Party or any other student of the Report or Disclosure.

8. Responding to a Report and Initial Review Meeting

8.1 The IRM will be chaired by the DLSVMO (or their delegate in their absence). The purpose of an IRM is to assess support needs, consider how to protect the interests of all parties and members of the University community who may be affected by the case and to agree next steps (the alleged incident will not be investigated at the IRM).

8.2 The membership of the IRM will depend upon the nature of the alleged incident and will be determined by the DLSVMO (or their delegate in their absence). The membership may include, as a minimum:

- The Director of the Counselling Service (or their nominee);
- The Student Support and Training Officer (Sexual Violence & Misconduct) (or their nominee);
- A senior representative from the Colleges of the student/s named in the report;
- A senior representative of the Academic Departments of the student/s named in the report.

8.3 In addition, consideration will be given to the inclusion of external stakeholders who are actively involved in supporting the student/s affected or who can make a contribution to the purpose of the IRM. This may include, but is not limited to representatives from a Sexual Assault Referral Centre, the Rape and Sexual Abuse Counselling Centre or the Safeguarding Manager based within the local Police force.

8.4 In determining the membership of the IRM, the DLSVMO will ensure that University members of the IRM have received appropriate training. The gender composition of the IRM will be taken into account.

8.5 During the IRM, the members will:

- Consider the academic, welfare and support needs of the Reporting Party and of the Accused Party and of any other members of the University community directly involved in the alleged incident and identify any actions required to ensure that those needs are met;
- Undertake a risk assessment in order to determine whether any precautionary measures need to be in place in order to:
 - ensure that a full and proper investigation can be carried out (either by the police or University) and/or
 - protect the Reporting Party or others whilst the allegation is being dealt with as part of a criminal process or disciplinary process.
 - Precautionary measures may include:
 - imposing conditions on the Accused Party (for example, requiring the Accused Party not to contact certain witnesses or requiring the Accused Party to move accommodation or prohibiting the Accused Party from going to certain places within the University at certain times of the day or
 - suspending the Accused Party (in which case General Regulation VI: Suspension will apply)
 - Identify the members of staff within the University with responsibility for supporting the Reporting Party and Accused Party and, where appropriate, inform them of the outcome of the IRM;
 - Ensure that arrangements are in place to maintain confidentiality as appropriate;
 - Review the involvement of external agencies (e.g. Sexual Assault Referral Centre and the Police);
 - Decide/make recommendations about what the next steps should be and determine how to carry forward the decisions and/or recommendations that are made;
 - Consider any other actions relevant to the alleged incident.

8.6 Actions arising out of the IRM may include (but are not limited to):

- The provision of further or different support to the students involved. The support measures may relate to academic, housing, finance, health and well-being matters.
- The imposition of precautionary conditions on the Accused Student pending the outcome of the criminal and/or disciplinary process;
- A recommendation to the Academic Registrar that a suspension be imposed on the Accused Student (under General Regulation VI) pending the outcome of criminal investigations/proceedings and/or internal investigations/disciplinary proceedings.
- A recommendation to the LSVMO that the alleged incident be investigated under this procedure;
- Appropriate communication with the parties involved;
- Collection of further information necessary to inform future management of the situation;
- A recommendation to the LSVMO that an investigation into an alleged incident that has already commenced under paragraph 10 should be suspended or terminated.

8.7 The Academic Support Office will be responsible for ensuring that any decisions or recommendations made at the IRM are recorded and acted upon.

8.8 The risk assessment and any precautionary measures that are put in place will be reviewed regularly and amended as appropriate. Additional review meetings may be convened by the DLSVMO as they believe necessary.

8.9 Where either the IRM or the LSVMO determines that an alleged incident should not be considered under this procedure, the Academic Support Office/LSVMO shall provide the Reporting Party with written reasons for the determination and information about their right to seek a review or challenge the decision.

9. Investigating a report under this procedure

9.1 Where the IRM recommends that a Report of an alleged incident of Sexual Violence and Misconduct should be investigated under this procedure and the LSVMO agrees with that recommendation, the following process will apply.

9.2 The LSVMO will appoint two investigating officers who have been trained in understanding Sexual Violence and Misconduct who will be designated as Authorised University Officers under the University's General Regulations. One of the Investigating Officers will be identified by the LSVMO as the lead investigator. The investigators will seek to gather evidence as to whether or not a breach of the University Sexual Violence and Misconduct Policy has occurred. The investigation will be supported by the Academic Support Office.

9.3 Investigating Officers will act promptly and tactfully, observing appropriate levels of confidentiality at all times. Investigating Officers will take appropriate measures to provide a safe, comfortable and supportive environment in which to discuss the alleged incident with the Reporting Party, Accused Party and any witnesses. Investigating Officers may consult external parties to seek specialist advice as required while maintaining confidentiality.

9.4 Before the investigation begins the Reporting Party will be asked to attend an initial meeting during which the procedure to be followed will be explained and the details of the allegation will be confirmed. If the Reporting Party is unwilling for the Accused Party to be informed of the allegation against them, the investigation cannot proceed. A note of the initial meeting will be sent to the Reporting Party who will be asked to confirm whether it is an accurate summary of the discussion.

9.5 Following the initial meeting with the Reporting Party, an investigation will be undertaken as quickly as possible and will normally begin within 5 working days of that meeting. All parties involved will be expected to maintain appropriate levels of confidentiality. The Reporting Party and Accused Party will be informed that they must not make any contact with each other during the course of the investigation unless otherwise instructed by the Investigating Officers.

9.6 The Reporting Party and any potential witnesses will be required to attend an investigation meeting with the Investigating Officers. Students may be accompanied by a member of the University community such as a member of staff, Students' Union representative or a fellow student or a member of a specialist external agency such as the Sexual Assault Referral Centre or Rape Crisis.

9.7 The Accused Party will receive written notification of the allegation made against them, informed of the procedure being followed and asked to attend a meeting with the Investigating Officers. Students may be accompanied by a member of the University community such as a member of staff, Students' Union representative or a fellow student. During this meeting the procedure will be explained and the details of the allegation against them will be confirmed. The Accused Party will be given a full and fair opportunity to explain or present their version of events in response to the allegation.

9.8 In all investigatory meetings, notes will be made and the interviewee will be asked to confirm that it is an accurate summary of the discussion. The interviewee may make any written comments about any section of the notes that they do not agree with. Copies of the confirmed notes, with any comments, will be retained by both the interviewee and the Investigating Officers.

9.9 The Investigating Officers may hold additional meetings or consult with additional parties as necessary to obtain relevant information and evidence.

9.10 The Investigating Officers may either:

- decide that no further action is required (for example, because there is no evidence that the alleged incident took place) - in such an instance the case will be dismissed and no disciplinary action will be taken; or
- decide that further action is required.

10. Major or non-major breach of the Sexual Violence and Misconduct Policy

10.1 If the Investigating Officers determine that further action is required, they will decide whether the alleged incident, if proven, would constitute a breach of the Sexual Violence and Misconduct Policy and, if so, whether it should be treated as a non-major or major offence under General Regulation IV: Discipline.

10.2 The nature of the alleged misconduct, the evidence of the alleged misconduct and any mitigation present in the case will be taken into account when determining whether the case will be classified as a potential breach of the Sexual Violence and Misconduct Policy and a non-major or major offence under General Regulation IV: Discipline. A list of the types of behaviour which may be considered to constitute a non-major breach and a list of the types of behaviour which may be considered to constitute a major breach is set out below. *The lists are illustrative only and are not exhaustive.*

10.3 Under General Regulation IV, breaches of the Sexual Violence and Misconduct Policy that would constitute a non-major offence include:

- kissing another person on the hand or cheek without consent where there is no element of force or other harassment behaviours involved;
- a single incident of following another person without good reason where there is no threatening or abusive behaviour involved;
- making a single remark of a sexual nature where there was clearly no intention to cause offence;
- inappropriately showing sexual organs to others where the act is not focused upon any individual.

10.4 Under General Regulation IV, breaches of the Sexual Violence and Misconduct Policy that would constitute a major offence may include:

- engaging or attempting to engage in a sexual act without consent;
- kissing another person without consent where there is any element of force involved;
- touching others inappropriately;
- threatening or abusive behaviour of a sexual nature;
- sharing intimate images or recordings of another person without their consent;
- instances where non-major Sexual Violence and Misconduct is frequent or repeated or the Accused Party fails to comply with disciplinary decisions or sanctions.

10.5 If the Investigating Officers determine that the alleged incident, if proven, would constitute a breach of the Sexual Violence and Misconduct Policy and a non-major offence under General Regulation IV: Discipline and the alleged misconduct is admitted in full by the Accused Party, the Investigating Officers will determine whether it is appropriate to impose a sanction/s on the Accused Party and, if so, decide which

sanction/s should be imposed. If the Investigating Officers determine that the alleged incident, if proven, would constitute a non-major offence and the alleged misconduct is not admitted in full by the Accused Party, the Investigating Officers will decide, on the balance of probabilities (it is more likely than not), if misconduct has occurred and, if so, will determine whether it is appropriate to impose a sanction/s on the Accused Party and, if so, decide which sanction/s should be imposed.

10.6 The circumstances and context of each case will be taken into account when determining whether a sanction/s should be imposed and if so, which sanction/s should be imposed and, where relevant, the timeframe for compliance. The following list provides examples of sanctions which may be imposed by the Investigating Officers for a breach of the Sexual Violence and Misconduct Policy which is a **non-major offence** under General Regulation IV. The list is illustrative and is not exhaustive:

- Undertaking additional training or attend an appointment for counselling.
- A reprimand.
- A requirement to change College membership (with the consent of the relevant Heads of College and the Pro-Vice-Chancellor (Colleges and Student Experience)).
- A permanent restriction on contact with a named person or person(s).
- A reasonable additional sanction given the nature of the incident (see paragraph 8 (f) of General Regulation IV: Discipline).

10.7 If the Accused Party fails to comply with the sanctions imposed by the Investigating Officers within the time specified they may be considered to be in breach of the ruling and the Investigating Officers may refer the matter to the Chair or Deputy Chair of Senate Discipline Committee as an alleged major offence under the University's General Regulation IV - Discipline.

10.8 If the Investigating Officers determine that the alleged incident, if proven, would constitute a breach of the Sexual Violence and Misconduct Policy and a major offence under General Regulation IV: Discipline, they should refer the matter to the Chair or Deputy Chair of Senate Discipline Committee as an alleged major offence under paragraph 5 (c) of the University's General Regulation IV – Discipline.

10.9 The Investigating Officers will write to the Reporting Party, the Accused Party and the LSVMO setting out a brief written decision summarising their findings and considerations which led them to reach their decision.

11. Request for a Review

11.1 If the Reporting Party or the Accused Party is dissatisfied with the outcome of the investigation or they believe the matter has not been handled fairly in accordance with this procedure, they may request a review in writing to the Pro-Vice-Chancellor (Education) within 14 days of receipt of the outcome. This review process can be used if a decision is taken not to consider a case under this procedure or if a decision is made to take no further action following an investigation under this procedure or in relation to a decision about alleged misconduct which has been classified as a non-major breach of the Sexual Violence and Misconduct Policy. It cannot be used to challenge the classification of an allegation of misconduct as non-major or major breach of the Sexual Violence and Misconduct Policy.

11.2 The review request should include details of why the Reporting Party/Accused Party is dissatisfied with the way the case has been handled and demonstrate why this had a substantial, material effect on the Investigating Officers' decision, or why they believe the outcome is not reasonable together with any supporting documentation.

11.3 The Pro-Vice-Chancellor (Education), or their nominee, may choose to undertake the review if they are independent of the case or will identify a senior officer, independent of the case to undertake the review ("Reviewer").

11.4 The request will be reviewed on the basis of the documentation provided by the student and that held by the Investigating Officers. The Reviewer may seek further information if necessary. If the Reviewer decides that the case was not handled appropriately or the outcome was not reasonable, the Reviewer may take whatever action the Reviewer decides is required. For example, the Reviewer may require a new investigation to take place or make a change to the sanction imposed or change the nature of the disciplinary process/action. If the Reviewer decides that the case has been handled fairly and the outcome is reasonable, the review request will be dismissed.

11.5 If both parties submit a review request a single Reviewer will review both requests. The other party will not be informed that a review request was made, its details or its outcome unless the Reviewer determines it necessary in the circumstances or if the review is upheld and any further action materially affects the other party;

11.6 The party who requested the review will be informed of the outcome of the review request within 28 days of receipt. The decision of the review request is final.

Office of the Independent Adjudicator for Higher Education

Once all internal processes have been exhausted, a student can make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) if they remain dissatisfied with the University's decision. Further information is available on the OIA website: www.oiahe.org.uk.

▼ Student Alcohol Awareness and Use Policy

(1) Purpose

The purpose of this policy is to outline the University's position on alcohol consumption and related issues amongst the student body.

(2) Policy Statement

The University recognises that moderate consumption of alcohol can be an enjoyable part of socialising and has no wish to discourage sensible and responsible drinking. However, the University is concerned to make all students aware of the harmful effects of alcohol, particularly as they relate to health, behaviour, safety, and academic performance, and to establish guidelines for its proper use. The University also considers it important to encourage a social life that respects those who choose not to drink alcohol. Overall the University aims to provide a supportive environment which encourages a culture of self-regulation and respect and care for others.

(3) Objectives

The University is committed to achieving the following objectives:

- (3.1) to promote a clear and consistent message which advocates responsible alcohol use at Durham University sanctioned events and activities, and more generally;
- (3.2) to improve awareness of the impact of alcohol and the health risks associated with consumption;
- (3.3) to promote personal responsibility for alcohol consumption and care and support in relation to

that of others;

(3.4) to provide a safe environment for all Durham University sanctioned events and activities that mitigates the risks and reduces the vulnerabilities related to the consumption of alcohol;

(3.5) to provide an atmosphere free from pressure to drink for those who choose not to drink alcohol;

(3.6) to offer a balanced social programme with choice and alternatives to drinking alcohol;

(3.7) to offer appropriate help and support to those who experience problems related to their consumption of alcohol;

(3.8) to provide appropriate support for those affected by the alcohol-related behaviour and problems of others;

(3.9) to ensure that University strategies and procedures in this area are consistent with those of appropriate external agencies such as the Government, Students' Union, external support agencies and community stakeholders;

(3.10) to have clear, appropriate and integrated procedures to deal with problems arising from alcohol use which are both supportive and disciplinary as appropriate;

(3.11) to challenge behaviours in relation to alcohol consumption where these are identified as posing a risk, for example pre-loading;

(3.12) to identify, monitor and reduce alcohol-related incidents in so far as they affect our student body.

(4) Implementation

The implementation of this policy, through a supporting annual action plan, is overseen by the University Executive Committee Lead on Alcohol, the Pro-Vice-Chancellor (Colleges and Student Experience). The objectives (*above*) will be implemented through:

(4.1) the dissemination of the Policy on Student Alcohol Use and Awareness to all members of the University community;

(4.2) clear statements on alcohol which can be used in all University publications, including materials for recruitment, induction and progressing students;

(4.3) the organisation of educational information, campaigns and events to raise awareness of alcohol together with the behavioural and health risks associated with excessive consumption, and to promote individual and collective responsibility for alcohol consumption; these should be delivered throughout the year and directed at all students through integrated delivery from appropriate sections of the University together with the Students' Union;

(4.4) the promotion of Durham University sanctioned events which are inclusive; all events will provide cheaply priced or free non-alcoholic refreshments, or will not involve any alcohol;

(4.5) University policy not to sanction any events or activities which encourage inappropriate and excessive consumption of alcohol such as drinking games, and a zero tolerance approach towards initiation ceremonies;

(4.6) the consideration of the appropriateness and inclusiveness of sponsorship from outlets that reta

alcohol;

(4.7) the provision of appropriate and accessible advice and signposting for all students who experience problems related to their own alcohol consumption or that of others; through the College Student Support Offices, the Counselling Service, or the Students' Union Advice and Help Service, and to appropriate specialist external agencies, for example;

(4.8) the provision of regular training for staff and students to improve awareness and develop skills to address alcohol-related problems;

(4.9) regular liaison and meetings with appropriate external agencies and community stakeholders (e.g. Health Services, Local Authority, Police, specialist agencies, Residents' Associations);

(4.10) where appropriate, the effective use of the disciplinary procedures in response to allegations of alcohol-related misconduct;

(4.11) the assessment of risks associated with alcohol consumption at all Durham University sanctioned events and activities for students, and the implementation of appropriate mitigation to address the vulnerabilities created by drinking alcohol;

(4.12) the consumption of alcohol during normal working hours only occurring on special occasions, such as presentations, or seasonal gatherings, and with the prior permission of the appropriate Head of College, Department or Section; on such occasions the provision of alcohol should be moderate and suitable non-alcoholic alternatives made available;

(4.13) the monitoring of alcohol-related incidents at all Durham University sanctioned events;

(4.14) the regular review of the policy, associated procedures and annual action plan, including input from student representatives.

(5) Oversight

The University Executive Committee Lead on Alcohol, the Pro-Vice-Chancellor (Colleges and Student Experience), has oversight of and responsibility for the Policy on Alcohol Awareness and Use and associated annual action plan.

(6) Support

The University is a caring community committed to promoting the wellbeing of its members and supporting those who wish to address problems.

We provide appropriate help and advice for students who wish to address issues arising from their own alcohol use, and also provide appropriate help and advice for those adversely affected by the alcohol-related behaviour and problems of others.

Excessive drinking can be the first outward sign that an individual needs help. Students can seek advice from their College Student Support Office, from the Counselling Service or from the Students' Union Advice and Help Service, and will be signposted and assisted to access appropriate external specialist agencies.

As well as offering appointments, the Counselling Service also provides electronic sources of support available through the service website: www.durham.ac.uk/counselling.service/.

(7) Education

The University, through all appropriate sections and together with the Students' Union, provides regular education and publicity to raise awareness of the health and other risks associated with the misuse of alcohol and to promote responsible alcohol consumption to all members.

(8) Ticketed Events and Activities

Tickets sold for all Durham University sanctioned student events and activities, whether taking place within or outside the University, will always provide a ticket option which does not include any alcohol at all, and alcohol is included in a ticket price then the amount shall not exceed three units.

(9) College Bars

College bars are not merely outlets for alcohol. They provide inclusive social space for college communities and are the focus of a wide range of events and activities that may or may not include alcohol. College bars are safe and supportive environments.

All college bars conform to standard operating procedures.

Colleges have Designated Premises Supervisors and permanent managers are responsible for the operation of the bars. Permanent managers and key student members complete the BIIAB Level 2 Award for Personal Licence Holders along with other relevant training.

A minimum pricing policy is in operation and is reviewed annually. No promotions which encourage the purchase of alcohol through giveaways or reduced prices are permitted.

All college bars are accredited by the Best Bar None Scheme which includes annual inspections. The bars of Durham City colleges are also members of the Durham City Pub watch.

(10) Community Liaison

The University is committed to working in partnership with community stakeholders (Emergency Services, Local Authority, Residents' Associations etc.) and regularly liaises to share views on best practice regarding the problems associated with alcohol consumption and to take action where this is identified as being necessary.

(11) University Regulations

The University recognises that, regrettably, excessive consumption of alcohol is a common factor when dealing with student misconduct. Consequently the University regulations.

apply in respect of any alleged misconduct, including misconduct which is a consequence of alcohol use. Being under the influence of alcohol is not an excuse for misconduct, offensive, abusive or illegal behaviour, and may be regarded as an aggravating feature. The application of disciplinary procedures always includes the provision of appropriate support.

(12) University Staff

It is the responsibility of all University staff to promote safe, sensible and responsible alcohol use and to signpost and assist those students who wish to access support for problems arising from alcohol use. The University will provide appropriate training and sources of advice.

(13) Monitoring and Review

This policy and the achievement of its objectives through the annual action plan will be reviewed annually by the University Executive Committee Lead on Alcohol, the Pro-Vice-Chancellor (Colleges and Student Experience). This review will include receipt of data collected to monitor incidents related to the consumption of alcohol and the use of support services provided to address alcohol-related issues.

▼ Trans and Intersex Inclusion Policy (wef 2018/19 AY)

1.0 Introduction

(1.1) Durham University acknowledges the specific barriers to participation faced by transgender and intersex individuals in sports, music, theatre and volunteering and aims to combat these to ensure that all students and staff are able to access the opportunities facilitated by the University through Experience Durham and our colleges.

(1.2) We further acknowledge those particular barriers to participation faced by transgender and intersex athletes, such as lack of an inclusive and comfortable environment and lack of inclusive facilities and through this document aims to set forth our specific policy relevant to sporting activities within Team Durham. Team Durham is affiliated to various national governing bodies (NGB) of sport and British Universities and College Sport (BUCS) which is the NGB for Higher Education (HE) sport in the UK. These bodies regulate training and competition, regionally, nationally and internationally and, as such, members are required to abide by these regulations. Regulations vary widely from sport to sport and also competitive type.

2.0 Definitions

(2.1) Definition of transgender (trans):

- Trans is an umbrella term used to describe people whose sense of personal identity and gender does not correspond with the sex they were assigned at birth, including but not limited to those who are transgender, transsexual, and non-binary.

(2.2) Definition of intersex:

- 'Intersex' is a general term used for approximately 300 medical conditions in which an individual's reproductive or sexual anatomy does not fit that which is typically considered 'male' or 'female'.

3.0 Policy Statement of Inclusion

(3.1) We are committed to encouraging higher levels of participation in extra-curricular activities from all students and staff and are dedicated to upholding the highest standards of equality and inclusivity in all areas of activity.

(3.2) We welcome transgender and intersex students and staff to **train** with the squad which best fits their gender identity, without requiring evidence of medical transition or hormone levels. In addition, transgender and intersex students are welcome to **compete** within the collegiate system in the squad which best fits their gender identity, without requiring evidence of medical transition or hormone levels. The current exception to this is Football and Rugby Union, where the associated NGB's require evidence in the form of hormone tests.

(3.3) In encouraging and welcoming the involvement of LGBTI+ students and staff at Durham University in all Team Durham activities, at the collegiate, national and international level, we commit to:

- maintaining a zero tolerance to LGBTI+-phobia, harassment, or bullying;

- appointing a staff lead within Experience Durham for students and staff to contact for questions and advice;
- having Team Durham participate in annual events to raise awareness of LGBTI+ inclusion in sports and other extracurricular activities in line with national campaigns such as Rainbow Laces;
- annually renewing the Durham Sports Charter;
- engaging with the Durham Students' Union Trans Association to develop and implement awareness raising and educational campaigns around trans inclusion in sport;
- committing to facilitate inclusion training to College Sports Captains/Chairs/Representatives as well as staff within Experience Durham;
- publicising inclusion policies through the Team Durham website, social media and emails to all students;
- investigating the possibilities of setting up mixed-gender teams in more sporting categories to increase inclusion of non-binary and trans individuals;
- developing internal support mechanisms and ensuring staff are aware of appropriate external and internal services to which they may signpost LGBTI+ students;
- ensuring gender neutral/accessible changing and showering facilities are available within our sport facility, Maiden Castle;
- respecting the confidentiality of all trans staff and students and not revealing information without the prior agreement of the individual;
- providing support for any student or staff athlete wishing to undergo hormone testing.

(3.4) The Head of Student Volunteering and Outreach at Experience Durham is named as the lead staff member for questions or advice on trans inclusion in Experience Durham activities (Contact: emma.hall-craggs@durham.ac.uk).

(3.5) This policy is in accordance with and complimentary to the University's Equality & Diversity Policy <https://www.dur.ac.uk/equality.diversity/positiveworking/policies/eanddpolicy/>

(3.6) Durham University will ensure this policy remains consistent with national equality law through periodic review of this policy, with the first review taking place in academic year 2018/19, and then every two years going forward. Trans and intersex student representatives from Durham Students' Union will be engaged in all policy reviews.

4.0 Legal Obligations

Data Protection Act 1998

- Under the Data Protection Act, trans identity and gender reassignment constitute 'sensitive data' for the purposes of the legislation. Therefore information relating to a person's trans status cannot be recorded or passed to another person unless conditions under schedule 3 of the Data Protection Act for processing sensitive personal data are met.

Equality Act 2010

- Gender reassignment is one of nine protected characteristics within the Act, and it is also included in the Public Sector Equality Duty. The definition of gender reassignment within the Act gives protection from discrimination to a person who has proposed, started or completed a process to change their gender.
- The Act offers more far-reaching protection from discrimination on the grounds of gender reassignment than previous equality law as it protects:
 - trans people who are not under medical supervision;
 - people who experience discrimination because they are perceived to be trans;


- people from discrimination by association because of gender reassignment. For example, it would protect the parents of a trans person from being discriminated against because their child is transitioning.
- The Act prohibits unlawful discrimination in providing services and recreational facilities such as denying a trans person from using the facilities of their preferred gender.

Gender Recognition Act 2004

- The Gender Recognition Act allows trans people to be recognised in the opposite binary gender from their sex assigned at birth once they have met a set of requirements, however, medical intervention is not required. This includes people who:
 - have, or have had, gender dysphoria
 - have lived in the acquired gender for at least two years, ending with the date on which the application is made
 - intend to continue to live in the acquired gender for the rest of their life;
 - can provide medical reports containing specified information.
- Once a trans person has received a Gender Recognition Certificate they are able to change their birth certificate and are treated as that gender for all purposes.
- A Gender Recognition Certificate exists solely for the purpose of changing one's birth certificate and the act specifies that it is a criminal offence to request to see a Gender Recognition Certificate for any other means.

5.0 Key Contacts for Signposting and Advice

- LGBT+a Sports Liaison, Welfare Officer, or Trans Association (www.durhamlgbta.org.uk; <http://trans.durhamlgbta.org.uk/>)
- <http://www.stonewall.org.uk/help-advice>
- <http://www.pridesports.org.uk/>
- <https://www.glaad.org/>
- <https://www.bucs.org.uk/page.asp?section=18783§ionTitle=BUCS+Policies>
- For information regarding DBS checks for trans and intersex individuals, information can be found at: <http://uktrans.info/legislation/72-political-documents/180-disclosure-and-barring-service-dbs-checks-for-transgender-persons-formerly-criminal-records-bureau-crb-checks>
- UK Trans can also be emailed about sensitive information in DBS checks at sensitive@dbs.gsi.gov.uk. These enquiries will be treated with strict confidentiality.

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University Statutes

The Statutes of the University of Durham were established by the Universities of Durham and Newcastle upon Tyne Act 1963 and have been subsequently amended.

The Statutes represent the regulatory framework of the University and prescribe details concerning the role and appointment of officers of the University, the membership and responsibilities of the statutory bodies (Council, Senate and Boards of Studies), and other matters.

For convenience, a printable version of the Statutes can be downloaded [here](#).

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Visitor and Senior Officers

Visitor of the University

The Rt Rev The Lord Bishop of Durham

Officers of the University

Chancellor

Sir Thomas Allen

Vice-Chancellor and Warden

Professor Stuart Corbridge

Deputy Vice-Chancellor and Provost

Professor Antony Long

Pro-Vice-Chancellors

Professor Martyn Evans (Acting Colleges and Student Experience)

Professor Christine Merrell (Acting Social Sciences and Health)

Professor David Cowling (Arts and Humanities)

Professor Patrick Hussey (Science)

Professor Alan Houston (Education)

Professor Claire O'Malley (Global)

Professor Claire Warwick (Research)

Chief Operating Officer (Registrar) (tba)

Chief Financial Officer (Treasurer)

Mr Stephen Willis

University Secretary

Ms Jennifer Sewel

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Heads of Department

Anthropology

Professor Kate Hampshire & Professor Russell Hill 1/09/2018-31/08/2019 (1 year)

Archaeology

Professor Robin Skeates 01/08/2016-31/07/2019 (3 years) Professor Sarah Semple 01/08/2019-31/07/22 (3 years)

Biosciences

Professor Keith Lindsey 01/01/2018-31/07/2020

Chemistry

Professor Karl S Coleman 01/08/2017-31/07/2020 (3 years)

Classics and Ancient History

Professor Jennifer Ingleheart 01/07/2018-31/07/2021 (3 years)

Computer Science

Professor Gordon D Love 01/08/2017-31/07/2019 (2 years)

Earth Sciences

Professor Andrew Aplin 01/10/2017-31/07/2020 (3 years)

Economics, Finance and Business

Professor Susan Hart 01/07/2016-30/06/2021 (5 years)

Education

Professor Lynn Newton 01/09/2017-31/08/2020 (3 years)

Engineering

Professor Simon Hogg 01/04/2017-31/07/2020

English Studies

Professor Alastair Renfrew 01/08/2017-31/07/2020 (3 years)

Geography

Professor Michael Bentley 01/08/2017-31/07/2020 (3 years)

Government and International Affairs

Professor John Williams 01/01/2017-31/12/2019 (3 years)

History

Professor Sarah Davies 01/01/2018-31/07/2020

Law

Professor Thom Brooks 01/08/2016-31/07/2021 (5 years)

Mathematical Sciences

Professor John Parker 01/01/2019-31/12/2021 (3 years)

Modern Languages and Cultures

Professor Jonathan Long 01/08/2018-31/07/2021 (3 years)

Music

Professor Tuomas Eerola 01/10/2017-30/09/2020 (3 years)

Philosophy

Professor Sophie Gibb 01/04/2016-31/09/2019 (3.5 years) Professor Stephen Mumford 01/10/2019-30/09/2022 (3 years)

Physics

Professor Nigel Glover 01/11/2017-31/07/2020 (3 years)

Psychology

Professor Richard Crisp 01/08/2017-31/07/2022 (5 years)

Sociology

Professor Nicole Westmarland 01/08/2017-31/07/2019 (2 years) Professor Catherine Donovan 01/08/2019-31/07/2022 (3 years)

Sport and Exercise Sciences

Professor Martin Roderick 01/08/2018-31/07/2021 (1 year)

Theology and Religion

Professor Chris Insole 01/08/2018-31/07/2021 (3 years)



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Heads of College

Collingwood

Professor Joe Elliott

George Stephenson

Professor John Ashworth

Grey

Dr Peter Swift (Acting)(Tom Allen currently acting Chair of Colleges)

Hatfield

Professor Ann MacLarnon

John Snow

Professor Carolyn Summerbell

Josephine Butler

Professor Adrian Simpson

St. Aidan's

Dr Susan Frenk

St. Chad's

Dr Margaret Masson

St. Cuthbert's Society

Professor Elizabeth Archibald

St. Hild & St. Bede

Professor Jan Clarke

St. John's

Rev Professor David Wilkinson

St. Mary's

Professor Catherine Paine (Simon Hackett currently Associate Provost)

Trevelyan

Dr Ian Latham (Acting) (Martyn Evans currently Interim PVC (C&SE))

University

Dr Richard Lawrie (Acting)

Ustinov

Professor Glenn McGregor

Van Mildert

Professor David Harper

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Council Membership

Ex officio members:

The Chancellor (Sir Thomas Allen)

The Vice-Chancellor and Warden (Professor Stuart Corbridge)

The Deputy Vice-Chancellor and Provost (Professor Antony Long)

The Dean of Durham, or, during a vacancy in office, The Vice-Dean (The Very Reverend Andrew Tremlett)

The President of the Central Organisation recognised by the Council for the representation of the students (George Walker)

Postgraduate Academic Officer, Durham Students' Union (David Evans) (in attendance until Statutes are changed)

Appointed members:

Not more than twelve lay members, not being teachers or salaried staff in the University or any of its College:

Mrs Joanna Barker (2019) (15)

Mr Jonathan Bewes (2022) (18)

Miss Kay Boycott (2022) (18)

Mrs Alexis Cleveland (2021) (11) (Vice-Chair (2021) (15))

Mr Joe Docherty (2021) (18) (Chair)

Mr James Grierson (2020) (Feb 2017)

Mr Steven Harman (2020) (13)

Mrs Alison Hastings (2019) (15)

Mrs Susan Johnson (2019) (10)

Dr Kate Pretty (2021) (14)

Mr Nigel Perry (2022) (18)

Mr Terry Toney (2022) (18)

Seven members of the staff of the University, at least five of whom to be academic staff with research and teaching responsibilities and none of whom to be serving members of the University Executive Committee:

Professor Catherine Alexander (2021) (17)

Professor Mike Bentley (2019) (12)

Dr Camila Caiado (2019) (15)

Mrs Caroline Dower (2021) (17)

Professor Joe Elliott (2021) (14)

Professor Colin Macpherson (2021) (17)

Dr Amir Michael (2022) (18)

In attendance:

Chief Financial Officer: Stephen Willis

Chief Operating Officer: to be appointed

Secretary: University Secretary (Ms Jennifer Sewel)

A full date after a member's name indicates that their term of office will expire on the 31 July in that year and half date indicates the year of appointment of that member. eg (2021 (18 indicates that the member was appointed in 2018 and their term of office will expire on the 31 July 2021



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Senate Membership

Ex officio Members

The Vice-Chancellor and Warden	Professor Stuart Corbridge
The Deputy Vice-Chancellor and Provost	Professor Antony Long
The Pro-Vice-Chancellors	Professor David Cowling (until Summer 2019), Professor Martyn Evans, Professor Alan Houston, Professor Patrick Hussey (until Summer 2019), Professor Christine Merrell (Interim 1 March until August 2019), Professor Claire O'Malley, Professor Claire Warwick (until 31 July 2019 - Professor Colin Bain wef 1 August 2019)
The Dean of the Graduate School (Portfolio held by the Dean and Deputy to the Pro-Vice-Chancellor (Education))	Dr Tony Fawcett

Heads of College

University College	Master: Dr Richard Lawrie (Acting)
Hatfield College	Master: Professor Ann MacLarnon
St Mary's College	Principal: Mrs Catherine Paine (Acting until September 2019)
St Aidan's College	Principal: Dr Susan Frenk
Grey College	Master: Professor Tom Allen (currently Acting Chair of Colleges also)
Van Mildert College	Principal: Professor David Harper

Trevelyan College	Principal: Dr Ian Latham (Associate/Acting) (Professor Martyn Evans currently Chair of Colleges/ PVC (C&SE))
Collingwood College	Principal: Professor Joe Elliott
College of St Hild and St Bede	Principal: Professor Jan Clarke
St Chad's College	Principal: Dr Margaret Masson
St John's College	Principal: The Rev Professor David Wilkinson
St Cuthbert's Society	Principal: Professor Elizabeth Archibald
Ustinov College	Principal: Professor Glenn McGregor
George Stephenson College	Principal: Professor John Ashworth
John Snow College	Principal: Professor Carolyn Summerbell
Josephine Butler College	Principal: Professor Adrian Simpson

Heads of Departments (Chair of Boards of Studies)

Anthropology	Professor Kate Hampshire (Share HOD responsibilities with Professor Russell Hill who will be an attendee)
Applied Social Sciences	Professor Nicole Westmarland (Interim)
Archaeology	Professor Robin Skeates
Biosciences	Professor Keith Lindsey
Business	Professor Susan Hart
Chemistry	Professor Karl S Coleman
Classics & Ancient History	Professor Jennifer Ingleheart
Computer Science	Professor Gordon D Love
Earth Sciences	Professor Andrew Aplin

Education	Professor Lynn Newton
Engineering	Professor Simon Hogg
English Studies	Professor Alastair Renfrew
Geography	Professor Michael Bentley
Government and International Affairs	Professor John Williams
History	Professor Sarah Davies
Law	Professor Thom Brooks
Mathematical Sciences	Professor John Parker
Modern Languages and Cultures	Professor Jonathan Long
Music	Professor Tuomas Eerola
Philosophy	Professor Sophie Gibb
Physics	Professor Nigel Glover
Psychology	Professor Richard J Crisp
Sport and Exercise Sciences	Professor Martin Roderick
Theology and Religion	Professor Chris Insole
The Librarian:	Mrs Liz Waller
The Director of University Information Technology:	Mr John Hemingway (Chief Information Officer)

Appointed Members

The President of Durham Students' Union:	Mr George Walker
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Two further student representatives: (one of whom shall be a current Postgraduate student, appointed by the Durham Students' Union)

Mr David Evans (PG), Saul Cahill (UG)

Members appointed by the Academic Electoral Assembly:

Dr Roberta Aguzzoli (2021) (18)

Professor Catherine Alexander
(2019) (13)

Professor Louise Amoore (2019)
(13)

Dr Claudio Balocco (2019) (16)

Dr Elizabeth Bromley (2021) (18)

Dr Duncan Connors (2021) (18)

Dr Jens Funke (2020)(16)

Dr Alan Kenwright (2020) (14)

Dr Hannah King (2021) (18)

Dr Kristin (Fire) Kovarovic (2020)
(17)

Dr Boguslaw Obara (2020) (17)

Dr Thomas Renstrom (2020) (08)

Dr Jacquie Robson (2021) (18)

Professor Kay Schiller (2021) (15)

Professor Jo Setchell (2019) (16)

Dr Peter Swift (2019) (13)

Dr Marek Szablewski (2020) (04)

Dr Jill Tidmarsh (2019) (16)

No more than six co-opted members:

EDI Lead (Associate Provost)	Professor Simon Hackett (2020)(17)
Chair of Colleges	Professor Tom Allen (2020)(18) (Professor Martyn Evans currently Interim PVC (Colleges & Student Experience))
Director of Durham Energy Institute	Professor Jon Gluyas (2020)(18)
Director of Institute of Medical Humanities	Professor Jane Macnaughton (2020) (18)
Director of Institute of Hazard, Resilience and Risk	Professor Louise Bracken (2020)(18)
Director of the Institute of Medieval and Early Modern Studies	Professor Stephen Taylor (2020)(16)

Secretary: University Secretary: Ms Jennifer Sewel



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Committee Membership

Additional

Health & Safety Consultative

no 2018/19 updates available

Radiation Protection

no 2018/19 updates available

Biological Sciences

no 2018/19 updates available

Health & Safety Policy and Strategy Committee

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St. John's

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Health and Safety Policy and Strategy Committee

Secretary: Mr Andrew Mulligan

Ex officio members:

The Chief Operating Officer (tbc) (Chair)

The Pro-Vice-Chancellor (Colleges and Student Experience) (Mr Owen Adams)

The Faculty Pro-Vice-Chancellors (Arts & Humanities, Science and Social Sciences & Health) (Professor David Cowling, Professor Patrick Hussey, Professor Tim Clark)

The Director of Estates (Mr David Loudon) (Deputy Chair)

The Director of Human Resources (Mrs Joanne Race)

In attendance:

The Director of the University Health and Safety Service

A member of the Audit Committee nominated by the Committee's Chair (to be appointed)

Such other individuals as the Committee may agree

A full date after a member's name indicates that their term of office will expire on the 31 July in that year and half date indicates the year of appointment of that member. eg (2013) (10) indicates that the member was appointed in 2010 and their term of office will expire on the 31 July 2013.



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St. Chad's College

Ex Officio Members

Mark Woodruff (Chair)

Dr Margaret Masson (College Principal)

Representatives of the Northern Dioceses

Paul Chandler (Vice-Chair & Treasurer, Bishop of Durham's Nominee)

The Ven Dr Richard Pratt (The Bishop of Carlisle's Nominee)

John Marshall (Bishop of Newcastle's Nominee)

Alex McCallion (Archbishop of York's nominee)

University Representatives

+ Professor Martyn Evans (2020)(15)

+ Professor Jane MacNaughton (2023)(18)

Professor Claire Warwick (University Adviser) (2020)(15)

College Representatives

Josh Barker (Senior Man)

Dewi Humphreys (Junior Common Room Representative)

Vacant (Middle Common Room President)

Sue Shaw (Tutors' Representative)

Sean Power (Alumni Representative)

Co-opted Members

Richard Taylor

Jenny Haworth

Elisabeth Rowark

Alan Buckle

In Attendance

Jonathan Moreland (College Solicitor)

The Revd David Rushton (Chaplain & Outreach Officer)

Alistair Jenkins (Vice Principal and Bursar) (Company Secretary)

The Revd Dr Ashley Wilson (Vice Principal and Postgraduate Director (Acting College Chaplain))

Dr Eleanor Spencer-Regan (Vice Principal and Senior Tutor)

+ To be full-time members of the academic or academic-related staff of the University nominated by the Governing Body of St Chad's College and appointed by University Council

To be nominated by University Council and approved by the Governing Body of St Chad's College



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St. John's College

Ex Officio Members

The Principal, Rev Prof David Wilkinson

The Deputy Principal, Dr Anne Allen

The Director of Finance and Administration, Mrs Angela Cook

The Warden, Rev Dr Philip Plyming

The Senior Tutor, Dr Rebecca Bouveng

The St John's College John's Common Room President, Ms Caragh Aylett

The Cranmer Common Room President, Claire Jones

The Vice-Chancellor of Durham University, Professor Stuart Corbridge

Elected Members

Susanne Bradley

Bridget Cass

Dr Michael Gilmore (nominated by St John's College Council and ratified by University Council)

Richard Harris

Dr Jamie Harrison

Professor Mike Higton

Bishop Libby Lane

Professor Geoff Moore

Bishop James Newcome (Chair)

Kelly Pattinson

Margaret Sentamu

Kevin Shotton

Executive in Attendance - Dr Anne Allen

(tbc ‡ To be nominated by University Council and ratified by St John's College Council)



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English Studies

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Modern Languages & Cultures

Music

Philosophy

Theology & Religion

Faculty of Science

Biosciences

Chemistry

Computer Science

Earth Sciences

Engineering

Mathematical Sciences

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Board of Studies in Classics and Ancient History

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Arts and Humanities)

A Deputy Head of the Faculty of Arts and Humanities

2018-19 academic year membership tbc

Professors

Professor S Cuomo

Professor P J Heslin

Professor J Ingleheart (DirPGRes) (Chair))

Professor T Kaizer

Professor of Ancient Philosophy - Professor G R Boys-Stones (ChResC)

Readers

Dr A Capra (DirUGSt)

Dr T Foegen (ChBoE)

Senior Lecturers

Dr P Horky

Dr E M Richardson (DirUGSt)(Michaelmas)

Dr A Russell

Dr E V Thomas (Secretary)

Lecturers

Dr E Bexley

Dr N Gilbert

Dr N Goldschmidt

Dr J Hilder

Dr K Stevens (DirTMA)

Dr I Ziogas

Teaching Fellows

Dr S Miles

Ms J T Wolfenden

Dr E Woolerton

Appointed Members

Dr C Draycott (2021)

Dr M Hellstrom

Professor S Taylor (2021)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

Adviser to BA Combined Studies Students - Dr E V Thomas

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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Board of Studies in English Studies

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Arts and Humanities)

A Deputy Head of the Faculty of Arts and Humanities

Professors

Professor E Archibald (part-time, Principal of St Cuthbert's)

Professor N Cartlidge

Professor T J A Clark

Professor J Harding

Professor C Harman

Professor S J James

Professor B Ravelhofer

Professor S Regan (ChS/SCC)

Professor A Renfrew (Chair)

Professor F Robertson

Professor M R Sandy

Professor C J Saunders (ChResC)

Professor C Warwick (Part-time) (also Pro-Vice-Chancellor (Research))

Professor P Waugh

Associate Professors (Readers)

Dr M Mack

Dr J Nash

Dr J Smith

Dr A Woods (Secretary)

Associate Professors

Dr D Ashurst

Dr P Batchelor

Dr R H F Carver

Dr P Garratt (DirUgSt and ChEC)

Dr A B Garrington

Dr D Grausam

Dr P Gray

Dr M Green

Dr S Grimble

Dr H O'Connell

Dr G Skinner

Dr S Thomas
 Dr J Terry
 Dr S E Wootton

Assistant Professors

Dr M Bernini
 Dr M Botha
 Dr V Bridges
 Dr V Brljak
 Dr K Chingonyi
 Dr S Collins
 Dr M Dubois
 Dr D Hartley
 Dr M Mirza
 Dr S Riviere
 Dr B Shiels
 Dr E Swann
 Dr S Valladares

Appointed Members

Dr I Bicak (2019)
 Dr T Bristow (2019)
 Dr A Brown (2019)
 Dr J A Crane (2021)
 Mrs D Hobbs (2021) (Department Manager)
 Dr M Huxtable (2019)
 Dr R Laing (2020)
 Dr P Lynes (2019)
 Dr J Marfany (2019) (JH Philosophy Representative)
 Dr N Masud (2021)
 Dr K Muth (2019)
 Dr J Robinson (2019)
 Dr Y Shamma (2019)
 Dr E Short (2019)
 Dr B Smith (2019) (JH Philosophy Representative)
 Dr G Woodward (2021)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

PGR: Miss A Smith and Mr J Phipps

PGT: Miss L Benson and Miss C Pollecutt-Gray

UG: Miss E Brimacombe, Mr R Yao-Smith and Mr K Thiagarajan

Adviser to BA Liberal Arts Students - Dr M Huxtable

(DirPgSt)

Director of Postgraduate Studies

(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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A Deputy Head of the Faculty of Arts and Humanities

Professor Sarah Davies (Chair) (ChS/SCC)

Professor R Gameson

Professor G Gasper

Professor L Jordanova

Professor C Liddy (ChresC)

Professor N Reinhardt

Professor L E Scales

Professor K Schiller

Professor G Small

Professor S J C Taylor

Professor P A Williamson

Professor J Willis

Professor A Wood

Associate Professors (Readers)

Dr R Huzzey

Dr N Mears

Associate Professors

Dr E Barraclough

Dr J W Clay

Dr D M Craig

Dr H Foxhall Forbes

Dr A G Green (DirPGSt)

Dr M Johnson

Dr C Leonardi

Dr J Luff

Dr J Marfany (DirUgSt)(ChEC)

Dr T Osborne

Assistant Professors

Dr S Aricanli

Dr A Barber

Ms J Bond

Dr A Bronson

Dr A Brown

Dr C Courtney
 Dr B Crosbie
 Dr L Douds
 Dr T Hamilton
 Dr A Heffernan
 Dr R Johnson
 Dr J T Koranyi
 Dr D Minto
 Dr A S Montgomery
 Dr E Niblaeus
 Dr A J Olechnowicz
 Dr M Prokopowych
 Dr H Roche
 Dr C Rozier
 Dr T E Stammers
 Dr G A Treglia
 Dr K Waite
 Dr J Wiebel

Appointed Members

Ms I Barton (Secretary) (2020)
 Ms J Burg (2021)
 Profesor N Cartlidge (2019)
 Professor Santi Fouz Hernandez (2021)
 Dr J Kirby (2020)
 Dr D Lowther (2019)
 Dr H Miller (2019)
 Mr R Pears (2019)
 Dr K Palmer Heathman (2020)
 Dr S Sønnesyn (2019)
 Dr H Stoner (2020)
 Dr E Thomas (2020)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate: (To be appointed)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:
(To be appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee

(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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Board of Studies in Modern Languages and Cultures

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Arts and Humanities)

A Deputy Head of the Faculty of Arts and Humanities

Professors

Professor A M Beresford

Professor C Burdett

Professor A Byford

Professor J L Clarke

Professor D J Cowling

Professor S Cracolici

Professor C Dousteysier-Khoze (Dep HoS (RA))*

Professor S Fouz-Hernández (DirUG) (ChEC)

Professor J J Long (Chair)

Professor D Newman (ChS/SCC Arabic Studies)

Professor C Nitschke (ChS/SCC German Studies)

Professor N D B Saul

Professor J Stewart

Professor T Wynn

Associate Professors (Reader)

Dr A Hamdar

Dr A K Harrington

Dr C Ni Dhuill

Dr D Tessicini

Associate Professors (Senior Lecturer)

Dr M C Barnet

Dr Q Cao

Dr F Hernandez-Adrian (DirPGSt)

Dr G P Moore

Dr K D Oloff

Dr Radunovic (ChS/SCC Russian studies)

Dr N D T Roberts

Dr M Schachter

Dr L Sunderland (ChResC)

Dr M Thompson

Dr S Tyulenev
Dr K Wehling-Giorgi
Dr B Zheng

Assistant Professor

Dr A Bellem
Dr S Bootle (ChS/SCC French Studies)
Dr A Cipollone (ChS/SCC Italian Studies)
Dr A Damlé
Dr M S Henry
Dr M Hijano (ChS/SCC Hispanic Studies)
Dr F Innami
Dr V Ivleva
Dr Y Pérez-Marin
Dr Z Roth
Dr W Schaefer
Dr A Talib

Assistant Professor (Teaching)

Dr A Burdumy
Dr M Cazzoli (Dep HoS (TF))*
Dr E Chown
Mrs M Coderch
Dr J Ford
Mrs B Grundy
Ms J Huang
Mrs S Jaljule
Dr P Johnson
Mrs R Koso-Kirk (ChS/SCC Japanese Studies)
Dr S McKinnon (ChS/SCC (School))
Mrs R Peressini
Dr T Reimann-Dawe
Mr D F Starr (ChS/SCC Chinese Studies)
Mrs L Stuart
Dr A Zaher

Teaching Fellows

Dr F Cervelli
Dr M Gonzalez
Mrs A Johnston
Ms S Kudo
Dr S Lydon
Dr M O'Dwyer
Dr A Perez Trujillo

Dr C Piantanida
Dr B Schaper
Dr N Uematsu

Assistant Teaching Fellows

Mrs A Bastien-Langham
Miss V Chu
Mr C Da Silva
Ms R Gonzalez Requena
Mrs M V Hedley
Ms M Maya Medina
Ms NP Pérez
Ms M Reyes-Otaiza
Mrs C Tavors
Mrs O Zobotkina

Appointed Members

Mr A Al-Zuweiri (2019)
Ms K Ambrosini (2019)
Dr K Banks (2019)
Dr PM Bauer (2019)
Dr L Campbell-Chuhan (2019)
Ms L Cawson (2019)
Ms G Crahay (2019)
Mr M Critchley (2019)
Ms A Drion (2019)
Mrs M Fender (2019)
Mrs H Fenwick (2019)
Ms K Huntingdon (2021)
Ms K Irving (2021)
Mrs Z Kozmenko-Ihssen
Mrs K Lowson (2019)
Mrs L Luck (2019)
Dr J Marfany (2021)
Mr J Moore (2019) (Secretary)
Dr A Nicolae (2019)
Mrs C Patey (2019)
Ms F Payeras (2019)
Mrs V Piette (2019)
Mrs C Purcell (2021)
Ms K Pla Fernández (2019)
Mrs T O'Donnell
Mr R C C Ravanelli (2019)
Mrs G Stott (2019)
Mr M Sunuodula (2021)
Mrs S Tenge-Heslop (2019)

Dr SA Wagstaffe (2019)
 Dr S Ward (Epiphany) (2019)
 Ms C Weir (2019)
 Dr G Wright (2019)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:
 (To be appointed)

Adviser to BA Combined Studies Students - Dr M P Thompson
 Postdoctoral representative (to be appointed)

* Deputy Head of School

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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Board of Studies in Music

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Arts and Humanities)

A Deputy Head of the Faculty of Arts and Humanities

Professors

Professor Martin Clayton (ChResC)

Professor N Collins (DirPGSt)

Professor J C Dibble

Professor T Eerola (Chair)

Professor J Horton (DirUgSt)(ChEC)

Professor R Rjinvos

Professor B M Zon

Readers - Associate Professor

Mr J R Snijders

Senior Lecturers - Associate Professor

Dr L Leante

Dr S R S Mills

Dr P Zuk

Lecturers - Assistant Professor

Dr E Egan

Dr K Hambridge

Dr E Johnson-Williams (2020)

Dr H J Sequera

Dr J Weeks

Teaching Fellows - Assistant Professor

Dr I Dickson (2020)

Research Fellows

Dr K Jakubowski (2021)

Appointed Members

Mr M Allison (2021)

Dr G Athanasopoulos (2021)

Ms J Dent (2021)

Dr K Jakubowski (2021)

Miss J Lawrence (2021)

Mrs K Nichol (2019) (Secretary)

Miss F Smith (2021)

Dr S Tarsitani (2021)

Ms K Waller (2021)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate

Ms Yvonne Teo (PGSSCC Rep)

To be confirmed

Adviser to Combined Studies Students - Professor J Horton

(ChS/SCC to be appointed) - Professor J Horton

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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Board of Studies in Philosophy

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Arts and Humanities)

A Deputy Head of the Faculty of Arts and Humanities

Professors

Professor N L Cartwright

Professor M D Eddy (ChEC)

Professor S C Gibb (Chair)

Professor A J Hamilton

Professor R F Hendry (CHResC)

Professor A-H Maehle - Professor of History of Medicine and Medical Ethics (DirUgSt)

Professor A Marmodoro (DirPGSt)

Professor S Mumford

Professor J Reiss

Professor G F Scarre

Associate Professors

Dr S P James

Dr W S Parker

Dr P J Vickers

Dr M W Tugby

Assistant Professors

Dr A Carruth

Dr C Cowie

Dr J Dunham

Dr D Faraci

Dr P Goff

Dr L Hanson

Dr C Mac Cumhaill

Dr K Puddifoot

Dr J Saunders

Dr B W Smith

Dr E Thomas

Dr S Uckelman

Teaching Fellows

Dr C Lancaster

Dr A Pantazatos

Dr FOC Pearson

Dr R Stopford

Research Fellow**Appointed Members**

Dr C Beckerman-Boys (2017)

Dr M Mack (2018)

Dr R W Kentridge (2019)

Dr A Llewelyn (2018)

Dr M Pound (2020)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

(ChS/SCC) to be appointed)

Secretary: Dr Alex Carruth (interim secretary until a new Dept Admin is appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee

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Board of Studies in Theology and Religion

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Arts and Humanities)

A Deputy Head of the Faculty of Arts and Humanities

Professors

Professor L Ayres

Professor J M G Barclay

The Rev Professor C C H Cook

The Rev Professor D J Davies

Professor M A Higton

Professor C Insole (DirRes) (Chair)

Professor K Kilby

Professor G P Loughlin

The Rev Professor R W L Moberly

Professor P D Murray

Professor S Oliver

Professor A Ryrie

Professor R Song

Professor M Snape

Professor F Watson

Professor S D E Weeks

Readers

Dr M J Guest

Associate Professors

Dr J Dochhorn

Dr D Janzen (ChUgEC)

Dr J Miles-Watson

Dr M Pound (ChS/SCC)

Dr A Rowlands

Assistant Professors

Dr K Banev

Dr F Clemson

Dr J Heath

Dr A Mein

Dr S Quiroz

Dr S Royal

Dr R Van Nieuwenhove

Dr M Volpe

Appointed Members

Professor A Bash (2019)

Dr J Kelly

Dr N Lyons (2019)

Dr C Pemberton

Dr P Phillips

Dr A Powell

Mrs CW Purcell

Dr CE Stancliffe

Dr G Thomas (2019)

Dr P Ward

The Rev Dr D Wilkinson

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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Board of Studies in Biosciences

2018-19 membership tbc

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Science)

A Deputy Head of the Faculty of Science

Professor of Biomedical Sciences - Professor R A Quinlan

Professor of Infectious Diseases - Professor A R Walmsley

Professor of Plant Molecular Biology - Professor K Lindsey (Chair)

Professor of Plant Molecular Cell Biology - Professor P J Hussey (Current Pro-Vice Chancellor (Science))

Professors

Professor M J Cann

Professor J A Gatehouse (DirUGSt, ChEC and Deputy Head of School)

Professor A R Hoelzel (DirPgSt)

Professor B Huntley

Professor C A B Jahoda

Professor M R Knight (Deputy Head of School)

Professor S Lindsay

Professor S A Przyborski

Professor N Robinson (CHResC Deputy Head of School)

Professor A Sadanandom

Professor S G Willis

Associate Professors

Dr R Baxter

Dr A Benham

Dr J H Bothwell

Dr P Chazot

Dr P Chivers (Secretary)

Dr P Denny

Dr T Fawcett

Dr M W Goldberg

Dr I Karakesisoglou

Dr M C Lucas

Dr A T Määttä (ChS/SCC)

Dr E Pohl

Dr S Pyner

Dr G J Sharples

Dr P A Stephens

Dr S D Twiss

Dr D Weinkove

Lecturers

Dr C A Ambler
 Dr T Blower
 Dr R Clark
 Dr W Dawson
 Dr K J Djoko
 Dr D Doupé
 Dr Sushma Grellscheid
 Dr P N Hunt
 Dr Heather Knight
 Dr J Liu
 Dr M Schroeder

Appointed Members

Dr A Brennan (2019)
 Dr S Chivasa (2019)
 Dr P Etchells (2021)
 Dr E Fitches (2021)
 Dr T Hawkins (2019)
 Dr F Hetherington (2021)
 Dr R Holmes (2019)
 Mr S Kepczyk (2021)
 Dr D MacGregor (2020)
 Dr M de Lucas (2021)
 Dr M Movahedi (2020)
 Mr J Summerill (2021)
 Dr A Welch (2021)

Student Members of Staff/Student Consultative Committee

A Voskamp (Postgraduate)
 Vacant (Postdoctoral)
 Vacant (Undergraduate)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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Board of Studies in Chemistry

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Science)

A Deputy Head of the Faculty of Science

Professors

Professor J P S Badyal

Professor C D Bain

Professor I R Baxendale

Professor A Beeby

Professor M R Bryce

Professor K Coleman (Chair)

Professor J S O Evans

Professor L R Hutchings

Professor J M Hutson

Professor R Katakay (DirPGSt)

Professor D Parker

Professor G Sandford (ChResC)

Professor J W Steed

Professor P G Steel

Professor D J Tozer

Professor J R R Verlet

Professor A Whiting

Professor J A G Williams

Professor M R Wilson

Associate Professors

Dr P W Dyer

Dr I R Evans

Dr P Hodgkinson

Dr A M Kenwright

Dr A C O'Donoghue

Dr E Pohl

Dr E Wrede

Dr S L Cobb

Dr S J Cooper

Dr D R W Hodgson

Dr A K Hughes (ChEC)(ChS/SCC)

Dr M A Miller

Dr J M Sanderson

Assistant Professor

Dr S K Beaumont
 Dr D Carty
 Dr B F E Curchod
 Dr K E Johnson
 Dr P R J McGonigal
 Dr L O Pålsson
 Dr R A Taylor
 Dr J W Walton

Associate Professor (Teaching)

Dr J M Robson

Assistant Professor (Teaching)

Dr P K Coffey
 Dr E Grayson
 Dr J Milian

Appointed Members

Dr A-J Avestro (2020)
 Dr G Bepete (2019)
 Dr A Congreve (2020)
 Dr Matteo Degiacomi (2020)
 Dr MA Fox (2020)
 Dr MO Kitching (2020)
 Dr D Heift (2018)
 Dr J Mosely (2020)
 Dr R Pal (2020)
 Dr RL Thompson (2020)
 Dr DE Tucker (2020)
 Mr A Unwin (2020)
 Dr AM Webster (2020)

All part-time academic staff

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

TBC (undergraduate)

Miss A Tyson (postgraduate)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee

(ChS/SCC)

Chair of Staff/Student Consultative Committee

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Board of Studies in Computer Science

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Science)

A Deputy Head of the Faculty of Science

Professors

Professor T Breckon

Professor D Budgen

Professor A Cristea

Professor A Krokhin

Professor G D Love

Professor D Paulusma

Professor I A Stewart

Associate Professors

Dr M J R Bordewich (ChResC)

Dr T Friedetzky

Dr M Gadouleau

Dr M Johnson (ChEC)

Dr G Mertzios

Dr B Obara

Associate Professors (Teaching)

Dr S P Bradley

Dr S A Drummond (DirUgSt and ChS/SCC)

Assistant Professors

Dr N Al Moubayed

Dr S Dantchev

Dr I Ivrisimtzis

Dr G Koulieris

Dr F W Li

Dr B Martin

Dr L Mitchell

Dr T Weinzierl (DirPgSt)

Dr C Willcocks

Teaching Fellows

Dr S Jaf

Dr R Powell

Appointed Members (tbc)

Ms C Beattie (2021)

Dr V Zamaraev (2020)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee

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Board of Studies in Earth Sciences

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Science)

A Deputy Head of the Faculty of Science

Professors

Professor M B Allen

Professor A C Aplin (Chair)

Professor K Burton

Professor J G Gluyas

Professor H C Greenwell

Professor D Harper

Professor R Hobbs

Professor R E Holdsworth

Professor C G Macpherson

Prof S A Mathias (ChEC)

Professor K J W McCaffrey

Professor J N McElwaine

Prof S Nielsen

Professor Y Niu

Professor C Peirce

Professor D Selby

Professor P Talling

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Professor F Worrall

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Dr N De Paola

Dr D R Gröcke

Dr C Horwell (ChSSCC) (DirUgSt)

Dr E Llewellyn (ChResC)

Senior Lecturers

Dr R Brown

Dr S J Jones

Dr J Prytulak

Lecturers

Dr M Smith

Dr R Walter

Dr F Wadsworth

Teaching Fellows

Dr C Saville

Dr M Funnell

Dr H Kinvig

Appointed Members

Dr K Dobson (2019) (Research Fellow)

Mrs J Hoult (2021) (Secretary)

Dr M Humphreys (2021) (Research Fellow)

Dr C J Ottley (2021)

Dr P Martin (2020)

Dr GM Nowell (2021)

Mr D L Stevenson (2020)

Observers (1 year term)

Mrs K L Atkinson (2019)

Mrs J Oakes (2019)

Mr J Dyson(2019)

Dr P Heron (2019) (PDRA Rep)

Student Representatives

Mr N Schliffke (Postgraduate Student Rep)

Ms C Burden (Undergraduate Student Rep – level 4)

Mr M Beese (Undergraduate Student Rep – level 4)

(DirPgSt)	Director of Postgraduate Studies
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Board of Studies in Engineering

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Science)

A Deputy Head of the Faculty of Science

Professors

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Professor T Breckon

Professor P H Gaskell

Professor S Hogg (Chair)

Professor K Johnson

Professor S Salous

Professor D Sims-Williams

Professor D G Toll

Professor J Trevelyan

Professor D A Zeze

Assistant Professor

Dr I Amit

Dr H Bahmani

Dr R Carvalho

Dr C Donaghy-Spargo

Dr L Gan

Dr S Giani

Dr P Gourgiotis

Dr P Hughes

Dr A Ikhlef

Dr B Kazemtabrizi

Dr P C Matthews

Dr M Shahbazi

Dr N Shirshova

Dr S Veremieiev

Associate Professor

Dr C Balocco

Dr M Bastankhah

Dr J Brigham

Dr W Coombs

Dr C Crabtree

Dr A J Gallant

Dr C Groves

Dr A Horsfall
 Dr G Ingram
 Dr M Keshavarz-Hedayati
 Dr M Lloret-Cabot
 Dr A Osman
 Dr M Seaid
 Dr H Sun
 Dr Q Wang
 Dr J Wu

Teaching Fellows

Research Fellows

Appointed Members

Dr D Evans (2021)
 Dr D Rowe (2020)
 Professor A Unsworth (2021)
 Dr O Vogt (2021)

All part-time academic staff

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

((ChS/SCC) to be appointed)

Secretary: Dr R Vater

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
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Board of Studies in Mathematical Sciences

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A Deputy Head of the Faculty of Science

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Professor F P A Coolen

Professor PS Craig

Professor P E Dorey (DoR)

Professor M Goldstein

Professor R A W Gregory

Professor P Heslop

Professor J R Hunton

Professor P Mansfield

Professor M V Menshikov

Professor J R Parker (DoPG) (Chair)

Professor N Peyerimhoff

Professor S F Ross

Professor P M Sutcliffe

Professor A Taormina

Professor R S Ward

Associate Professors

Dr J F Blowey

Dr A Bouganis

Dr P Bowcock (Deputy Head)

Dr J Einbeck

Dr A Felikson

Dr J Funke

Dr H Gangl

Dr O Hryniv

Dr I H Jermyn

Dr W Klingenberg

Dr A J Lobb

Dr BMAG Piette

Dr D Schütz

Dr D J Smith (DoI)

Dr A Stasinski

Dr M Troffaes (Ch/EC) (Ch/SCC)

Dr P Tumarkin
Dr I R Vernon
Dr A R Wade
Dr D Wirosuetisno
Dr A R Yeates
Dr M Zamaklar

Assistant Professors

Dr L J Aslett
Dr A Bouganis
Dr D P Bourne
Dr M Bullimore
Dr C Caiado
Dr S Chhita
Dr S Cremonesi
Dr J A Cumming
Dr A Donos
Dr D Dorigoni
Dr N Georgiou
Dr K Gourgouliatos
Dr M Iacobelli
Dr N Iqbal
Dr G Karagiannis
Dr M R Magee
Dr V Niarchos (Secretary)
Dr K Peeters
Dr M A Powell
Dr C B Prior
Dr B van Rees
Dr P Tumarkin
Dr IR Vernon
Dr P Vishe

Temporary Lecturers

Dr S Harrap
Dr D Hoyle
Dr AK Savostianov
Dr J Walton

Proleptic Lectureship

Dr A Lipstein
Dr P Wyper

Appointed Members

- Dr S Darwin (2019)
- Mrs R Duke-Parker (2020)
- Dr D Evans (2019)
- Dr A Lipstein (2020)
- Dr D Maitre
- Associate Professor RM Potvliege
- Professor B Straughan (2019)
- Dr P Wyper (2019)
- Professor W Zakrzewski (2019)
- Dr T Zhang (2019)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:
(To be appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
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A Deputy Head of the Faculty of Science

Ogden Professor of Fundamental Physics - Professor C S Frenk

Professors of Physics

Professor C S Adams

Professor D M Alexander

Professor D Atkinson

Professor C M Baugh

Professor CM Boehm

Professor R G Bower

Professor P M Chadwick

Professor S J Clark

Professor S M Cole

Professor S L Cornish

Professor C Done (ChResC)

Professor A C Edge

Professor R K Ellis

Professor S M Fielding

Professor M Fumagalli

Professor S A Gardiner

Professor J M Girkin

Professor E W N Glover (Chair)

Professor D P Hampshire

Professor P D Hatton

Professor I G Hughes

Professor A R Jenkins

Professor V V Khoze

Professor F Krauss

Professor C Lacey (ChS/SCC)

Professor T Lancaster

Professor A J Lenz

Professor G D Love

Professor R Massey

Professor A P Monkman

Professor S L Morris

Professor S Pascoli

Professor P Richardson

Professor T P Roberts (ChED)(DirUgSt)

Professor R M Sharples

Professor I R Smail (DirPgSt)

Professor M Spannowsky

Professor T Theuns

Professor M J Ward

Professors of Mathematical Sciences and Physics

Professor R A W Gregory

Associate Professors (Reader)

Dr D G Cerdeno

Dr V R Eke

Dr M P A Jones

Dr V Kendon

Dr B Li

Dr J R Lucey

Dr P Norberg

Dr R M Potvliege

Dr K D Voitchovsky

Dr R W Wilson

Associate Professors

Dr J Andersen

Dr E H C Bromley

Dr G H Cross

Dr F M B Dias

Dr N Gidopoulos

Dr D P Halliday

Dr H Kusumaatmaja

Dr D Maitre

Dr B G Mendis

Dr K O'Brien

Dr B D Pecjak

Dr A M Swinbank

Dr M Szablewski

Dr K J Weatherill

Assistant Professors (Academic)

Dr M M Bauer

Dr D Carty

Dr F Caola (until 31/12/2018)

Dr Q He

Dr A T Hindmarch

Dr M R C Hunt

Dr C Saunter
 Dr M M Staykova
 Dr I Terry

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 Dr P L Petts
 Dr G P Swift
 Dr R J Wilman
 Dr S A Wrathmall
 Dr C Zambon

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Dr N E Olaniyi
 Dr A M Peach
 Dr C P Testrow

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Dr S Badger (2021)
 Dr R Cook (2021)
 Dr A Deason (2021)
 Mr W Dobby (2021)
 Dr P Edwards (2021)
 Dr M Etherington (2021)
 Professor JM Hutson (2021)
 Dr T Morris (2021)
 Professor S Ross (2021)
 Mr R Scott (2021)
 Dr M J Townson (2021)
 Dr CA Woodward (2019)

All part-time academic staff

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

(DirPgSt)	Director of Postgraduate Studies
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Board of Studies in Psychology

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Science)

A Deputy Head of the Faculty of Science

Professors

Professor RJ Crisp (Chair) (wef 1 October 2017)

Professor A Ellison

Professor C P Fernyhough (Part-time)

Professor D Riby

Professor G Towl

Associate Professors (Reader)

Dr A Easton

Dr R W Kentridge

Dr A McGregor (DirUGSt)(ChEC UG)

Dr M Nardini (Director of Postgraduate Research)

Associate Professors

Dr A P Atkinson

Dr L G Boothroyd (ChResC)

Dr M Hausmann

Dr M T Hanley

Dr C Lever

Dr N N Reissland

Dr DJ Sanderson

Dr D T Smith (ChS/SCC *C817 Undergraduate*)

Dr L Thaler

Dr M Weick

Dr H Wiese

Assistant Professors

Dr U Beierholm

Dr D M Burt

Dr C Clark

Dr Z Clay

Dr J D Connolly

Dr J A Covey (ChS/SCC Postgraduate Taught)(ChEC PG)

Dr D Cowie

Dr A K Grubert

Dr N Ihssen

Dr A R Lane

Dr M Olkkonen
 Dr J Van de Vyver
 Dr M Vasiljevic

Assistant Professors (Teaching)

Dr A Goody
 Dr AKW Hola (ChS/SCC C800 Undergraduate)

Teaching Fellows

Dr Y Birch
 Dr B Fernandez
 Dr P Ross
 Dr R Swalwell

Appointed Members

Dr Alderson-Day (2019)
 Ms J Cooper (2019)
 Dr J Dachtler (2019)

All part-time academic staff

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
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Board of Studies in Anthropology

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The Pro-Vice-Chancellor (Head of the Faculty of Social Sciences and Health)

A Deputy Head of the Faculty of Social Sciences and Health

2018-19 membership tbc

Professors

Professor S A Abram

Professor C Alexander

Professor H L Ball

Professor R A Barton

Professor S Bell

Professor G Bentley

Professor M B Carrithers

Professor S Elton (ChEdC)

Professor R A Hill

Professor J MacNaughton

Professor G Porter

Professor J Setchell

Professor P Sillitoe

Professor R Simpson

Readers

Dr Y Egòrova (DirPgSt) (Ch/SSCC)

Dr K R Hampshire (Chair)

Dr N Mookherjee (ChResC)

Dr A J Russell

Senior Lecturers

Dr B Campbell

Dr J Kendal

Dr R Kendal

Dr Kirtsoglou

Dr K Kovarovic

Dr S M Lyon

Dr C Merli

Dr T M Pollard

Dr J Tehrani

Dr T Yarrow

Lecturers

Dr H R Brown
 Dr A J Flynn
 Dr P Fortis
 Dr I J Rickard
 Dr S Street
 Dr C Tomori

Teaching Fellows

Dr T Buck (Ch/SSCC)

Appointed Members

Ms E Chapman (2019) (Secretary)
 Dr S Hillyard (2019)
 Mrs J Managhan (2019)
 Mrs K Payne (2019)
 Dr P Rowley-Conwy (2019)
 Mrs H Robb (2019)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

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(DirUgSt)	Director of Undergraduate Studies
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Board of Studies in Department of Sociology

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A Deputy Head of the Faculty of Social Sciences and Health

Professors

Professor S J Banks (DirPgSt)

Professor V Boliver (CHResC)

Professor B Castellani

Professor C Donovan (Chair wef 01/08/2019)

Professor S J Hackett

Professor F Measham

Professor T H E Moreira

Professor R Smith

Professor N Westmarland (Chair until 31/07/2019)

Associate Professors (Reader)

Dr S Hillyard

Associate Professors (Senior Lecturers)

Dr D Brown

Ms H M Charnley

Dr M David

Dr C Lawless

Dr A Orton (ChEC)(ChS/SCC)

Dr K Yang

Assistant Professors (Lecturers)

Dr S Gamsu

Dr K Jamie

Dr A Jobe

Dr K Johnston

Dr H K King

Dr S Kong

Dr K L O'Brien

Dr F Vera Gray

Dr J Wistow

Assistant Professors (Teaching)

Dr W Craige (ChEC)(ChS/SCC)

Ms P Hanley

Dr C Meersohn
 Dr J Phillips
 Mrs J Wistow

Assistant Professors (Teaching Fellows)

Mr W Coyles
 Dr A Finger
 Dr D Honeywell
 Dr M Parkes
 Dr E Korkodeilou

Appointed Members

Mrs M Aznarez
 Dr R Bruce (2018) (Secretary)
 Dr M Powell - Contract Research (2019)

At least two student members of Staff/Student Consultative Committee, on undergraduate and one postgraduate
 tbc

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
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Board of Studies in Archaeology

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Social Sciences and Health)

2018-19 membership tbc

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Professor I K Bailiff

Professor JC Chapman

Professor R Coningham

Professor C M Gerrard

Professor R Hingley

Professor A Leone (DirPgTaught)

Professor P B Pettitt (DirPGRes)

Professor G Philip

Professor M Richards

Professor C A Roberts

Professor P A Rowley-Conwy

Professor C Scarre

Professor S J Semple (Chair wef 01/08/2019)

Professor R G Skeates (Chair)

Professor M J White (ChBoE)

Readers

Dr M J Church

Dr R L Gowland

Dr K Milek (ChEC)

Dr J Montgomery

Senior Lecturers

Dr C Caple

Dr E Fernandez - Dominguez

Dr C P Graves (ChSSSC)

Dr D Kennet (DepDirUgSt)

Dr A R Millard

Dr T H Moore (DirUgSt)

Dr D A Petts

Dr P Wilson

Dr R E Witcher

Lecturers

Dr M M Brooks
 Dr C M Draycott
 Dr D Lawrence
 Dr B W Roberts

Research Fellow

Dr B Buchanan

Technical Staff

Mr S Robertson
 Dr B Upex

Appointed Members

Mr C Barclay (2018)
 Mr P J Carne (2018)
 Mr R Holmes (2018)
 Mrs T L Lambert (2018) (Secretary)
 Dr E Thomas (2019)
 Dr T Yarrow (2019)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

((ChS/SCC) to be appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
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Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Social Sciences and Health)

A Deputy Head of the Faculty of Social Sciences and Health

Dean of School and Professor - Professor S Hart (Chair)

Professors

Professor O Abdelsalam

Professor C Adams

Professor H Ahmed

Professor N Anbarci

Professor J Ashworth (Principal of Stephenson College)

Professor M Asutay (ChMScIslamicFinanceS/SCC)

Professor P Basu

Professor S Braun

Professor T Clark (Pro-Vice-Chancellor SS&H)

Professor T Damjanovic

Professor R Dixon

Professor MS Ebrahim

Professor N Ellis

Professor O Epitropaki

Professor K Fernandes

Professor R Ferry

Professor J Ford

Professor Y Guan

Professor R Hall

Professor R Harris (ChResC)

Professor N Hashimzade

Professor A Hernando-Veciana

Professor T Jamasb

Professor C Lam

Professor M Learmonth (ChDBADurhamS/SCC)

Professor R Lord

Professor J Mawson

Professor G Moore

Professor K Morrell (ChPhDS/SCC)

Professor M Nicholson

Professor A Pendleton

Professor T Pitsis

Professor L Pólos

Professor R Scarpa
Professor J Shachat
Professor R Slack
Professor C Sousa
Professor A Taamouti
Professor C Tsinopoulos (ChMScMgtS/SCC) (ChPTMAMgtS/SCC) Professor P Westhead
Professor J Williams

Associate Professors

Dr M Al Sadoon
Dr A Banerjee
Dr M Bambi
Dr B Brandl
Dr F Chau
Dr D Damianov
Dr V Damjanovic
Dr H Deng
Dr M Griffin
Dr M Guo
Dr P Hamilton
Dr G He
Dr X He (ChMScMarketingS/SCC)
Dr A Jessop
Dr K Kamei
Dr H Kruiniger
Dr G Larsen
Dr Z Lin
Dr J McBride
Mr T McLean
Dr J Moffat
Dr D Philip
Dr T Renstrom (ChMScFinanceS/SCC)(ChMScEconomicsS/SCC)
Dr M Robson
Dr S Saeed
Dr B Saha
Dr D Sutherland
Dr A Tilba
Dr C Williams
Dr C Wu
Dr S Xiao (ChDBAFudanS/SCC)
Dr H I Yoo
Dr Y Zeng
Dr Q Zhang
Dr Q Zhou

Associate Professors (Teaching)

Mr P Allen
Dr J Berry
Mr G D'Northwood (ChMScAccountingS/SCC)
Dr L Graham
Dr J Hodges
Dr M Iannizzotto
Ms F Le Saint
Mr I Lincoln
Ms J Loughran
Miss P Matthews (DirUgSt)
Dr A Michael (ChFTMBAS/SCC)
Mr B Snowdon
Dr P Warwick
Dr T Watson (DirPgSt)(ChEC)
Dr I Whitfield

Assistant Professors

Dr A Aftab
Dr R Aguzzoli
Dr S Aparicio
Dr J Aroles
Dr B Bechter
Dr X Che
Dr X Chen
Dr D Chivers
Dr D Chow
Dr R Deesomsak
Miss M Denedo
Dr L Ding (ChUGMgtMktgS/SCC)
Dr S Eugeni
Dr C Han
Dr M Hardey
Dr T Heinrich
Dr Y Hou
Dr G Hsu
Dr H Huang
Dr A Karam
Dr Z Lee
Dr J Lengler
Mr D Z Li
Dr M Liu
Dr L Marsiliani
Mr A Miller
Dr R Mogre

Dr A Nicolae
Dr N Paltlidis
Dr J Pan
Dr A Parakhoniak
Dr L Reinhorn
Dr L Sbragia
Dr S Scott
Dr M Shukla
Dr R Strätling
Mr S Tonin
Dr X Wang
Dr K Yan
Dr A Yazici
Dr A Yildizparlak
Dr Z Zhang

Assistant Professors (Teaching)

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Dr E Damianova
Dr A Elsayed
Mr N Graney
Mr S Green
Mrs A Hall
Mr T Harris
Ms J Hinson
Mr J Hirst
Dr X Huang
Dr N A Kadir
Mr M Lucey (ChUGFinAccS/SCC)
Dr M Mundell
Dr M Nimo

Senior Teaching Fellow

Ms B Picton (ChUGFinAccS/SCC)

Teaching Fellows/Associates

Mr M Anthonisz (ChEBSMBAS/SCC)
Mr P Bagnall (ChUGEconS/SCC)
Dr J Du
Rev Dr M Helmi
Mr D Oakes
Mr S Pillalamarri
Ms C Wright

Appointed Members

Ms M Arkless (2021)
 Mrs S Boyd (2021) (ChOnlineMBAS/SCC)
 Mrs T Gemski (2021)
 Mrs M Guzniczak (2019)
 Ms P Hawley (2021)
 Mrs V Hind (2019) (Secretary)
 Miss M Hoynes (2021)
 Ms E Lawrence (2021)
 Dr M Llorca (2021)
 Mrs L Manley (2021)
 Mrs L Rankin (2021)
 Mr C Theakston (2019)
 Mr J Walton (2021)

Observers

Mr C Cunliffe (2019)
 Mrs C Drayton-Inman (2019)
 Ms L Tibbett (2019)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee

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Board of Studies in Geography

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Social Sciences and Health)

A Deputy Head of the Faculty of Social Sciences and Health

Professors

Professor L Amoore

Professor B Anderson

Professor S J Atkinson

Professor M J Bentley (Chair)

Professor LJ Bracken

Professor G J Bridge

Professor D R Bridgland

Professor H A Bulkeley (ChResC)

Professor M A Crang

Professor A L Densmore

Professor D N M Donoghue

Professor D Evans

Professor N Gregson

Professor R J Hardy

Professor R G Hilton

Professor P Langley

Professor A J Long (Deputy Vice-Chancellor and Provost)

Professor C McEwan

Professor G McGreggor (Part-time) (Principal of Ustinov College)

Professor C McFarlane (SDirPgSt)

Professor E McClymont

Professor C O'Cofaigh

Professor J M Painter

Professor M Power

Professor D H Roberts

Professor N J Rosser

Professor I Shennan

Professor P Steinberg

Professor C Stokes (ChEC)(DirUgSt) (ChS/SCC)

Professor J Wainwright

Professor J Warburton

Associate Professor (Readers)

Dr D G MacLeod

Associate Professor (Senior Lecturers)

Dr WA Baldwin
Dr P Carbonneau
Dr R Colls
Dr R Hodge
Dr S Jamieson
Dr J M Lloyd
Dr S Woodroffe

Assistant Professor (Lecturers)

Dr P F Arthias
Dr L N Baldini
Dr O Belcher
Dr C Bovolo
Dr M J Brain
Dr N J Cox
Dr NA Cunningham
Dr J M Darling
Dr P Harrison
Dr E Johnson
Dr S Knuth
Dr J S Lehman
Dr N Lesham
Dr AE Luque
Dr L Martin
Dr S M McGrath
Dr P L Moffa-Sanchez
Dr L S Newhouse
Dr M D Nieuwenhuis
Dr S M Reaney
Dr J J Schmidt
Dr L Turnbull-Lloyd
Dr P Whitehouse
Dr JG Williams
Dr H Wilson

Teaching Fellows

Dr A G Baker
Dr M Kincey
Dr E Margaritis

Research Fellows

Dr MJ Brain
Dr S Calkin
Dr A S Dalton
Dr C Filippidis

Dr E Garrett
 Dr R Jones
 Dr J Proudfoot
 Dr E Richardson
 Dr T Robinson
 Dr J Wang

Appointed Members

Mr F R Davies (2018)
 Dr S A Goodyer (2019)
 Mr D R Hodgson (2018)
 Dr A L Holden (2020)
 Ms D Morgan (2018) (Secretary)
 Mr S A W Sutherland (2019)
 Mr B Taylorson
 Mr J P Thompson (2019)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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Board of Studies in Government and International Affairs

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Social Sciences and Health)

A Deputy Head of the Faculty of Social Sciences and Health

2018-19 membership tbc

Professors

Professor A Ehteshami

Professor C Finlay

Professor S R Gregory

Professor D Held

Professor C A Jones (DirPgSt) (DirPGEC) (Epiphany/Easter Terms)

Professor E C Murphy (DirPGrSt) (Epiphany/EasterTerms)

Professor J C Williams (Chair)

Associate Professors

Dr J Bakonyi (DirPgrSt)

Dr I Z Baron (DirPGSt)(DirPGEC) (Michaelmas Term)

Dr G C K Cheung

Dr G Cohen

Dr CM Davidson

Dr M Dimova-Cookson

Dr S Kappler

Dr J Stapleton

Dr P M R Stirk

Dr C Sutherland (Deputy Chair)

Dr N Vivyan

Dr R Wittlinger (DirUgSt) (DirUgEC) (Epiphany/Easter Terms)

Assistant Professors

Dr C Beckerman

Dr M Darwich

Dr C Harrington

Dr P M Kuhn

Dr P Maffettone (DirUgSt) (DirUgEC) (Michaelmas Term)

Dr M Morgan-Collins

Dr N Visalvanich

Assistant Professors (Teaching)

Dr A Millican
 Dr Y Yao

Teaching Fellow

Dr O Burcu
 Dr C Filipescu
 Dr M Kouhi-Esfahani
 Dr L Mates
 Dr K Miller

 Dr L Opfermann
 Dr T Packer

Appointed Members

Dr M Iannizzotto (2018)
 Professor A J Hamilton (2020)
 Mr M Sunuodula (2020)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:
 (To be appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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Board of Studies in Law

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Social Sciences and Health)

A Deputy Head of the Faculty of Social Sciences and Health

Professors

Professor Tom Allen

Professor Deryck Beyleveld Professor Michael Bohlander

Professor Thom Brooks (Dean of School) (Ch SSCC)

Professor Emma Cave (ChResC)

Professor Helen Fenwick

Professor Richard Goldberg

Professor Ian Leigh

Prof John Linarelli

Professor William Lucy

Professor Roger Masterman

Professor Deirdre McCann

Professor Clare McGlynn

Professor Aoife O'Donoghue

Professor Shaun Pattinson

Professor Gavin Phillipson

Professor Robert Schütze

Professor Mathias Siems

Associate Professors

Dr Orkun Akseli

Dr Daniel Attenborough

Mr Aaron Baker

Dr Gleider I Hernández

Dr Federico Lupo Pasini

Dr Jonathan Mukwiri (ChEC)

Dr Anashri Pillay

Mr Chris Riley

Dr Pierre Schammo

Dr Sean Thomas

Dr Catherine Turner

Assistant Professors

Dr Mike Adcock
Dr Hannah Bows
Dr Graeme Brown
Dr Ge Chen
Dr Anca Chirita
Mr Tufyal Choudhury
Ms Lana Ashby
Dr Benedict Douglas
Dr Eleni Frantziou
Dr Andy Hayward
Dr Johanna Jacques
Dr Annika Jones
Dr Henry Jones (DirUGSt)
Dr Zhiyu Li
Dr Jieying Liang
Dr Matthew Nicholson
Dr Nicolas Perrone
Dr Barend Van Leeuwen
Dr Se-shauna Wheatle
Dr Alain Zysset

Teaching Fellows

Dr Catherine de Contreras
Dr Andreas Georgiou
Mr Stuart Goosey
Ms Zoe Gounari
Ms Anna Jobe
Mr Kyle Murray
Mrs Jane Smith
Ms Kara Woodbury Smith

Appointed Members

Ms Emma Chapman (2018) (Sec BoS)
Dr S Kirsch (2017)
Mr C Latour (2017)
Professor J Maged (2017)
Professor J McMullen (2016)
Mr R Pears (2017)
Mr R Roberts (2014)
Professor M Schmitt (2017)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:

(To be appointed)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
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Board of Studies in Education

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Social Sciences and Health)

A Deputy Head of the Faculty of Social Sciences and Health

2018-19 membership tbc

Professors

Professor J Beckmann (DirR)

Professor R Coe

Professor J Elliott (Principal of Collingwood College)

Professor E Flynn

Professor S Gorard

Professor S E Higgins

Professor L Land (DirPGCAP)

Professor C Merrell

Professor D Newton

Professor L D Newton (Chair)

Professor A Simpson

Professor R D Smith

Professor C Torgerson

Professor P B Tymms (ChS/SCC)

Associate Professors

Dr N Beckmann

Dr P M Holmes (DirPGR)

Dr V Kind

Dr S Lichtenfeld

Dr P M Kind

Assistant Professors

Dr D Bolden

Dr D Kokotsaki

Dr A Joyce-Gibbons

Dr A E Llewellyn (DirUgSt)

Dr M Moskal

Dr A Parton

Dr R Raaper

Dr J Rattray (DirPGT)

Dr N Reimann

Dr J E Tummons
Dr S Ward
Dr Oakleigh Welply

Associate Proessors (Teaching)

Mrs C Reading (DirITE)
Dr M H Richardson
Dr D Waugh

Assistant Professors (Teaching)

Miss K Anderson
Mr A Clements
Dr H Donkin
Miss C Forster
Miss A Gill
Mrs M E Parker-Berry
Dr R Ridgway

Associate Professors (Research)

Dr B H See

Tutors

Ms K Brown
Dr A Davis
Mrs E English
Mrs I Osborne
Mr D Salter

Teaching Fellows

Mrs R Simpson
Mrs L Thompson

Appointed Members

Dr A Aguilera (2018)
Dr A Armstrong (2018)
Mrs C Emery (2019)
Dr M Katsipataki (2018)
Miss E Meriste (2019)
Mrs C W Purcell (2019)
Dr T Rajab (2018)
Dr N Siddiqui (2017)
Mr C Smith (2019)
Ms S Tunstall (2017)
Dr Z Xiao (2018 only)

At least two student members of Staff/Student Consultative Committee, one undergraduate and one postgraduate:
(To be appointed)

Secretary: Emma Meriste

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee

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Sport & Exercise Sciences

Ex officio Members

The Pro-Vice-Chancellor (Head of the Faculty of Social Sciences and Health)

A Deputy Head of the Faculty of Social Sciences and Health

Professors

Professors C Summerbell

Professor B Houlihan

Associate Professors (Senior Lecturers)

Dr CJ Dodd-Reynolds (DirPgSt)

Dr IA Lindsey Dr E Oliver (CHResC)

Dr S Pope

Dr E K Poulton (DirUgSt)

Dr M J Roderick (Chair)

Associate Professors (Teaching)

Mr R K Cramb

Dr S Bock (ChEC)(ChS/SCC)

Assistant Professors

Dr K Hind

Assistant Professors (Teaching Fellows)

Dr P Chapman

Dr F Hillier-Brown

Appointed Members

Mrs M Aznarez

Mrs A Crich (2019) (Secretary)

Research Staff representative TBC (2019)

(DirPgSt)	Director of Postgraduate Studies
(DirUgSt)	Director of Undergraduate Studies
(ChResC)	Chair of Research Committee
(ChEC)	Chair of Education Committee
(ChS/SCC)	Chair of Staff/Student Consultative Committee



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Statutes of the University of Durham

(as approved by Her Majesty in Council on 13 July 2011)

PRELIMINARY

1. In these Statutes unless the context otherwise requires:-

"the Act" means the Universities of Durham and Newcastle upon Tyne Act, 1963;

"the appointed day" means the 1st August, 1963;

"the University" means the University of Durham, including the maintained colleges and societies;

"convocation" "the council" and "the senate" mean respectively convocation, the council and the senate of the University;

"statutory bodies" means the council, the senate, and the boards of studies of the University;

"maintained colleges" means colleges and societies maintained by the council as part of the University pursuant to these Statutes (having no separate legal identity) and shall so long as they continue to be maintained by the University include University College, Hatfield College, Grey College, Van Mildert College, Collingwood College, St Mary's College, St Aidan's College, Trevelyan College, the College of St Hild and St Bede, St Cuthbert's Society, Ustinov College, John Snow College, George Stephenson College and Josephine Butler College;

"recognised colleges" means colleges of the University recognised by the council pursuant to these Statutes and shall so long as they continue to be recognised by the University include St Chad's College and St John's College;

"licensed halls of residence" means halls of residence recognised by the council as licensed halls of residence pursuant to these Statutes and shall so long as it continues to be recognised by the University include Ushaw College;

"affiliated colleges" means any college or institution affiliated to the University under Statute 39;

"canon professor" means a professor of the University who is also a canon of the cathedral church of Durham;

"full-time teacher" means full-time teacher even though his appointment as a member of the University staff is only temporary or probationary;

subject to Statute 35, "members of the academic staff" means all those members of the staff of the University who are paid on the academic or related staff salary scales or whose salaries are determined by reference to those scales;

"existing" means existing immediately before the appointed day;

"year" means a calendar year;

"month" means a calendar month;

Words importing the masculine gender include the feminine gender.

Words in the singular include the plural and words in the plural include the singular.

2. As from the appointed day the University shall for every purpose be administered and governed wholly and exclusively in accordance with the provisions of the Act and these Statutes notwithstanding any existing Acts of Parliament, Charters, Statutes or Orders in Council relating to the University.

3. Existing rules and regulations of the University and of its constituent bodies made under the existing Statutes of the University shall remain in force, until they are altered or repealed as nearly as may be

practicable and so far as they are consistent with these Statutes, except that references in those rules and regulations to any body, officer or person shall be construed as references to the body, officer or person exercising similar powers or discharging similar duties under these Statutes.

THE UNIVERSITY

4. The University shall be governed by a Visitor, Chancellor, Vice-Chancellor, Convocation, Council, Senate, and Boards of Studies.

THE VISITOR

5. (1) The Lord Bishop of Durham for the time being shall be the Visitor of the University.
- (2) During any vacancy in the See of Durham for more than four weeks the suffragan Bishop of the Diocese of Durham for the time being shall perform the duties of the Visitor of the University for the duration of the vacancy.

THE CHANCELLOR

6. (1) There shall be a Chancellor of the University, who shall hold office for a fixed period of not normally less than five years as determined by the Council or until resignation if sooner. The period of appointment may be extended for a further period to be determined by the Council.
- (2) The Chancellor may resign by writing addressed to the Council and may be removed for good cause by Convocation at the instance of the Council.
- (3) The Chancellor shall be the Head of the University, and shall by virtue of his office be a member of the Council and of Convocation, and shall preside at all meetings of those bodies at which he is present.
- (4) During a vacancy in the office of Chancellor, or during his inability through illness or any other cause to perform his duties the duties of that office, other than presiding at meetings of the Council, shall be performed by the Vice-Chancellor.
- (5) Upon a vacancy in the office of Chancellor, Convocation shall appoint a Chancellor on the nomination of the Council and the Senate sitting in joint session.

THE VICE-CHANCELLOR

7. (1) There shall be a Vice-Chancellor of the University, who shall also be the Warden of the Durham Colleges. He shall have a general responsibility to the Council and the Senate for maintaining and promoting its efficiency and good order. He shall be appointed by the Council after consultation with the Senate.
- (2) There may be a Deputy Vice-Chancellor of the University. He shall be appointed by the Council after consultation with the Senate and shall hold office for such period, subject to Statute 35, and shall be assigned such duties, as the Council may from time to time determine.

- (3) In addition to the appointment specified under (2) above the Council may, after consultation with the Senate, appoint one or more Pro-Vice-Chancellors who shall hold office for such period, subject to Statute 35, and shall be assigned such duties, as the Council may from time to time determine.
- (4) The Council may, after consultation with the Senate, appoint a Deputy Warden of the Durham Colleges who shall hold office for such period, subject to Statute 35 and shall be assigned such duties, as the Council may from time to time determine.
- (5) Subject to (6) below, the Vice-Chancellor shall preside at all meetings of the Senate and, in the absence of the Chancellor, at all meetings of Convocation.
- (6) During a vacancy in the office of the Vice-Chancellor or during the Vice-Chancellor's inability, through illness, absence or other reason, to perform his duties, such duty or duties shall be performed by the Deputy Vice-Chancellor or by one of the other Pro-Vice-Chancellors, determined as appropriate by Council.

THE REGISTRAR AND SECRETARY

8. (1) There shall be a Registrar and Secretary of the University who, under the supervision of the Vice-Chancellor, shall be responsible for the conduct of University business. He shall be Secretary of the Council and of the Senate and shall perform such other duties as the Council may prescribe after consultation with the Senate.
- (2) The Registrar and Secretary shall be appointed by the Council after considering the recommendation of a Joint Committee of the Council and the Senate.

THE TREASURER

9. There shall be a Treasurer of the University who, under the supervision of the Vice-Chancellor, shall be responsible for the financial business of the University, and for such other business as the Vice-Chancellor may prescribe. The Treasurer shall be appointed by the Council.

THE COUNCIL

10. (1) There shall be a Council of the University, consisting of:

Ex officio Members

The Chancellor;

The Vice-Chancellor;

The Deputy Vice-Chancellor;

The Dean of Durham or, during a vacancy in the office, the Vice-Dean;

The President of the central organisation recognised by the Council for the representation of the students;

Members appointed by the Council

Not more than twelve lay members, not being members of staff of the University or any of its recognised Colleges or Licensed Halls of Residence;

Seven members of the staff of the University, at least five of whom to be academic staff with research and teaching responsibilities and none of whom to be serving members of the University Executive Committee.

- (2) The period of appointment of the members appointed by the Council shall be prescribed in the Standing Orders of the Council.

THE CHAIRMAN OF THE COUNCIL

11. (1) The Council shall appoint, from among its members or otherwise, a Chairman, not being a member of staff of the University or any of its recognised Colleges or Licensed Halls of Residence. He shall preside at meetings of the Council in the absence of the Chancellor.
- (2) If the Chairman is appointed from among the members of Council, the Council may require him to vacate office if he ceases to be a member of the Council. If the Chairman is appointed from outside the Council, he shall cease to be a member of the Council if he ceases to be Chairman. Subject thereto the Chairman shall hold office for three years.
- (3) The Council shall elect from among its members one Vice-Chairman and may elect two Vice-Chairmen. No Vice-Chairman shall be a member of staff of the University or any of its Recognised Colleges or Licensed Halls of Residence. A Vice-Chairman shall hold office for three years but shall vacate office if he ceases to be a member of the Council before the expiry of the said term.
- (4) Council shall appoint the Vice-Chairman or one of the Vice-Chairmen to preside at particular meetings of the Council from which the Chancellor and the Chairman are absent.

THE POWERS OF THE COUNCIL

12. (1) The Council shall exercise all the powers and authority of the University except to the extent to which the exercise of the same may by these Statutes be otherwise prescribed.
- (2) The Council shall make regulations for the custody and use of the common seal of the University.
- (3) The Council shall be the governing and executive body of the University and shall have the custody, control and disposition of all its property and finances. Subject to the powers of the Senate, the Council shall be responsible for the organisation of teaching and research, including the appointment of Budget Officers and of Heads of Departments (Chairmen of Boards of Studies), for the maintenance of discipline and for the regulation of the relations between the Council and the students.
- (4) The Council shall review the work of the University and shall take such steps as it thinks proper for the purpose of advancing the interests of the University, maintaining its efficiency, encouraging the prosecution of learning and research therein and for providing facilities for the recreation and well-being of the students.
13. The powers of the Council shall, subject as in these Statutes provided, include the following:-
- (1) To appoint all members of the University staff;

- (2) To fix the salaries and conditions of tenure of posts to which they appoint;
- (3) To represent the University in all negotiations for obtaining grants from public bodies in aid of the work of the University;
- (4) To establish budget centres within the University for the efficient management of resources and to appoint Budget Officers for each budget centre who shall be accountable to the appropriate authority as prescribed in the Standing Orders of the Council and of the Senate for the management and supervision of all funds, equipment and resources allocated by the Council to their budget centre. The appropriate authority shall be accountable to the Council, through the Vice-Chancellor, for the overall budget for which they are responsible.
- (5) To prescribe, after considering the recommendations of the Senate, the dates when the Michaelmas, Epiphany and Easter Terms shall begin and end;
- (6) To establish, suspend or abolish any posts other than posts created by these Statutes.

COLLEGES AND SOCIETIES

14. The Council:-

- (1) shall maintain as part of the University University College, Hatfield College, Grey College, St Mary's College, St Aidan's College, St Cuthbert's Society, Van Mildert College, Ustinov College, Trevelyan College, Collingwood College, the College of St Hild and St Bede, John Snow College, George Stephenson College and Josephine Butler College and may establish and maintain other maintained Colleges as part of the University;
- (2) shall, subject to the provisions of these Statutes, continue to recognise as Colleges of the University, St Chad's College and St John's College and may recognise other Colleges in the County of Durham as recognised Colleges in the University. The Council shall have no property in or financial responsibility for the recognised Colleges;
- (3) shall, subject to the provisions of these Statutes, continue to recognise as Licensed Halls of Residence Ushaw College, and may recognise other Colleges in the County of Durham as Licensed Halls of Residence. The Council shall have no property in or financial responsibility for the Licensed Halls of Residence;
- (4) shall, after considering the recommendations of the Senate, regulate the admission to the University of part-time and occasional students who are not registered with one of the Colleges.

15. The following provisions shall apply to the recognised Colleges and to Licensed Halls of Residence:-

- (1) The appointment of the Head shall require the approval of the Council;
- (2) Recognised Colleges and Licensed Halls of Residence shall be open to inspection by or on behalf of the Council;
- (3) The recognition of any of the recognised Colleges or Licensed Halls of Residence may be withdrawn by the Council if the foregoing provisions are infringed;
- (4) Any proposed change in the constitution or instrument of government of recognised Colleges or Licensed Halls of Residence shall be notified to the Council;
- (5) The Council may from time to time or at any time withdraw recognition from any one or more of the recognised Colleges or Licensed Halls of Residence if in its opinion changes have been made in its or their constitution or conduct which unfavourably affect its or their status in the University.

FINANCIAL PROVISIONS

16. (1) The University shall have the following powers for the purposes of carrying out its duties as defined in its Statutes, for the time being in force:-
- (a) to borrow or raise money in any manner and, in particular, by the issue (whether at par, at a premium or at a discount) of notes, bonds, loan stock, shares, stock, warrants or any other instrument or security of any kind, and generally to raise capital or finance in any form and to obtain all kinds of credit and to refinance, replace or reorganise any capital, finance or credit previously raised or obtained by the University;
 - (b) by creating or granting a mortgage, charge, pledge, lien or encumbrance of any kind over, or by entering into any other type of transaction, including an option, in relation to, all or any part of the undertaking, property or assets of the University present and future, or in any other manner, to secure or in any other way support the payment or repayment of any moneys, the discharge of any debts and liabilities, and the performance or observance of any obligations or commitments, by the University;
 - (c) to guarantee, support or secure (whether or not with a view to receiving any consideration or benefit) the payment or repayment of any moneys, the discharge of any debts and liabilities, and the performance or observance of any obligations or commitments, by any person or undertaking (whether incorporated or unincorporated) in relation to any transaction whatsoever which has been or may be entered into by another person or undertaking by entering into any guarantee or other engagement, by creating or granting a mortgage, charge, pledge, lien or encumbrance of any kind over, or by entering into any other type of transaction in relation to, all or any part of the undertaking, property or assets of the University, present and future, by a combination of such methods, by granting or accepting options in relation to all or any of the undertaking, property or assets of the University, present and future, or in any other manner; and to provide indemnities in respect of every kind of claim, proceeding, tax, liability, loss, expense, failure, default or contingency, with or without securing the indemnity by a mortgage, charge, pledge, lien or other encumbrance;
 - (d) to enter into any agreement or arrangement as to the subordination or priority of any debts or liabilities which have been or may later be incurred by or to the University or as to the ranking of any mortgage, charge, pledge, lien or other encumbrance which has been or may later be created or granted by or to the University or which affects or may come to affect the property, assets or undertaking of the University or any other relevant body or person;
 - (e) to enter into (i) any contract for differences, (ii) any other contract the purpose or purported purpose of which is to secure a profit or avoid a loss by reference to the fluctuations in the value or price of property of any description or in any index or other factor designated for the purpose in the contract, and in particular, by reference to fluctuations in any rate of exchange, any rate of interest or any index of stock, bond or commodity prices, and (iii) any contract possessing a feature which is in any way similar or comparable to a feature possessed by any contract covered by (i) or (ii), and to effect all kinds of transaction relating to any contracts covered by (i), (ii) or (iii) whether or not the contracts were originally entered into by the University;

- (f) to carry on any business which the University is authorised to carry on and to further the interests of the University by means of, or through the agency of, any body corporate or incorporate, and whether or not a subsidiary within the meaning of such term in the Companies Act 2006, and to make such arrangements as may be considered desirable with a view to supporting the aims, interests or objectives of any body corporate or unincorporate in which the University has an interest by mutual assistance, co-operation or by any other means;
 - (g) to negotiate, enter into and execute all documents, deeds, instruments, agreements, securities, contracts and undertakings of every kind and description whatsoever relating to or incidental to all of the matters set out in paragraphs (a) to (g) inclusive.
- (2) Where money is raised pursuant to the powers of the Universities and College Estates Act, 1925, it may be applied for or towards any of the purposes referred to in the foregoing subsection as well as any of the purposes described in subsection (2) of section 30 of the said Act.
17. (1) The University shall have power to purchase, retain, sell or transfer property, real or personal, and securities (which term includes stocks, funds and shares) of any description whether or not authorised by law for the investment of trust funds, and may also apply moneys to any purpose to which capital moneys arising under the Universities and College Estates Act, 1925, may be applied.
- (2) Save as may be otherwise expressly provided in relation thereto the powers conferred by this Statute shall extend to the investment (including the variation of the investment) of all endowments or other funds, including capital moneys arising under the Universities and College Estates Act, 1925.
- (3) Unless the terms of the trust provide otherwise, any part of the income of a trust fund not expended in any year may at the discretion of the University be applied as income in any subsequent year or be invested and added to the capital of the fund.
- (4) The income of trust funds vested in the University for special purposes shall be applied only for those purposes.

THE SENATE

18. (1) There shall be a Senate of the University consisting of:-
- (a) Ex officio Members, namely:-
 - The Vice-Chancellor;
 - The Deputy Vice-Chancellor;
 - The Pro-Vice-Chancellors;
 - The Heads of Faculties;
 - The Deputy Warden;
 - The Dean of the Graduate School;
 - The Heads of the maintained Colleges and of the recognised Colleges;
 - The Heads of such of the Licensed Halls of Residence as have not less than twenty-five matriculated students in residence;
 - The Heads of Departments (Chairmen of Boards of Studies);
 - The Librarian;
 - The Director of University IT;

(b) Elected Members, namely:-

A number of members equal to one-third of the ex officio membership of the Senate to be nominated and elected by the members of the Academic Electoral Assembly. Eligibility criteria for such members shall be approved by the Senate on the recommendation of the Assembly and recorded in the Standing Orders of the Senate.

(c) Co-opted Members, namely:-

If the Senate so determine, not more than six members to be appointed by co-option.

(d) Three student representatives comprising: the President of the central organisation recognised by the Council for the representation of the students, and two further students as defined in the Standing Orders of the Senate. These student representatives shall attend meetings with the right to speak and to vote except on matters concerning 'reserved area business'. Such areas shall be defined in the Standing Orders of the Senate.

- (2) The appointed members shall hold office for three years and one-third of them shall retire each year.
- (3) The co-opted members shall hold office for two years.
- (4) The Vice-Chancellor, or, in his absence, the Deputy Vice-Chancellor or a Pro-Vice-Chancellor, shall preside at meetings of the Senate. If at any meeting of the Senate the Vice-Chancellor, the Deputy Vice-Chancellor and the Pro-Vice-Chancellors are absent the members of the Senate present shall appoint a Chairman from among themselves.

POWERS OF THE SENATE

19. The Senate shall be the supreme governing body of the University in all academic matters and shall, subject to the powers reserved to the Council by these Statutes, take such measures and act in such manner as shall appear to them best calculated to promote the interests of the University as a place of education, learning and research.

20. The powers of the Senate shall, subject as in these Statutes provided and without prejudice to the generality of the foregoing, include the following:-

- (1) Subject to the control of the Council in matters of finance, to regulate teaching;
- (2) To recommend to the Council the establishment of new posts on the academic staff of the University or, if they think fit, to recommend that any vacant post be not filled;
- (3) To consider the report of any Committee constituted under these Statutes (except Statute 33) for the purpose of appointing a Professor, a Reader, the Librarian or the Heads of maintained Colleges and to communicate that report with an expression of their views thereon to the Council;
- (4) To recommend to the Council the appointment of Senior Lecturers, Lecturers and other members of the academic staff whose appointment is not provided for elsewhere in these Statutes;
- (5) To satisfy themselves that the duties and conditions of service of all members of the academic staff are satisfactory;

- (6) To regulate and control the conditions qualifying for matriculation and for admission to the various titles, degrees and other distinctions offered by the University, and, subject to the approval of the Council, the fees to be paid in connection therewith;
- (7) To regulate the admission of persons to courses of study;
- (8) To institute, subject to the approval of the Council, fellowships, scholarships and other aids to study and research;
- (9) To regulate all University examinations and to appoint examiners whether external or internal;
- (10) To supervise the extra-mural work of the University;
- (11) To make recommendations to the Council on any matter of interest to the University;
- (12) To exercise such powers and discharge such duties with regard to the affiliated Colleges as may be prescribed by the terms and conditions on which they are respectively affiliated;
- (13) To provide comment to the Council on the appointment of the Deputy Vice-Chancellor[^] (Statute 7(2)) and any Pro-Vice Chancellors (Statute 7(3));
- (14) To regulate the discipline of the University, and to determine in what manner disciplinary powers shall be exercised;
- (15) To regulate the use of academic dress in the University;
- (16) To take such steps as they think proper for supervising organisations of students, representative of the University;
- (17) To undertake and arrange for the inspection and examination of schools and colleges and, subject to the approval of the Council, to charge fees for such inspection and examination;
- (18) Except where otherwise expressly provided, to appoint representatives of the University on other bodies.

ACADEMIC DISTINCTIONS

21. The Senate may:-

- (1) grant degrees and other academic distinctions to persons who shall have pursued in the University a course of study approved by the Senate, and shall have passed the examinations of the University under the conditions laid down in the regulations of the University;
- (2) grant diplomas, licences or certificates to persons who have pursued a course of study approved by the Senate under conditions laid down by it;
- (3) grant degrees and other qualifications jointly with other higher education institutions having power to grant such qualifications to persons who have pursued a course of study and passed examinations under conditions laid down in regulations approved by the Senate;
- (4) grant honorary degrees, service degrees, the title of Professor Emeritus or other University distinctions;
- (5) accept such examinations and periods of study at such Universities and places of learning as the Senate may approve as equivalent to such examinations and periods of study in the University as the Senate may determine;
- (6) accept courses of study in any other institution which in the opinion of the Senate possesses the means of affording the proper instruction for such courses as equivalent to such courses of study in the University as the Senate may determine.

22. Except as otherwise provided from time to time in the regulations of the University, the period of study necessary to qualify any student for graduation shall be not less than three academic years, all of which shall be subsequent to the date at which the student has matriculated in the University.
23. The Senate may revoke any degree or other distinction conferred by the University, and all privileges connected therewith if the holder shall have been judged by the Senate, after investigation, to have obtained the degree or distinction unfairly as a result of dishonesty, misrepresentation, plagiarism or falsehood.

ACADEMIC ELECTORAL ASSEMBLY

24. (1) There shall be an Academic Electoral Assembly consisting of all members of the academic staff, other than those who are ex officio members of the Senate, together with the Senior Tutor (or one Tutor of equivalent rank) from each of the recognised Colleges or Licensed Halls of Residence.
- (2) The Assembly shall appoint its own Chairman and may appoint a Standing Committee.
- (3) The Assembly shall meet as often as is necessary to nominate members to the appropriate vacancies in the Senate.
- (4) The Chairman may at his discretion hold additional meetings and further meetings shall be called if they are requested in writing by at least twenty members of the Assembly.
- (5) Any matter of interest to the University may be discussed at all meetings of the Assembly held under this Statute and recommendations may be made to such one or more of the Statutory Bodies as the Assembly considers appropriate.

TESTS

25. (1) No religious test shall be required of or imposed upon any teacher appointed by the University and no such test shall be required of or imposed upon any student in the University, provided always that where any condition involving such test has been attached by the founder to a benefaction, the regulations made for the administration of the benefaction shall, as far as possible, give effect to the wishes of the founder.
- (2) All the degrees of the University shall be open to women on the same terms as to men.

FACULTIES

26. An aggregate of areas of academic study in which degrees and other academic qualifications are conferred by the University shall be known as a Faculty.
27. (1) There shall be Heads of such Faculties and other groupings as the Council may determine on the recommendation of the Senate.
- (2) Heads of Faculties shall hold office for such period as the Council may from time to time determine.

- (3) The role and responsibilities of the Officers to which this Statute relates shall be prescribed in the Standing Orders of the Council and of the Senate.
28. (1) The composition and individual membership of each Faculty and other grouping shall be prescribed in the Standing Orders of the Senate and of the Council as shall be the manner of appointment of its Head.
- (2) Each Faculty and other grouping shall have such advisory and other powers and duties as may be conferred upon it by standing order of the Council and/or the Senate as appropriate.

BOARDS OF STUDIES

29. (1) There shall be Boards of Studies in such subjects or combination of subjects as the Council on the recommendation of the Senate shall from time to time determine.
- (2) Each Board of Studies shall be primarily assigned to one Board of Faculty by the Senate.
- (3) Each Board of Studies shall consist of:-
- (a) Ex officio members:-
All the full-time teachers in the Subject concerned;
The Head of the relevant Faculty and such deputies as may be approved by the Vice-Chancellor on the nomination of the Head of Faculty;
- (b) At least two student members;
- (c) Appointed members:-
Such other persons as the appropriate Head of Faculty may from time to time determine.
- (4) After consulting the Senate, the Council shall appoint Heads of Departments (Chairmen of Boards of Studies). Except where otherwise approved by the Council, the Head of Department (Chairman of Board of Studies) shall also be appointed the Budget Officer. The role and responsibilities of the Head of Department (Chairman of the Board of Studies) shall be prescribed in the Standing Orders of the Council and of the Senate.
- (5) The powers of a Board of Studies shall be as follows:-
- (a) To consider any matter relating to the teaching or administration of its own subject and to make recommendations to such one or more of the Statutory Bodies as may be appropriate;
- (b) To carry out such duties as may be assigned to it, separately or jointly with another Board, or other Boards of Studies, by the appropriate Head of Faculty.

CONVOCATION

30. (1) There shall be a Convocation of the University consisting of the Chancellor, the Vice-Chancellor, the Deputy Vice-Chancellor, the Pro-Vice-Chancellors and all persons hereafter registered as members of Convocation.
- (2) A register of members of Convocation shall be kept by the Registrar and, subject to the payment of such fees as may be prescribed by the Council, the following shall be entitled to be registered as members of Convocation:-
- (a) all graduates of the University;
- (b) all Heads of maintained Colleges, recognised Colleges and Licensed Halls of Residence;

- (c) all Professors, Readers, Senior Lecturers and Lecturers together with such other members of the academic staff as shall be appointed by the Council on the recommendation of the Senate;
 - (d) such other officers of the University and of the recognised Colleges and Licensed Halls of Residence as shall be appointed by the Council on the recommendation of the Senate.
- (3) Convocation shall hold at least one ordinary meeting in each year. The Vice-Chancellor may at any time at his discretion, and shall upon the requisition in writing of not less than fifty members of Convocation stating the purpose for which the meeting is to be called, summon an extraordinary meeting of Convocation.
 - (4) The quorum of Convocation for the despatch of business shall be twenty members, and if after the expiration of half an hour from the time for which a meeting is summoned, a quorum has not been formed the meeting shall be dissolved.
 - (5) Notice of meetings of Convocation shall be given by public notice in Durham and in Stockton-on-Tees and by such other means, including communication to the press, as the Vice-Chancellor and Warden may direct.
 - (6) Convocation may discuss, and, if they think fit, make representations on any matter whatsoever relating to the University.
 - (7) Convocation shall appoint the Chancellor on the nomination of the Council and the Senate sitting in joint session.
 - (8) All questions in Convocation shall be determined by the votes of the majority of the members present and voting.

CONGREGATIONS

31. Congregations of the University for the conferring of degrees or other academic purposes shall be held in a manner to be prescribed by the Senate and shall be presided over by the Chancellor or, in his absence, by the Vice-Chancellor, the Deputy Vice-Chancellor or by one of the Pro-Vice-Chancellors.

MEETINGS OF THE ACADEMIC STAFF

32. (1) The Vice-Chancellor may call meetings of all members of the academic staff. The Vice-Chancellor shall call and attend such a meeting if requested in writing by at least one hundred members of the academic staff.
- (2) Any matter of interest to the University may be discussed at all meetings of the academic staff held under this Statute, and their representations shall be forwarded to such one or more of the Statutory Bodies as the meeting considers appropriate.

THE APPOINTMENT AND RETIREMENT OF OFFICERS AND STAFF OF THE UNIVERSITY

- 33 (1) This Statute shall apply to all members of the University staff.

- (2) In relation to the staff referred to in paragraph 1, Council shall ensure that there are in place procedures for the recruitment and selection of such staff.
Such procedures shall be set out in Regulations.
- (3) In determining the procedures to be adopted under paragraph 2, Council shall apply the following guiding principles:
- (a) recruitment and selection shall take place in accordance with the University's Equal Opportunities and Recruitment Policies;
 - (b) there shall be an accountable officer responsible for the conduct of each assessment process.
 - (c) selection shall be based on merit and ability to do the job.
 - (d) those involved in the assessment process shall be determined with due regard to diversity and the experience and knowledge of the subject or work involved.
 - (e) those involved in appointment decisions must be able to demonstrate they have the necessary skills and experience regarding recruitment & selection.
 - (f) there shall be external assessment for the most senior positions.
 - (g) members of the University may not unfairly seek to influence the outcome of shortlisting or selection. Where members of staff have been involved in assisting with shortlisting or selection, they may not then put themselves forward for consideration.
- (4) Any Regulation made under this section shall be construed in every case to give effect to the guiding principles in paragraph 3.
- 34 (1) There shall be one or more Canon Professors, the number to be determined by the appropriate authorities.
- (2) Such Canon Professors shall be appointed by the Lord Bishop of Durham on the recommendation of the Board of Electors as hereinafter constituted. Nothing in this provision shall restrict the power of the Lord Bishop of Durham to refuse to accept for appointment any candidate recommended by the Board of Electors.
- (3) In the event of a vacancy or impending vacancy the Board of Electors shall be constituted to make recommendations as to the appointment.
- (4) The Board of Electors shall consist of the Vice-Chancellor in the chair, the Pro-Vice-Chancellor (Head of Faculty), two members appointed by the Dean and Chapter of Durham, one member appointed by the Council and one member appointed by the Senate.
If they so decide the Board of Electors may co-opt one external assessor.
- (5) Canon Professors may retire in accordance with the Constitution and Statutes of the Cathedral in force at the time of retirement, subject to the University's Retirement Policy and Procedures.

UNIVERSITY STAFF

35. (1) This Statute shall apply to all staff employed by the University.
- (2) Council shall ensure that in respect of all staff (other than the Vice-Chancellor, in respect of whom separate provision is made) there are in place procedures for:
- (a) the handling of disciplinary cases, including the dismissal of such members of staff by reason of misconduct and for appeals against disciplinary action;

- (b) the dismissal of such members of staff by reason of redundancy and appeals against such dismissals;
- (c) the dismissal of such members of staff (following confirmation in post after his or her probationary period) by reason of unsatisfactory performance and appeals against such dismissals;
- (d) the dismissal of such members of staff on the grounds of ill health or medical incapacity and appeals against such dismissals;
- (e) the 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 or performance;
- (f) the dismissal of such members of staff for any reason other than the reasons specified in subparagraphs (a) – (e) above;
- (g) the removal of staff from any role that is not defined within a member of staff's substantive contract of employment by reason of unsatisfactory performance or misconduct and appeals against such removal;
- (h) the handling of grievances raised by members of staff.

Such procedures shall be set out in regulations.

- (3) In determining the procedures to be adopted under paragraph 2, Council shall apply the following guiding principles:
 - (a) to 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;
 - (b) to enable the university to deliver the University's mission and associated activities efficiently and economically;
 - (c) to apply the principles of justice and fairness;
 - (d) to apply procedures so that complaints may be resolved at as early a stage as possible and within a reasonable timescale;
 - (e) to allow members of staff to be accompanied at all stages of procedures by a Durham University work colleague or recognised trade union representative;
 - (f) to allow provision for the right of appeal in all procedures. In keeping with the principle in (3) (a) appeals against the dismissal of a member of academic staff should be heard by a panel which includes members of Council not employed by the University.
- (4) For the purposes of this Statute academic staff shall include any employee of the University who is employed to engage directly in, or carry out, teaching or academic research.
- (5) Any Regulation made under this section shall be construed in every case to give effect to the guiding principles in paragraph 3.
- (6) For the avoidance of doubt, any procedure adopted by Council for the dismissal of academic staff by reason of redundancy shall not apply to a member of academic staff whose appointment was made, or contract of employment entered into, on or before 19 November 1987, and who has not been promoted after that date.

THE LIBRARIES OF THE UNIVERSITY

36. (1) The charity known as "Bishop Cosin's Library" founded by Charter dated the 20th September, 1669, and the charity known as the "Maltby Library" consisting of the books, maps, engravings, prints and other pictures given or bequeathed by the Right Reverend Edward Maltby, Lord Bishop of Durham and of an endowment settled by an indenture dated the 16th January, 1855, together with their respective endowments shall be managed and administered by the University and the scheme of the Charity Commissioners dated the 2nd December, 1913, affecting Bishop Cosin's Library so far as the same is still subsisting shall be deemed to be amended accordingly.
- (2) Bishop Cosin's Library and Maltby Library and the Library maintained by the University shall in future constitute one Library but so that the income from the endowments of Bishop Cosin's Library and of Maltby Library shall respectively be applied for the purposes of those Libraries.
- (3) The provisions contained in clauses 17 and 19 of the said scheme, subject to necessary modifications (which clauses as so modified are set out in the appendix to these Statutes), shall remain in force. Save as aforesaid the said scheme is of no effect.

STUDENTS' UNION

37. (1) There shall be a Students' Union of which all students may be members. It shall represent and promote the general interests of the generality of students of the University;
- (2) The Students' Union will act in accordance with its Constitution as approved by the Council of the University.

JUNIOR COMMON ROOMS

38. (1) In each College maintained or recognised by the University there shall be a Junior Common Room or equivalent body. Each Junior Common Room or equivalent body shall represent the views of their students on College matters to that College and to other relevant staff and bodies within the University.
- (2) Each Junior Common Room or equivalent body shall conduct its affairs in accordance with either:
- a constitution, approved by the Council of the University or by the governing body of the Recognised College, which establishes that Junior Common Room or equivalent body as an independent body under relevant charity law, provided that any such powers do not infringe any powers accorded to other constitutions named in these Statutes.
- or, a student organisation framework approved by the Council of the University.

AFFILIATED COLLEGES

39. The Council, on the recommendation of Senate, may recognise as an Affiliated College of the University any College or institution on conditions prescribed by the General Regulations of the University.

JOINT ACTIVITIES

40. The University shall, subject to the provisions of these Statutes, have the power to co-operate by means of Joint Boards or otherwise with the University of Newcastle upon Tyne, or any other University or other higher education institution, for the extension of University teaching and influence in academic matters, and for such other purposes as the Council may from time to time determine.

PROCEDURE

41. (1) The following provisions shall save and except when other provision is expressly made in these Statutes apply to the Statutory Bodies and each of them:
- (a) Any appointed member and the Chairman (other than an ex officio Chairman) may resign his office. Any appointed member and the Chairman (other than an ex officio Chairman) shall #except as otherwise provided in the Standing Orders of the Council and the Senate be eligible for reappointment. An appointed member need not be a member of the body which appoints him;
 - (b) Any appointed member who is required by these Statutes to possess any qualification shall vacate office if he ceases to possess that qualification;
 - (c) There shall be a quorum at any meeting of any of the Statutory Bodies when ten members or not less than one-third of the members whichever may be the less are present. Every matter shall be determined by the majority of the members present and voting on the question. In case of equality of votes, the Chairman or other presiding officer shall have a second or casting vote;
 - (d) The Statutory Bodies may determine the time and place of their meetings and the procedure to be followed thereat;
 - (e) A member of any of the Statutory Bodies who is appointed to fill a casual vacancy shall hold office only for the unexpired term of office of the member in whose place he is appointed;
 - (f) The Statutory Bodies may appoint such and so many committees consisting either wholly or partly of members of the body as they may respectively think fit; and the provisions of this Statute shall apply to any Committee of any of the Statutory Bodies;
 - (g) The term of office of the members of any of the Statutory Bodies constituted by these Statutes first appointed shall be reckoned from the appointed day and of any subsequent member other than a member appointed to fill a casual vacancy from the date when his predecessor vacated office;
 - (h) The Statutory Bodies may make regulations for the purpose of the exercise of any of their powers or the performance of any of their duties; provided that no such regulation shall be repugnant to law or to the Statutes of the University;
 - (i) The proceedings of the Statutory Bodies shall not be invalidated by any vacancy in their number or by any defect in the appointment or qualifications of the members.

- (2) Any person appointed to an office under these Statutes shall except as otherwise provided in these Statutes be eligible for reappointment.

AMENDMENT OF STATUTES

42. (1) The Council may, after consultation with the Senate, make Statutes altering, adding to or repealing any of these Statutes (except this Statute).
- (2) No Statute or part of a Statute made under this Statute shall have effect until it has been approved by Her Majesty in Council.
- (3) Notwithstanding anything contained in the Statutory Instruments Act, 1946, the provisions of that Act shall not apply to an Order in Council or other document approving a Statute or part of a Statute made under this Statute.

SAVING FOR TEMPORARY PROVISIONS

43. These Statutes take effect as from the appointed day subject to the temporary provisions set out in the Second Schedule to the Act.

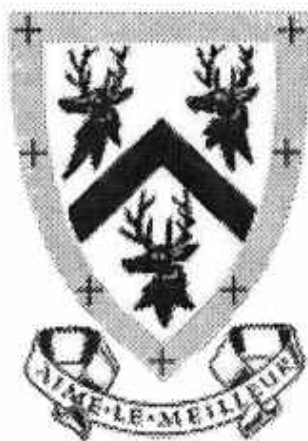
APPENDIX

BISHOP COSIN'S LIBRARY

17. The Library - The Library of Books shall be a public library which shall be open to all residents in the counties of Durham and Northumberland and to other persons provided that the University may from time to time make suitable rules for the regulation of the access to and user of the Library and the conduct of all persons resorting thereto.
18. User of Library Hall or Building - Subject to the exercise of the rights of access to and user of the Library Hall conferred by these provisions:
- (a) the right of using the said Hall daily before 1 o'clock pm for purposes in connection with the University shall be vested in the University, save that the Lord Bishop of Durham shall be entitled to use the said Hall for not more than 12 days in each year for Ordination Examinations, and on one day in the year for a meeting in connection with the Society called "The Corporation of the Sons of the Clergy";
- (b) the right of using the said Hall daily after 1 o'clock pm shall be vested in the Lord Bishop of Durham, save that the University shall be entitled to reserve the use of the said Hall for the holding therein of the University Convocation on such afternoons as may be agreed upon between the University and the Lord Bishop of Durham;
- (c) by mutual arrangement the said Hall may from time to time be used by the Lord Bishop of Durham before 1 o'clock pm and by the University after 1 o'clock as occasion may require.

Arms and Mottos

<u>Collingwood College</u>	<u>George Stephenson College</u>	<u>Grey College</u>	<u>Hatfield College</u>
<u>College of St Hild and St Bede</u>	<u>John Snow College</u>	<u>Josephine Butler College</u>	<u>St Aidan's College</u>
<u>St Chad's College</u>	<u>St Cuthbert's Society</u>	<u>St John's College</u>	<u>St Mary's College</u>
<u>Trevelyan College</u>	<u>University College</u>	<u>Ustinov College</u>	<u>Van Mildert College</u>



Collingwood College

Opened 1972

Motto: "Aime le meilleur" - love the best.

Argent a Chevron between three Stags' Heads erased Sable a Bordure Gules charged with eight Crosses of St Cuthbert of the field And for the Crest On a Wreath Argent Gules and Sable issuant from the top of a Tower triple towered Or a Holly Tree fructed proper Mantled Sable doubled Argent.



George Stephenson College

Founded in 2001

Motto: "Me quondam mirabitur orbis" - one day I shall astonish the world.

Argent a chevron between two fleurs-de-lis in chief and a cross fleurettée in gules a chief gules thereon three lions rampant argent.



Grey College

Opened 1959

Motto: " Gradibus ascendimus" – we ascend by degrees.

Gules a Scaling Ladder in bend Argent between two St Cuthbert's Crosses proper. Upon a Helm with a Wreath Argent and Gules A Phoenix Or enflamed proper charged on each wing with a Cross Formy quadrate Gules.



Hatfield College

Founded 1846

Motto: "Vel primus vel cum primis" - either first or among the first.

Azure a Chevron Or between three Lions rampant Argent a Bordure Ermine.



John Snow College

Founded in 2001

Motto: "per scientiam et prudentiam quaere summam" – to seek the highest through knowledge and wisdom

Argent a Cross formy quadrate azure, a chief azure thereon a Yorkshire rose argent between two lions rampant Or.



Josephine Butler College

Opened 2006

Motto: *Comme je trouve* – as I find.

Gules on a chevron Or charged with a Cross formy, with cotises inverted, between in chief two lions Argent and in base an open book charged with two covered cups.



St Aidan's College

Formed in 1947 from the body of Home Students who were first admitted to the University in 1895

Motto: *"Super fundamentis certis"* - upon sure foundations.

Per chevron Argent and Sable in chief two ancient Northumbrian Crosses Gules in base two Keys in saltire wards upwards of the first.



St Chad's College

Formed in 1904

Motto: *"Non vestra sed vos"* - not yours but you

Vert a Cross potent quadrate Or in chief a Durham Mitre of the last between two Lions rampant Argent.



St Cuthbert's Society

Formed in 1904

Motto: "Gratia gratiam parit" – loosely translated as friendship begets friendship

Vert a representation of St Cuthbert's Cross proper a Bordure Argent.



The College of St Hild and St Bede

The College of the Venerable Bede (for men) was founded in 1839 and St Hild's College (for women) in 1858. The two were amalgamated in 1975 and four years later they were merged with the University in accordance with the Secretary of State's plans for the re-organisation of teacher-training.

Motto: "Eadem mutata resurgo" - I rise again changed but the same

Argent on a Chevron Purpure three Ammonites of the first in base a Cross paty quadrate Gules a Chief Azure thereon between two Lions rampant Or a pale of the last charged with a Cross patonce also Azure.



St John's College

Founded in 1909, originally to provide a University education and training for ordinands in the Church of England, St John's became a constituent College of the University in 1919, maintained and administered by its own College Council.

Motto: "Fides nostra victoria" - our faith is our victory

Quarterly Argent and Azure in the first and fourth a Cross Formy Quadrate Gules in the second an Eagle wings elevated and inverted Or in the third a Lion rampant Crowned with an Ancient Crown of the last all within a Bordure quarterly of the second and Gold.



St Mary's College

St Mary's College opened in 1899 as a Hostel for Women Students and was constituted a College in 1920. St Mary's was an all women's college for 106 years before going mixed in October 2005.

Motto: "Ancilla Domini" - the handmaid of the Lord.

Argent a Cross Formy Quadrate Gules a Chief Azure thereon a Durham Mitre Or between two Lilies proper.



Trevelyan College

Founded in 1966, and has been a mixed college since 1990.

Motto: "Vera fictis libentius" - truth more readily than falsehood

Gules issuant from Water in base barry wavy of four Argent and Azure a Demi-Horse forcené Or in chief three Saint Cuthbert's crosses Argent.

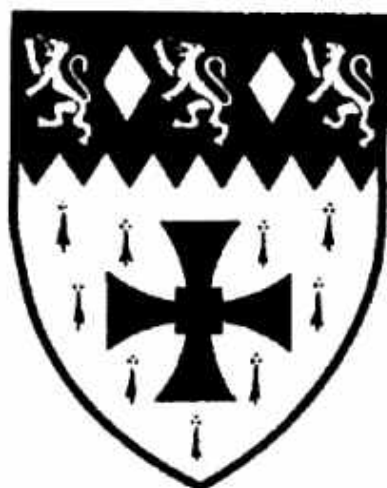


University College

Founded in 1832.

Motto: "Non nobis solum" - not for ourselves alone


Azure a Cross patonce Or between four Lions rampant Argent on a Chief of the last a Cross of St Cuthbert Sable between two Durham Mitres Gules.



Ustinov College

The Graduate Society was founded in 1965 and changed its name to Ustinov College in 2003.

Ermine a Cross formy quadrate Gules on a Chief indented Sable between three Lions rampant Argent two Lozenges Or.

	<h2>Van Mildert College</h2> <p>Founded in 1965</p> <p>Motto: "Sic vos non vobis" - not for yourselves</p> <p><i>Gules two Scythe blades in saltire in chief the Cross of St Cuthbert Argent And for the Crest On a Wreath of the Colours in front of a Castle of three Towers Sable a Silver Penannular Brooch proper the ends charged with Gilded Crosses of St Cuthbert.</i></p>
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Honorary Degrees

This page lists the recipients of Honorary Degrees and other awards made by the University:

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<u>Honorary DMus</u>	<u>Honorary DSc</u>	<u>Honorary DDSc</u>
<u>Honorary MA</u>	<u>Honorary MDS</u>	<u>Honorary MEd</u>
<u>Honorary MMus</u>	<u>Honorary MSc</u>	<u>Honorary Diploma in Crime Scene Examination</u>
<u>Chancellor's Medal</u>	<u>Dunelmensis Award</u>	<u>Excellence in Teaching and Learning / Doctoral Supervision Awards</u>

Honorary DCL

- 2007 - Adams, Richard John
- 2008 - Al-Misnad, Sheikha Abdulla
- 2007 - Alagiah, George
- 2013 - Amos, Valerie Ann
- 1996 - Arata, Toshio
- 2007 - Ariyaratne, Vinya Shanthidas
- 1987 - Atkinson, Frank
- 2005 - Bridge, John
- 2013 - Brindley, Dame Lynne
- 1992 - Brittan, The Right Hon Sir Leon

- 2004 - Bryson, Bill
- 2016 - Burgess, Robert
- 2010 - Croisdale-Appleby, David
- 1996 - Danby, Susan
- 2009 - Dannatt, General Sir Francis Richard
- 1992 - Davico, Léon
- 1993 - de la Billière, Sir Peter (Edgar de la Cour)
- 1992 - Dearing of Kingston upon Hull, Lord
- 1995 - Eccles of Moulton, The Lady
- 1951 - Edinburgh, His Royal Highness The Duke of
- 2009 - Edwards, Jonathan David
- 1990 - El-Hassan bin Talal of the Hashemite Kingdom of Jordan, His Royal Highness Crown Prince
- 1998 - Evans, Harold Matthew
- 2006 - Foster of Bishop Auckland, Lord
- 2002 - Foster of Thames Bank, Lord
- 1997 - Fujii, Hiroaki
- 1994 - Fujimoto, Shiro
- 1993 - Genscher, Hans-Dietrich
- 1995 - Gorbachev, Mikhail Sergeyevich
- 2006 - Greenwood, William John Heaton
- 1957 - Hall, Alexander Hislop

- 1995 - Hall, Sir John
- 2000 - Hall, Stuart McPhail
- 2000 - Handy, Charles Brian
- 2009 - Hann, Judith
- 1961 - Hare, Arthur
- 2013 - Hassan, Hussein Hamed Sayed
- 2001 - Hayward, John Charles Frederick
- 2006 - Heesom, Alan John
- 1995 - Higgins, Rosalyn
- 2005 - Holtam, Nicholas Roderick
- 2011 - Hussain, Amjad Mazhar
- 2013 - Jahjaga, Atifete
- 1997 - Jarab, Josef (*jointly with the University of Teesside*)
- 1998 - Kang, Jin Ku
- 1961 - Kent, His Royal Highness The Duke of
- 2014 - Laithwaite, Barbara
- 2014 - Laithwaite, Tony
- 1995 - Lalumière, Catherine
- 2013 - Lampl, Sir Peter
- 2001 - Lester, Anthony Paul, Lord Lester of Herne Hill
- 2015 - Logan, Gabrielle Nicole

- 1985 - McClelland, William Grigor
- 2018 - McFarlane, Lord Andrew
- 2003 - Mimiriss, Peter
- 2009 - Monk, Richard
- 2002 - Ogden, Sir Peter (James)
- 2007 - Pillay, Navanethem
- 2001 - Pinsent, Sir Matthew (Clive)
- 1985 - Ramphal, Sir Shridath (Surendranath)
- 1996 - Redgrave, Sir Steven
- 2006 - Rittner, Luke Philip Hardwick
- 1997 - Russell, Sir George
- 2013 - Schomburg, Wolfgang
- 2001 - Sedley, The Rt Hon Sir Stephen (John)
- 1994 - Seitz, Raymond George Hardenbergh
- 2002 - Sen, Amartya Kumar
- 2007 - Senaratne, Ranjith
- 2015 - Shaw, Peter Alan
- 2018 - Shepherd, Wendy
- 1989 - Slynn, The Hon Sir Gordon
- 2003 - Smit, Timothy Bartiel
- 1996 - Sterling of Plaistow, Lord

- 1999 - Stewart, Ian Macfarlane
- 2005 - Stiglitz, Joseph
- 2011 - Strauss, Andrew John
- 1995 - Theis, Adolf
- 1963 - Thompson, William
- 1996 - Tu, The Hon Mrs Elsie
- 1988 - Vernon, David Harvey
- 2012 - Vine, Jeremy Guy
- 1992 - Waite, Terence Hardy
- 1998 - Wales, His Royal Highness The Prince of
- 2005 - Wanless, Sir Derek
- 2012 - Wilson, Charles
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Honorary DD

- 2002 - Arnold, John Robert
- 1998 - Brümmer, Vincent
- 1993 - Carey, The Most Rev and Right Hon George Leonard
- 2009 - Dudley-Smith, Timothy
- 2013 - Duffy, Eamon
- 1975 - Habgood, The Most Rev and Right Hon John Stapylton

1967	-	Käsemann, Ernst
2006	-	Kasper, Cardinal Walter
2011	-	Lash, Nicholas Langrishe Alleyne
1994	-	Paul, The Rev Toomas
1999	-	Polkinghorne, The Rev Canon John Charlton
2003	-	Turnbull, The Rt Rev Michael
1990	-	Vermes, Geza
2015	-	Welby, Justin
2008	-	Williams, The Most Rev and Right Hon Rowan Douglas
2007	-	Wright, Nicholas Thomas

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Honorary DLitt

2010	-	Amin, Hamidullah
2012	-	Barker, Joanna
1998	-	Barker, Pat (<i>jointly with the University of Teesside</i>)
2012	-	Baxter, Bidy
2013	-	Beynon, Huw
1971	-	Blondel, Jacques
2012	-	Bokova, Irina Georgieva
1991	-	Byatt, Dame Antonia (Susan)
1996	-	Caro, Sir Anthony

2018	-	Childs, David
2009	-	Constantine, David
1984	-	Dover, Sir Kenneth (James)
2010	-	Eagleton, Terry
2016	-	Garlick, George
1997	-	Hardy, (Timothy Sydney) Robert
2016	-	Hollins, Sheila
2012	-	Inshaw, David
1992	-	Jackson, Glenda May
1998	-	James, P D (Baroness James of Holland Park)
1996	-	Kitaj, R B
2008	-	Lawson, Fenwick Justin John
2008	-	Lendrum, Christopher John
1987	-	Le Roy Ladurie, Emmanuel Bernard
1990	-	Lessing, Doris May
1995	-	Midgley, Mary
1999	-	Miller, Jonathan Wolfe
2018	-	Morrill, John
2017	-	Motion, Sir Andrew
2012	-	Pullman, Philip
1986	-	Quirk, Sir (Charles) Randolph

1995	-	Reynolds, Barbara
2018	-	Ruffer, Jonathan
2014	-	Sharratt, Michael
1983	-	Shirley, John William
1969	-	Southern, Sir Richard (William)
2008	-	Sproxton, David
1995	-	Steiner, George
2005	-	Stevenson, Anne
2009	-	Stewart, Lady Mary Florence Elinor
2005	-	Wells, Stanley William
1988	-	Wiseman, Timothy Peter
2011	-	Wrightston, Keith Edwin

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Honorary DMus

1988	-	Allen, Sir Thomas
1991	-	Armstrong, Sheila Ann
2006	-	Barber, Donald Christopher
2005	-	Carter, Peter
1994	-	Davies, Sir Peter Maxwell
1998	-	Glennie, Evelyn Elizabeth Ann

1982	-	Hye-Ku, Lee
2013	-	Johnson, Graham Rhodes
1991	-	Joubert, John Herman Pierre
2014	-	Lancelot, James Bennett
1995	-	LeFanu, Nicola
1983	-	Lutoslawski, Witold
2007	-	MacMillan, James Loy
2007	-	Manning, Jane Marian
2007	-	Payne, Anthony Edward
2003	-	Pärt, Arvo
1980	-	Rosen, Charles
2012	-	Rutter, John Milford
1982	-	Te Kanawa, Dame Kiri
2013	-	Weir, Dame Gillian Constance

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Honorary DSc

1984	-	Allen, Sir Geoffrey
1998	-	Anderson, Robert Geoffrey William
2007	-	Arbuthnott, Sir John (Peebles)
1976	-	Atiyah, Sir Michael (Francis)
1982	-	Attenborough, Sir David (Frederick)

2008	-	Barrow, John
2015	-	Bawa, Ahmed Cassim
2007	-	Bell Burnell, Dame Jocelyn
1995	-	Bellamy, David James (jointly with the University of Teesside)
1986	-	Blashford-Snell, John Nicholas
1981	-	Blume, Helmut
2007	-	Broers, Lord Alec
1963	-	Bucher, Walter Hermann
2014	-	Buikstra, Jane Ellen
1996	-	Burns, Sir Terence
1992	-	Cadogan, Sir John (Ivan George)
2008	-	Calman, Sir Kenneth (Charles)
2012	-	Cheshire, Brent
2008	-	Church, Michael Anthony
2000	-	Cowey, Alan
1995	-	Cramp, Dame Rosemary Jean
2018	-	Das, Veena
2005	-	Dawkins, Richard
2016	-	Doré, Anthony George
2002	-	Ellis, Richard Salisbury
1963	-	Ewing, William Maurice

- 2007 - Fothergill, Alastair
- 1998 - Freeman, Raymond
- 1955 - Gebbie, John Ramsay
- 2005 - Goodfellow, Julia
- 2007 - Greenwood, Philippa Gwyneth
- 1989 - Haggett, Peter
- 2006 - Harrison, Geoffrey Ainsworth
- 1996 - Harrison, Sir Terence
- 1996 - Hawley, Robert
- 1974 - Heilbronner, Edgar
- 1991 - Higginson, Sir Gordon (Robert)
- 2013 - Higgs, Peter Ware
- 2000 - Hoffmann, Roald
- 1991 - Holdgate, Sir Martin (Wyatt)
- 2019 - Hunt, Neil
- 2016 - Hunter, Carl Stephen Patrick
- 2002 - Irvine, Sir Donald
- 1989 - Joachain, Charles Jean
- 2002 - Kouchner, Bernard
- 1963 - Kräusel, Richard
- 1999 - Laming of Tewin, Lord

- 1996 - Lewis, Jack, Baron Lewis of Newnham
- 2011 - Liao, Donald Poon-huai
- 2013 - Lucas, Adetokunbo Oluwole
- 1997 - Malpas, robert
- 1970 - Mason, Sir (Basil) John
- 2003 - Nurse, Sir Paul
- 1998 - Ogilvie, Dame Bridget Margaret
- 1988 - Olah, George Andrew
- 2009 - Ormerod, Paul
- 2014 - Oyawoye, Mosobalaje Olaloye
- 2005 - Pattison, Sir John
- 2013 - Phillips, David
- 1999 - Rees, Sir Martin
- 2001 - Rhind, David William
- 1995 - Rhodes, Frank Harold Trevor
- 1983 - Rosenfeld, Arthur Hinton
- 1974 - Rossi, Bruno
- 2000 - Serre, Jean-Pierre
- 1972 - Siegbahn, Kai Manne Börje
- 1951 - Simpson, George Gaylord
- 1968 - Skempton, Alec Westley

2006	-	Sternberg, Robert
1993	-	Stone, Francis Gordon Albert
2000	-	Stoppard, Miriam
2007	-	Strathern, Dame Marilyn
2010	-	Swan, Robert Charles
2017	-	Taylor, John C
2018	-	Terrill, Chris
2007	-	Tomlinson, Michael John
2002	-	Walton of Detchant, Lord
2007	-	White, Simon
2001	-	Wolfendale, Sir Arnold (Whittaker)
2008	-	Wright, Sir Nicholas
1979	-	Yang, Chen Ning
1990	-	Zeeman, Sir (Erik) Christopher

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Honorary DSc

1963	-	Lundstrom, Anders
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Honorary MA

2008	-	Anson, Dorothy Ann
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1955	-	Atkinson, John
2019	-	Bacon, Gordon
1985	-	Christie, Cyril
1999	-	Connolly, Cynthia Ann
1961	-	Crawley, James
1960	-	Donkin, Winifred Cotterill
1981	-	Eschbach, Franz
1994	-	Guy, Hilda
1995	-	Halpin, Joseph
1977	-	Henderson, Robert
1957	-	Hope, James Kenneth
1959	-	Medsforth, Samuel
1985	-	Ogden, David Edgar Foster
1955	-	Patterson, Edwin Frederick
1992	-	Robson, Councillor J Donald
2004	-	Rolling, Malcolm G
1987	-	Tait, Ruth Mary
1971	-	Watson, Ronald
2013	-	West, Kenneth
1962	-	Withers, Monica Mary
1997	-	Wood, Edward Ralph

2014 - Young, Robert

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Honorary MDS

1957 - Hossack, Frederic Albert

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Honorary MEd

1958 - Archbold, John

1954 - Bäckström, David Johannes

1951 - Bertie, Sophie Christie

2011 - Carr, Carol Ann

1968 - Hocking, Charles

1963 - Hoyos, Fabriciano Alexander

1967 - Whitfield, Oliver

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Honorary MMus

2005 - Crookes, David

1993 - Dodd, Gordon John

2017 - Tickell, Kathryn

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Honorary MSc

1961	-	Barrett, Stanley George
2017	-	Catty, Rob
1995	-	Cooper, Angela (jointly with the University of Teesside)
1978	-	Dunn, Thomas Cecil
2012	-	Fildes, Gary
2004	-	Harris, G W (Bill)
1949	-	Hill, Barton Parkinson
1952	-	Houstoun, Robert Henry Follett
2008	-	Hudspeth, Derek
1992	-	Hutchinson, John Fenwick
1998	-	Jobling, Dennis
2009	-	Lancaster, Rev Ronald
2019	-	Lazslo, Damon de
1976	-	Spencer, Robert
1952	-	Temperley, George William
1999	-	Warner, Audrey

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Honorary Diploma in Crime Scene Examination

2006	-	Ablett, Peter
2001	-	Blakey, David
2000	-	Marchant, Eddie

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Chancellor's Medal

2013	-	Bott, Martin
2016	-	Chambers, Richard
2011	-	Cramp, Rosemary Jean
2010	-	Doyle, A Ian
2014	-	Emeleus, Henry
2010	-	Etchells, Ruth
2018	-	Harvey, Margaret
2018	-	Howard, Judith
2014	-	Knight, David M
2019	-	Layton, Robert
2015	-	Martin, Alan Douglas
2013	-	Moss, Ann
2012	-	Prestwich, Michael
2015	-	Rhodes, Peter J
2016	-	Simmons, Ian
2017	-	Thomas, David
2018	-	Unsworth, Anthony
2017	-	Watson, John Richard
2011	-	Wolfendale, Sir Arnold (Whittaker)

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Honorary Award - Dunelmensis Award

2010	-	Barker, Graham
2012	-	Dyson, Henry
2013	-	Gregory, Steve
2016	-	Groves, Lilian

2018	-	Hillery, Mark
2010	-	Klein, Robert Dale
2018	-	Ogden, Peter
2016	-	Salaun, Patrick
2016	-	Wang, Ocean

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Honorary Award - Excellence in Teaching and Learning award

tbc	-	tbc
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Honorary Award - Excellence in Doctoral Supervision Award

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Emeritus Titles

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Professors Emeriti

Richard Abram, PhD (*Physics*)

Ewan William Anderson, MA, MEd, PhD, DPhil (*Middle Eastern and Islamic Studies*)

John Howard Anstee, BSc, PhD (*Biological and Biomedical Sciences*)

Ernest Appleton, BSc, MSc, PhD, MIMechE, MIEE, CEng (*Engineering*)

Peter Atkins, MA, PhD (*Geography*)

David Baguley, BA, MA, Doc D'Univ (*French*)

James Peden Barber, JP, MA, PhD (*Politics*)

Paul Bailey (*History*)

David Barker, MA, DPhil, DSc (*Zoology*)

Gina Lee Barnes, BA, MA, PhD (*East Asian Studies*)

Keith Harry Bennett, BSc, MSc, PhD, FBCS, CEng, FIET (*Engineering*)

Peter Bettess, BSc, MSc, DSc, PhD, ACGI, DIC, FREng, CEng, FICE, FRINA, FBCS (*Engineering*)

Alan Bilsborough, MA, DipHumBiol, DPhil (*Anthropology*)

Gerald Henry Blake, JP, MA, PhD (*Geography*)

Michael John Blakemore, BA (*Geography*)

David Bloor, BSc, PhD, CPhys, FInstP (*Applied Physics*)

Martin Harold Phillips Bott, MA, PhD, FRS, FGS, FRAS (*Geophysics*)

Howard Bowen-Jones, MA (*Geography*)

Roy Boyne, PhD (*Applied Social Sciences*)

Brian Harold Bransden, BSc, PhD, CPhys, FInstP (*Theoretical Physics*)

W Patrick Bridgwater, MA, BLitt, DLitt (*German*)

Jennifer Joan Britnell, BA, PhD (*French*)

Richard Hugh Britnell, MA, PhD, FBA, FRHistS (*History*)

Timothy Burt, MA (*Cantab*), MA, PhD, DSc, FAGU, FBSG, FRGS (*Geography*)

Michael Stuart Byram, MA, PhD (*Cantab*), Chevalier dans l'Ordre des Palmes Académiques (*Education*)

Dave S Byrne, PhD (*Applied Social Sciences*)

Sir Kenneth (Charles) Calman, KCB, BSc, MD, PhD, HonMD (*Nottingham, Newcastle upon Tyne, Birmingham*), HonDUniv (*Stirling, Open, Paisley*), HonDSc (*Strathclyde, Westminster, Glasgow, Glasgow Caledonian, Brighton*), HonLLD (*Aberdeen*), FRCS (*Glasgow, Edinburgh, London, Ireland*), FRCP (*Edinburgh/London*), FFPHM, FRCPath, FRCR, FRCGP, FFPharmMed, FFOM, FRCOG, FMalAcadSci, HonFRSocMed, FRCOphthal, FAcadMed, FRSE (*formerly Vice-Chancellor and Warden*)

John Carpenter, BSc, DSc, CPsychol (*Applied Social Sciences*)

John Martyn Chamberlain, PhD (*Physics*)

Richard Dickinson Chambers, BSc, PhD, DSc, CChem, FRSC, FRS (*Chemistry*)

David Christopher Chaney, MSocSci, PhD (*Sociology and Social Policy*)

Richard Arnold Chapman, BA, MA, PhD, DLitt, FIMgt, FRHistS (*Politics*)

John Innes Clarke, DL, MA, PhD, FRSA (*Geography*)

Thomas Anthony John Cockerill, BA, MPhil, PhD (*Durham Business School*)

Barry Cooper, BA, PGCE, MA, DPhil (*Education*)

David Edward Cooper, MA, BPhil (*Philosophy*)

Thomas Wallace Craik, MA, PhD (*English*)

Rosemary Jean Cramp, CBE, MA, BLitt, DSc, FSA, FRHistS, FBA (*Archaeology*)

Sarah Curtis (*Geography*)

Pieter Degeling, BA, PhD (*Health*)

James Douglas Grant Dunn, MA, BD, PhD, DD, FBA (*Theology*)

Evelyn A V Ebsworth, CBE, PhD, MD, ScD, DCL, FRSC, CChem, FRSE (*formerly Vice-Chancellor and Warden*)

Joseph Embley Emonds, BA, MA, PhD (*Linguistics and English Language*)

David Borthwick Fairlie, BSc, PhD (*Mathematical Sciences*)

William James Feast, BSc, PhD, FRS, CChem, FRSC, FIM, CBE (*Chemistry*)

Robert I Ferguson, PhD Cantab (*Geography*)

John Malcolm Findlay, MA, PhD, CPsychol, FBPsS (*Psychology*)

Carol Taylor Fitz-Gibbon, BSc, MA, PhD (*Education*)

Mike Fleming (*Education*)

David Flower, PhD (*Physics*)

Gillian Foulger (*Earth Sciences*)

Robin Ferris Frame, MA, PhD, FRHistS, Hon MRIA (*History*)

David Sidney Fuller, BA, BLitt (*English Studies*)

David Malcolm Galloway, MA, MSc, PhD (*Education*)

Arthur Allan Gibb, OBE, BA (Econ), PhD (*Business School*)

Richard Gott, MA, BSc, PhD (*Education*)

Neil R Goulty, MA, PhD (*Earth Sciences*)

Barry Stephen Gower, BSc, DPhil (*Philosophy & Health*)

Gerald Rupert Grace, BA, MA, Med, PhD (*Education*)

Andrew Garrard Gray, BA (*Public Sector Management*)

John Davis Hamilton, MB BS, MRCP, FRCP, Canada and London (*Health*)

Edward Harris, PhD (*Classics and Ancient History*)

Howell John Harris, MA, DPhil (*History*)

Robin Kingsley Harris, MA, PhD, ScD, CChem, FRSC (*Chemistry*)

William Harrison, MA (*Russian*)

Paul Dean Adshead Harvey, MA, DPhil (*Medieval History*)

Chris Higgins, BSc, PhD, FRSE, FRSA, FMedSci (*Biological and Biomedical Sciences*) (*formerly Vice-Chancellor and Warden*)

Sir Frederick (George Thomas) Holliday, CBE, BSc, DUiv, DSc, DCL, FRSE (*formerly Vice-Chancellor and Warden*)

Judith A K Howard, CBE, BSc, DPhil (Oxon), DSc (Bristol), HonDSc (Open, Bath, Bristol), FRSC, FInstP, FRSC (*Chemistry*)

Ray Hudson, DLitt, DSc, FBA, FAcSS, MAE, FRGS, FeRSA, PhD (Bristol) (*Geography*)

Brian Huntley BA, MA, PhD (*Biosciences*)

Peter Stewart Johnson, BA, PhD (*Business Economics*)

Ludmilla Jordanova, PhD (*History*)

Valeri A Khoze, PhD, DSci (*Particle Physics Phenomenology*)

Karl Heinz Kuhn, BA, PhD, FBA (*Coptic*)

Leonard Land (*Education*)

Robert Layton, PhD (*Anthropology*)

Christopher Lloyd, PhD (Modern Languages and Cultures)

Ann Lomas Loades, CBE, BA, PhD, MA (*Theology*)

Andrew Louth, PhD (*Theology*)

Richard Gervase Maber, MA, DPhil (*French*)

John Luke Jeffery Machin, MA, FCCA, FBIM (*Business Studies*)

Ian Richard Macpherson, MA, PhD, Comendador de la Orden de Isabel la Católica (*Spanish*)

Peter Manning, BA (Dunelm), PhD (Dunelm) (*Music*)

Philip Mars, BSc, MSc, PhD, CMath, CEng, FIEE, FIMA, SMIEEE (*Engineering*)

Harry Marsh, SM, MA, PhD, Ceng, FIMechE (*Engineering*)

Alan Douglas Martin, BSc, PhD, CPhys, FInstP (*Physics*)

John Scott McKinnell, MA (*English Studies*)

Ranald Michie, MA, PhD (*History*)

A David Milner, MA, PhD (*Psychology*)

Jennifer Ann Moss, MA, PhD, FBA (*French*)

Malcolm Munro, MBc, MSc (*Computer Science*)

Richard Myers (*Physics*)

Denis Patrick O'Brien, BSc, PhD, FBA (*Economics*)

John O'Brien, BA, MA, DPhil (*Modern Languages and Cultures*)

Patrick O'Meara, PhD (*Russian*)

Max Paddison, MA, PhD, GRSM, ARMCM (*Music*)

Michael Petty (*Engineering*)

Keith Leslie Pratt, BA (*Chinese*)

Michael Charles Prestwich, MA, DPhil, FRHistS, FSA (*History*)

A Jennifer Price, BA, PhD, FSA (*Archaeology*)

Alan Purvis (*Engineering*)

Peter J Rhodes, MA, DPhil, FBA (*Classics and Ancient History*)

Jim Ridgeway, PhD (*Education*)

Brian Kenneth Roberts, BA, PhD (*Geography*)

David Rollason, PhD (*History*)

Christopher J Rowe, MA, PhD, FSA (*Classics and Ancient History*)

Andrew Leonard Sanders, BA, MLitt, PhD (*English Studies*)

Roger Searle, BA, MA, PhD (*Earth Sciences*)

Thomas Shanks (*Physics*)

Ian Gordon Simmons, BSc, PhD, DLitt, DSc, FSA, FBA (*Geography*)

Antoni Slabas, DPhil (*Biological and Biomedical Sciences*)

Martin Ferguson Smith, OBE, MA, MLitt, LittD, FSA (*Classics*)

Edward Spooner, BSc, PhD, CEng, ACGI, FIEE (*Engineering*)

Paul Starkey, PhD (*Modern Languages & Cultures*)

Brian Straughan, PhD (*Mathematical Sciences*)

Francis Richard Stephenson, BSc, MSc, PhD, DSc, FRAS (*Physics*)

Ian Stone BA, MA, PhD (*Business School*)

Stephen Whitefield Sykes, MA (*Theology*)

Brian Tanner, MA, DPhil, CPhys, FInstP, FHEA, FRSA (*Physics*)

Peter Tavner, PhD (*Electromagnetism*)

Eric Robert Taylor, MA, DMus, HonRAM, ARCO (*Music*)

Jane Hilary Margaret Taylor, MA, DPhil (*French*)

Harvey Teff, MA, LL.M, PhD, Barrister-at-Law (*Law*)

John David Thomas, MA, PhD, FBA (*Papyrology*)

Robert Neville Thompson, MA, DPhil, DSc, FGS (*Earth Sciences*)

Malcolm Todd, BA, MA, MA, DLitt, FSA (*Archaeology*)

Alan R Townsend, MA, MRTPI (*Geography*)

Keith Edward Turver, TD, BSc, PhD, CPhys, FInstP, FRAS (*Physics*)

Anthony Unsworth BSc, MSc, PhD, DEng, FEng, CEng, FIMechE (*Engineering and Computing Sciences*)

Elizabeth Ann Warner, MA, PhD (*Russian*)

John Richard Watson, MA, PhD (*English Studies*)

Brian Alan Whitton, MA, PhD (*Biological Sciences*)

Robert John Williams, JP, BA, MPhil (*Politics*)

Robin Williams, BSc (*Applied Social Sciences*)

William Williamson, BSc (Soc), MA, PhD (*Continuing Education*)

Rodney Wilson (*Government & International Affairs*)

Sir Arnold (Whittaker) Wolfendale, BSc, PhD, DSc, CPhys, FInstP, FRAS, FRS (*Physics*)

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David Woof, MSc (*Mathematical Sciences*)

Wojtek Zakrzewski, PhD (*Mathematical Sciences*)

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Gerald Bonner, MA (*Theology*)

Gerald Martin Brooke, BSc, PhD, DSc (*Chemistry*)

Christopher Caple, PhD (*Archaeology*)

Patrick John Casey, BA, FSA (*Archaeology*)

Peter Donald Bruce Collins, BSc, PhD, CPhys, FInstP (*Physics*)

Peter J Collins, BSc(Econ), MA (Econ), PhD (*Anthropology*)

William Derek Corner, BSc, PhD, DSc, CPhys, FInstP (*Physics*)

Michael Richard Crampton, BSc, PhD, DSc, CChem, FRSC (*Chemistry*)

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Keith Bernard Dillon, MA, DPhil (*Chemistry*)

Iain Edgar, PhD (*Anthropology*)

Ian Sylvester Evans, MA, MS, PhD (*Geography*)

Patrick James FitzPatrick, PhD, STL (*Philosophy*)

Alan John Forey, MA, DPhil (*History*)

The Rev Anthony Gelston, MA, BD, DD (*Theology*)

Sheridan Wayne Gilley, BA, PhD (*Theology*)

David G Gregory-Smith, MA, PhD, CEng, MIMechE, MASME (*Engineering*)

John Alfred Haywood, MA, BMus (*Arabic*)

John Denys Horton, BSc, PhD (*Immunology*)

George Anthony Lobjoit Johnson, BSc, PhD, DSc, FGS (*Geology*)

Paul Welberry Kent, JP, MA, PhD, DPhil, DSc, DLitt, FRSC (*Biochemistry*)

Melvyn Kilner, BSc, PhD, CChem, FRSC (*Chemistry*)

Richard Ivor Lawless, BA, PhD (*Modern Middle Eastern Studies*)

Peter Elvet Lewis, BA, MPhil (*English Studies*)

Philip Radford May, JP, BA (*Education*)

Eric John Morrall, MA, PhD (*Medieval German Literature*)

The Rev Thomas Henry Louis Parker, MA, DD (*Theology*)

Douglas Charles David Pocock, MA, PhD (*Geography*)

Donald John Ratcliffe, MA, BPhil, PhD, FRHistS (*History*)

Joseph Patrick Reser, BSc, MA, PhD (*Psychology*)

Michael Richardson, BSc, PhD (*Biological Sciences*)

Edward Charles Salthouse, BSc, PhD, CEng, FIEE, FRSA (*Engineering*)

Alan Raymond Selby, BSc, PhD, CEng, MICE (*Engineering*)

Avril Sokolov, MA, PhD, FBA (*Russian*)

R Barry Thomas, BA, MA, PhD (*Business School*)

Roderick Trevor Williams, MC, MA (*Greek Art and Archaeology*)

Stephen Mark Johnson Wilson, BA, PhD (*Mathematical Sciences*)

Librarians Emeriti

John Tristan Dalton Hall, BA, MA, PhD

Agnes Maxwell McAulay, BA, FLA



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Durham Students' Union: 2018/19 Officers

President

George Walker (Kate McIntosh (2019/20))

Postgraduate Academic Officer

David Evans(continuing 2019/20)

Undergraduate Academic Officer

Saul Cahill (Sam Johnson-Audini (2019/20))

Opportunities Officer

Charlie Walker (Jess Dunning (2019/20))

Welfare and Liberation Officer

Meg Haskins (Amelia McLoughlan(2019/20))

Maintained Colleges: 2018/19 Officers

Collingwood

Kristofor Gwynne *

George Stephenson

Rhys Radford *

Grey

Henry Folds *

Hatfield

Chloe Sweetland

John Snow

William Lewington *

Josephine Butler

Tom Weston *

St. Aidan's

Clara Ohayon *

St. Cuthbert's Society

Amy Kuner *

St. Hild & St. Bede

Bryony Symes *

St. Mary's

Ellie Ng *

Trevelyan

Mary Karvalits

University

Henry Beckley

Ustinov

Tom Pitts(Exclusively Postgraduate College)

Van Mildert

Sheehan Quirke *

Recognised Colleges: 2018/19 Officers

St. Chad's

Josh Barker

St. John's

Caragh Aylett *

* Sabbatical Officer



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Academic Dress

The regulations for academic dress are varied by award, and are established by the Senate (Delegated to the Chair of Education Committee).

Images of each form of academic dress will be displayed here soon.

Honorary/Postgraduate Awards

<u>DBA</u>	<u>DCL</u>	<u>DD</u>	<u>EdD</u>	<u>DLitt</u>	<u>MD</u>	<u>DMus</u>	<u>PhD</u>
<u>DSc</u>	<u>DThM</u>	<u>MA</u>	<u>MBA</u>	<u>MEd</u>	<u>MJur</u>	<u>LLM</u>	<u>MLitt</u>
<u>MMus</u>	<u>MPhil</u>	<u>MProf</u>	<u>MRes</u>	<u>MSc</u>	<u>MSW</u>	<u>MTL</u>	<u>MTheol</u>
<u>PgDip</u>	<u>PgCert</u>						

Undergraduate Awards

<u>BA</u>	<u>BChem</u>	<u>BEng</u>	<u>LLB</u>	<u>BPhil</u>	<u>BPhys</u>	<u>BSc</u>	
<u>MAcc</u>	<u>MAnth</u>	<u>MArts</u>	<u>MBiol</u>	<u>MBus</u>	<u>MChem</u>	<u>MEng</u>	<u>MMark</u>
<u>MMath</u>	<u>MSci</u>	<u>MPhys</u>	<u>MPharm</u>	<u>Durham Scholars' Gown</u>			

Honorary/Postgraduate Awards

Doctor of Business Administration (DBA)

Gown	Full dress	Scarlet wool panama, faced with white silk and bound on inside edge with palatinate silk.
Hood		Scarlet wool panama, lined with white silk and bound on all edges with palatinate silk one inch wide.

Doctor of Civil Law (DCL)

Gown	Full dress	Scarlet cassimere, sleeves and front faced with white silk, with soft black velvet square cap.
	Undress	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood		Scarlet cassimere, lined with white silk.

Doctor of Divinity (DD)

Gown	Full dress	Scarlet cassimere, sleeves and front faced with palatinate silk, with soft black velvet square cap, and black silk scarf.
	Undress	Same as MA, ie black cord or corded silk, with long half-moon sleeve, with black silk scarf.
Hood		Scarlet cassimere, lined with palatinate silk.

Doctor of Education(EdD)

Gown	Full dress	Scarlet cassimere, faced with scarlet silk, bound on the inside edge with palatinate silk one inch wide. From bottom edge, sleeves bound four inches wide palatinate silk and four inches wide white silk.
	Undress	Same as MA, ie black cord or corded silk, with long half-moon sleeve, but with palatinate cord and button at the back.
Hood		Scarlet cassimere, lined with white silk, and bound on all edges with palatinate silk three inches wide.

Doctor of Letters (DLitt)

Gown	Full dress	Same as DCL, ie scarlet cassimere, but sleeves and front faced with old gold satin, with soft black velvet square cap.
Hood		Scarlet cassimere, lined with old gold satin.

Doctor of Medicine (MD)

Gown		Scarlet cassimere sleeves and front faced with palatinate cassimere and red silk.
Hood		Palatinate cassimere lined with palatinate and red silk.

Doctor of Music (DMus)

Gown	Full dress	Brocaded white satin of the standard design, sleeves and front faced with palatinate silk, with soft black velvet square cap.
	Undress	Black silk, trimmed with broad black gimp.
Hood		Brocaded white satin, lined with palatinate silk.

Doctor of Philosophy (PhD)

Gown	Full dress	Scarlet cassimere, faced with scarlet silk, bound on the inside edge with palatinate silk one inch wide.
	Undress	Same as MA, ie black cord or corded silk, with long half-moon sleeve, but with palatinate cord and button at the back.
Hood		Scarlet cassimere, lined with scarlet silk, and bound on all edges with palatinate silk one inch wide.

Doctor of Science (DSc)

Gown	Full dress	Same as DCL, ie scarlet cassimere, but sleeves and front faced with scarlet silk, with soft black velvet square cap.
Hood		Palatinate cassimere, lined with scarlet silk.

Doctor of Theology and Ministry (DThM)

Gown	Full dress	Scarlet panama, faced with red silk, edged with one inch palatinate silk. From bottom edge sleeves, bound with eight inch palatinate silk, edged with one inch black silk.
Hood		Scarlet panama, lined with palatinate silk. Outer edge bound in purple silk one inch wide. Cowel edged in black silk one inch wide.

Master of Arts (MA)

Gown	Black cord or corded silk, with long half-moon sleeve.
Hood	Black silk, lined with palatinate silk.

Master of Business Administration (MBA)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Black silk, lined with palatinate silk and two and one-half-inch wide white silk, and bound with scarlet silk half-an-inch wide on both sides.

Master of Education (MEd)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Black silk, lined with white silk, and edged on both sides with palatinate silk one inch wide.

Master of Jurisprudence (MJur)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Palatinate silk, bound with white fur.

Master of Laws (LLM)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Black silk, lined with palatinate silk, and bound with white silk half-an-inch wide both sides.

Master of Letters (MLitt)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Black corded silk, lined with old gold satin.

Master of Music (MMus)

Gown	Same as for undress DMus, ie black silk trimmed with broad black gimp, but without slit at the back and with the single line of gimp down the sleeve instead of concentrated at one end.
Hood	Black lined with white brocade and bound with palatinate silk.

Master of Philosophy (MPhil)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Black silk, lined with scarlet silk, and bound half inch with palatinate silk.

Master of Professional Practice (MProf)

Gown	Same as MA i.e. black cord or corded silk, with long half-moon sleeve.
Hood	Black outer lined with palatinate silk.

Master in Research (MRes)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Palatinate silk, lined with white silk, neck band bound top and bottom with three-eighth-inch white silk.

Master of Science (MSc)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Black silk, lined with palatinate silk, and bound with scarlet silk half-an-inch wide both sides.

Master of Social Work (MSW)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Palatinate silk outer, simple shape, lined with palatinate taffeta with half inch binding in darker purple ribbon on cowl edge and neckband.

Master of Teaching and Learning (MTL)

Gown	Same as MA ie black cord or corded silk, with long half-moon sleeve.
Hood	Black outer, lined with white silk, trimmed with double row of palatinate ribbon half-an-inch wide.

Master of Theology (MTheol)

Gown	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
Hood	Black, lined with black silk, and bound with palatinate silk one inch wide on both sides.

Postgraduate Diploma

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black outer, self-lined black, trimmed with double row of palatinate ribbon half-an-inch wide.

Postgraduate Certificate

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black outer, self-lined black, trimmed with one row of palatinate ribbon half-an-inch wide.

Undergraduate Awards

Bachelor of Arts (BA)

Gown	Black cord, pointed sleeve, with cord and button.
Hood	Black stuff, trimmed with white fur.

Bachelor of Chemistry (BChem)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black lined Palatinate silk, bound with white fur and one half inch wide Palatinate ribbon on outer edge.

Bachelor of Engineering (BEng)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black, lined with scarlet silk and a palatinate band three inches wide, and trimmed with white fur fabric on the cape.

Bachelor of Laws (LLB)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Palatinate silk, lined with maroon silk, and edged with white fur.

Bachelor of Philosophy (BPhil)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black edged with white silk four inches wide and trimmed with white fur.

Bachelor of Physics (BPhys)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black outer, lined with Palatinate silk, bound with white fur and dark purple ribbon one half inch wide on outer edge.

Bachelor of Science (BSc)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Palatinate silk, bound with white fur, and with a scarlet band half-an-inch wide next to the fur.

Master in Accounting (MAcc)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black outer, lined with cerise and one inch white ribbon and edged with white fur.

Master in Anthropology (MAnth)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Palatinate outer, simple shape, lined with palatinate taffeta trimmed with fur.

Master in Arts (MArts)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black outer, lined with palatinate silk and bound with white fur.

Master of Biology (MBiol)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black silk, lined with dark purple taffeta and bound with white fur and a palatinate corded ribbon, one inch wide.

Master in Business and Management (MBus)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black outer, lined with palatinate silk and one inch white ribbon, bound with scarlet silk half-an-inch wide and trimmed with fur.

Master of Chemistry (MChem)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black silk, lined with palatinate silk, and bound with white fur and a palatinate corded ribbon one inch wide.

Master of Engineering (MEng)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black silk, lined with scarlet silk, and bound with palatinate corded ribbon one-half-inch wide.

Master in Marketing (MMark)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black outer, lined with palatinate silk and one inch white ribbon and trimmed with fur.

Master of Mathematics (MMath)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black silk, lined with cerise silk, and bound with white fur fabric.

Master of Pharmacy (MPharm) (wef Academic Year 2013/14 (1st cohort to enter on the programme))

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Purple outer, lined with red and trimmed with fur.

Master in Science (MSci)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black silk, lined with palatinate silk, and bound with white fur fabric and a scarlet corded ribbon one-half-inch wide.

Master of Physics (MPhys)

Gown	Same as BA, ie black cord, pointed sleeve, with cord and button.
Hood	Black outer, lined with Palatinate silk, bound with white fur and dark purple ribbon one inch wide.

Durham Scholars' Gown

Gown	Black cord, pointed sleeve, with cord and button, edged with palatinate ribbon one inch wide.
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The description of hoods includes the word 'palatinate' which is defined in the Oxford English Dictionary as 'purple, in Durham University, a light purple used in some academical robes.'

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Summary of Changes to Student Regulations 2018/19

The following changes apply for 2018/19 onwards. The amendments are either consequential upon the approval of the policies as indicated, or aim to clarify existing regulations or policies for the benefit of students.

1. General Regulations

a) Admissions Regulations

General Regulation II

- The following text has been changed:
 - **“All undergraduate students, postgraduate students and all students engaged in periods of full-time study for one or more terms, must be members of a College.** Information about the University's Colleges is available at www.durham.ac.uk/colleges/”.
- As follows:
 - “Admission to study at Durham University must be in accordance with the [University's Admissions Regulations](#).”

General Regulation II

- Once amended, the text will be moved out of the Admissions section and into General Regulation III (Residence) where it is more appropriately located.

General Regulation VIII

- Amendments to General Regulation VIII have been made to improve the clarity of wording, structure and alignment with other regulations.

b) Examinations Regulation

- The Regulations for Undergraduate Programmes have been amended to better manage demand for credit-bearing modules in the CFLS, while upholding the *Principles of the Taught Curriculum*, by limiting study to 40 credits (as per the *Principles*), normally taken over more than one year, in no more than two languages, and to include no Stage 1 (beginner) modules at Level 3. Education Committee recommended the amended regulations to Senate.

2. New Policies

a) Lecture Capture Policy **NEW**

- The Lecture Capture Policy sets out Durham University's policy on the recording of lectures, with a view to establishing and supporting the rollout of lecture capture technology across the University.
- This policy extends and supersedes Durham's pre-existing '[Recording of Lectures and Teaching Sessions Policy](#)' beyond audio recording, to include the recording of projected material and ultimately video recording where available and appropriate.
- The policy applies only to recordings made or distributed through the available University provided appropriate technology, referred to as lecture capture.
- The Policy approved by Senate at its meeting on 24 April 2018.

b) Gender Identity Policy (staff and students) **NEW**

- Durham University recognises that there can be differences between the physical sex and gender assigned at birth and the gender with which a person identifies.
- In line with the Equality and Diversity policy, the University will provide a supportive environment for staff and students who wish their trans status to be known. However, it is the right of the individual to choose whether they wish to be open about their gender identity.

- The University will use a 'self-declaration' model in which the wishes of the individual are paramount.

c) Durham Trans and Intersex Inclusion Policy NEW

- Durham University acknowledges the specific barriers to participation faced by transgender and intersex individuals in sports, music, theatre and volunteering and aims to combat these to ensure that all students and staff are able to access all opportunities.
- Durham welcomes transgender and intersex students and staff to train with the squad which best fits their gender identity, without requiring evidence of medical transition or hormone levels. In addition, transgender and intersex students are welcome to compete within the collegiate system in the squad which best fits their gender identity, without requiring evidence of medical transition or hormone levels. The current exception to this is Football and Rugby Union, where the associated National Governing Body's (NGB's) require evidence in the form of hormone tests.

3. Revised Policies

a) Equality and Diversity Policy REVISED

- The Equality and Diversity Policy has been revised to reflect changes to relevant legislation and to include reference to policy development.
- The language has also been strengthened to emphasise the University's commitment to creating a culture where all current and prospective staff and students are able to be themselves, without fear of harassment or discrimination, to reach their fullest potential.
- The amended policy furthers the University's commitment to ensuring the workforce is treated fairly, with dignity and respect and that all staff are demonstrably valued.
- The policy is both an internal and external facing policy with its scope including all current and potential students and staff working at the University on a paid or voluntary basis, external examiners, consultants, and visitors or contractors who visit University premises. It covers discrimination against all protected characteristics defined under the Equality Act, 2010.
- The name change of the Policy to include the word 'inclusion' reflects the University's commitment to champion the creation of a culture of inclusion, with the aim to allow all staff and students to reach their full potential, by committing to promote good practice.

b) Anti-Bribery and Fraud Prevention Policy REVISED

- Following the internal audit report Prevention & Detection of Bribery 22-17 the University policy was reviewed to ensure it remains up to date and accurate.
- The revised version contains no significant changes to the policy itself, but the format has been amended to fit the new policy template, membership of the Fraud Response Group was updated in line with current practice and some of the text revised to provide clarity and remove duplication. The Fraud Response Plan has also been incorporated into the Anti-Bribery and Fraud Prevention Policy for simplicity.
- This policy is applicable to all staff and student members of the University, all members of Durham Student organisations, agents, and other volunteer/lay members.

c) Public Interest Disclosure Policy (Whistleblowing) REVISED

- Following the internal audit report Prevention & Detection of Bribery 22-17 the University policy was reviewed to ensure it remains up to date and accurate.
- The revised version contains no significant changes to the policy itself, but the format has been amended to fit the new policy template, and some of the text revised to provide clarity and remove duplication.

d) Fitness to Study Policy REVISED

- The Fitness to Study Policy has been revised to ensure that it is applicable to current and prospective activities, and to reflect changes in institutional structures.

4. Codes of Practice

No changes to Codes of Practice