

# University Calendar Volume I

This information is in relation to the 2021/22 Academic Year. Please refer to the archive for 2020/21 information.

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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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 rampant 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

Changes: nomenclature in Senior Staff: Pro-Vice-Chancellor (Education)/(Research) (May 2022), additional Pro-Vice-Chancellor (Equality, Diversity and Inclusion) (February 2022)

## 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 Halls 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/](http://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/](http://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 and Warden
  - The Deputy Vice-Chancellor and Provost
  - The Pro-Vice-Chancellors ((Colleges and Student Experience), (Education), (Equality, Diversity and Inclusion), (Research) and (Global))
  - The Head of the relevant Faculty and Deputies to the Head of the relevant Faculty
  - 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:
- Executive Dean (Arts & Humanities) Executive Dean (Business) Executive Dean (Science) Executive Dean (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](http://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 all of which are published in Volume II of the University Calendar.

## ▼ General Regulation III - Residence

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- (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/](http://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

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### (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 Code of Practice on Student Behaviour in Appeals and Complaints Matters.
- (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 Student Conduct Office (non-academic misconduct) or Curriculum, Learning & Assessment Service (academic misconduct);
  - 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/](http://www.dur.ac.uk/academicsupport.office/appeals/).

- (i) In any meeting with University staff under this regulation, students have the right to be accompanied.
- (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 the relevant 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. Registration as a student will also signal acceptance of the University's Student Pledge, and the commitments made therein.

(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. Where appropriate the annual report will contain recommendations for improving practice in the University.

Detailed procedures for Academic and Non-Academic Misconduct and the full version of the Student Pledge can be found in the following documents:

i) [Academic Misconduct Procedure](#)

ii) [Non-Academic Misconduct Procedure](#)

iii) [Student Pledge](#)

### ▼ 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 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 Easter 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 a 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 or 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 AJO may suspend a student from the entire or specified parts of the University for up to 14 days, where the AJO is of the reasonable view that it is urgent and necessary to take such action. Emergency suspension may be considered where the AJO determines that the alleged misconduct poses a serious risk to the health, safety, welfare or property of the student or others.

(d) Any AJO 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 AJO 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 AJO 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 AJO and request that the suspension be lifted or the terms amended. The AJO 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 AJO 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 AJO, 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

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#### (1) Introduction

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

#### (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/academicsupport.office/appeals](http://www.durham.ac.uk/academicsupport.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 is 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 a 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 Appeal<sup>2</sup>

(a) A student must appeal within 21 days of the date of the notification of the decision to be appealed<sup>4</sup>, by completing a University Faculty Appeals pro forma<sup>5</sup>, 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 Faculty<sup>6</sup> 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 Faculty<sup>6</sup> 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 Faculty<sup>6</sup> 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 a 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<sup>2</sup>

(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/](http://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 7 Provost 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 OIAHE<sup>7</sup> 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, in 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.

<sup>1</sup> 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 regulations 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.

<sup>2</sup> 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.

<sup>4</sup> 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.]

<sup>5</sup> The University Appeals Proformas are available on the web via [www.durham.ac.uk/academicssupport.office/appeals](http://www.durham.ac.uk/academicssupport.office/appeals).

<sup>6</sup> Or other senior member of the Faculty nominated by the Head of Faculty or deputy to the Head of Faculty.

<sup>7</sup> The Guideline is available on the web via [www.oiahe.org.uk](http://www.oiahe.org.uk)

## ▼ General Regulation VIII - Examinations and Assessment

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### (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

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### 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, an Executive Dean 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 their 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 delegates.

(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 the 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 request 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 are available at :

Staff IT Regulations <https://www.dur.ac.uk/resources/cis/security/StaffITRegulations2.2.pdf>

Student IT regulations <https://www.dur.ac.uk/resources/cis/security/StudentITRegulations2.2.pdf>

## ▼ General Regulation XII - Library Regulations

<sup>1</sup>These 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 wilfully 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 (except in designated areas) 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.

<sup>1</sup> 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

Changes: nomenclature in Senior Staff: Pro-Vice-Chancellor (Education)/(Research) (May 2022), additional Pro-Vice-Chancellor (Equality, Diversity and Inclusion) (February 2022)

## 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
<b>(a)</b> 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>(b)</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.
<b>(c)</b> 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 of 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.
<b>(d)</b> 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.
<b>(e)</b> The governing body should satisfy themselves that the elections are fairly and properly conducted.	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.
<b>(f)</b> A person should not hold sabbatical office, or paid elected union office, for more than two years in total at the establishment.	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.
<b>(g)</b> 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.	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.
<b>(h)</b> 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.	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.
<b>(i)</b> 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	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.
<b>(j)</b> 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.	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><b>(k)</b> 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><b>(l)</b> 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><b>(m)</b> 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><b>(n)</b> 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: <https://www.dur.ac.uk/colleges.se.division/studentsupportdirect/conductteam/studentcomplaints/>

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 it 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 of 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: <https://www.dur.ac.uk/colleges.se.division/studentsupportdirect/conductteam/studentcomplaints/>

(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 to 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 <https://www.dur.ac.uk/colleges.se.division/studentsupportdirect/conductteam/studentcomplaints/> 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](http://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 Drugs<sup>1</sup>

(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 Procedures<sup>2</sup>

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 University<sup>3</sup>.

The University cannot and will not condone any controlled activity committed on University premises but it will endeavour to respond considerably 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 agencies<sup>4</sup>.

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<sup>1</sup> 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](http://www.nhs.uk/Livewell/drugs/Pages/Drugshome.aspx) [www.gov.uk/government/organisations/public-health-england](http://www.gov.uk/government/organisations/public-health-england)

<sup>2</sup> 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](http://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](http://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.

<sup>3</sup> 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.

<sup>4</sup> 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/](http://www.dur.ac.uk/counselling.service/selfhelp/)

### ▼ Durham Student's Union: A Code of Practice

<https://www.durhamsu.com/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<sup>[1]</sup> 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.

Durham SU, the University's recognised students' union, is an independent organisation which supports activities not affiliated with, funded by, branded as associated with, or on the premises of Durham University. As such, this Code of Practice does not cover the full range of the students' unions activities. Durham SU will publish its own Freedom of Expression statement, which will support the University in meeting the expectations of this Code.

The University also recognises its responsibility to protect the freedom of expression of academics and other staff. The University will not allow complaints and protests to result in limitations on course content or speaker events organised by academic staff and reserves the right, where appropriate, to take disciplinary action against its members who engage in activities that do not allow legitimate free speech to take place and/or contravene the principle of academic freedom.

Durham University Policy Statement on Freedom of Expression is available [here](#).

#### 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<sup>[2]</sup>, 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(l) of the Counter-Terrorism and Security Act 2015 which places a statutory duty on the University 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 University Secretary 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 University Secretary 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 University Secretary, another member of the University's Executive Committee may act on his/her behalf.

6. The University Secretary 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 provisions of the code. The Director of Student Support and Wellbeing can be contacted at [director.wellbeing@durham.ac.uk](mailto:director.wellbeing@durham.ac.uk) or by telephone on 0191 334 6120. In the absence of the Director of Student Support and Wellbeing, the Head of the Student Conduct Office will fulfil this role.

## Procedure

Activities and Meetings Which Must be Notified to the University Secretary

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 University Secretary at least 7 days before the activity is due to take place.

8. In considering whether or not to permit an activity to go ahead, the University Secretary, 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<sup>[3]</sup>;

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<sup>[4]</sup>' 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<sup>[5]</sup>. 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 University Secretary as far as possible in advance and, in any case at least 7 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, the law may be broken, 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 University Secretary

12. The Principal Organiser shall, on request, provide the University Secretary with such information as he/she may require. The University Secretary 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 University Secretary 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/Head of the Student Conduct Office and will make recommendations to the University Secretary. Any advice received will be used by the University Secretary to make a final decision, which will be communicated to the Principal Organiser, wherever possible, no later than two days before the planned activity.

13. On receiving such information as he/she requires, the University Secretary 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 University Secretary's decision will be communicated to the Principal Organiser in writing no later than two days before the planned activity.

15. Failure or refusal to observe the University Secretary's ruling will result in disciplinary action as noted in paragraph 27 below.

#### Special Conditions or Arrangements that may be Required

16. The University Secretary 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 University Secretary 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[6];

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 University Secretary 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 Business Resilience Manager (or delegate) who will deal with safety concerns for the occasion.

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

19. If the University Secretary permits an activity to go ahead in accordance with this Code, the Principal Organiser must immediately notify the University Secretary 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 may 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 University Secretary 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 the University Secretary, the University Secretary 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 Chair of Council 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 Chair of Council (or their Deputy in his/her absence) may seek any further information they require to reach a view on the request. If the review is upheld, the Chair of Council 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[Z] 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 as part of the Office for Students annual assurance monitoring process. The University Secretary may recommend any changes to the Code at any time. Any substantive changes to the Code arising from the annual review are reported to Council for consideration and approval. The Students' Union will provide a report to the University on its engagement with its own arrangements for freedom of expression as part of its annual assurance process.

27. The University Secretary shall report to Council the circumstances of any significant infringements of, and departures from, the provisions of this Code. Infringements of, or departures from, these procedures by staff and students, will render them liable to disciplinary action. As noted in the preamble above, this includes staff and students who engage in activities that do not allow legitimate free speech to take place and/or contravene the principle of academic freedom. 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 University Secretary 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 University Secretary 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 Deputy Provost
- The Pro-Vice-Chancellor (Education)
- The Pro-Vice-Chancellor (Colleges and Student Experience)
- The Head of the Equality, Diversity and Inclusion Unit
- 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 Chief Executive of the Students' Union
- The Security and Resilience Manager
- 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

(Last reviewed January 2020)

[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. Some activities run by the Students' Union will be affiliated with the University and fall under this code.

[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] For the purposes of this code, the definition of staff and student includes the Sabbatical Officers and staff members of the Students' Union.

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

[7] 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

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### 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 Registrar<sup>1</sup> 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 assault<sup>2</sup>, 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 Registrar<sup>1</sup> 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 Registrar<sup>1</sup> should be notified.

(4) The **Academic Registrar<sup>1</sup> 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.** It 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.

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<sup>1</sup>or other Nominated Officer

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

## ▼ Student Behaviour in Appeals and Complaints: A Code of Practice

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(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 a 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 appeals 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 telephone 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

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### 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/](http://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/](http://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 or 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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# University Statutes

The University Statutes are currently under review. To note that there have been a number of nomenclature changes in Senior Staff: Chief Finance Officer, Chief Operating Officer, Chief Information Officer, Deputy Vice-Chancellor and Provost, Executive Deans and Pro-Vice-Chancellors.

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](#).

## Statutes of the University of Durham

### ▼ 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

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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

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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

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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

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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

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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

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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 A
    - 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<sup>^</sup> (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 and Societies, 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 sub-paragraphs (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 Measures

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.

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# Visitor and Senior Officers

## Visitor of the University from 2021/22

The Rt Rev The Lord Bishop of Durham

### Officers of the University

#### Chancellor

Sir Thomas Allen

#### Vice-Chancellor and Warden

Professor Karen O'Brien

#### Deputy Vice-Chancellor and Provost

Professor Antony Long

#### Pro-Vice-Chancellors

Professor Colin Bain (Research)

Jeremy Cook (OBE) (Colleges and Student Experience)

Professor Alan Houston (Education)

Dr Shaid Mahmood (Equality, Diversity and Inclusion)

Professor Claire O'Malley (Global)

#### Executive Deans

Professor Janet Stewart (Arts and Humanities)

Professor Kieran Fernandes (until 1/9/22), Professor Catherine (Cathy) Cassell (Business)

Professor Jacqui Ramagge (Science)

Professor Charlotte Clarke (Social Sciences and Health)

#### Chief Financial Officer (Treasurer)

Stephen Willis

#### University Secretary

Alison Blackburn (Interim) (Dr Amanda Wilcox wef 3/10/22)

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# Council Membership

## Ex officio members:

The Chancellor (Sir Thomas Allen)

The Vice-Chancellor and Warden (Professor Karen O'Brien)

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 (Seun Twins)

Postgraduate Academic Officer, Durham Students' Union (Declan Merrington) (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 Colleges:*

Mrs Joanna Barker (2023) (15)

Mr Jonathan Bewes (2025) (18)

Miss Kay Boycott (2025) (18)

Mr Joe Docherty (2024) (18) (Chair)

Miss Leslie Ferrar (2024) (20)

Mr James Grierson (2023) (Feb 2017)

Mrs Alison Hastings (2024) (15)

Professor Denise Lievesley (2024) (20)

Ms Cheryl Millington (2023) (19)

Mr Nigel Perry (2025) (18)

Dr Kate Pretty (2023) (14)

Mr Terry Toney (2025) (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:*

Dr Camila Caiado (2022) (15)

Professor Colin Macpherson (2024) (17)

Professor Amir Michael (2025) (18)

Ms Rebecca Morris (2023) (19)

Dr Liadi Mudashiru (2024) (20)

Professor Ari Sadanandom (2025) (21)

Professor Corinne Saunders (2023) (19)

## In attendance:

Chief Financial Officer: Stephen Willis

Lay Members of Council wef 1/8/2023: Janette Brown (2027) (23) and Sandip Biswas (2027) (23)

**Secretary:** University Secretary (Alison Blackburn (Interim))

A full date after a member's name indicates that their term of office will expire on the 31 July in that year and a half date indicates the year of appointment of that member. eg (2022) (18) indicates that the member was appointed in 2018 and their term of office will expire on the 31 July 2022



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# Senate Membership

Secretary: Alison Blackburn (Interim)

## Ex Officio

The Vice-Chancellor and Warden	Professor Karen O'Brien
The Deputy Vice-Chancellor and Provost	Professor Antony Long
The Pro-Vice-Chancellors:	
Colleges & Student Experience	Jeremy Cook (OBE)
Education	Professor Alan Houston
Equality, Diversity and Inclusion	Dr Shaid Mahmood
Global	Professor Claire O'Malley
Research	Professor Colin Bain
The Executive Dean of the Faculty (Arts & Humanities)	Professor Janet Stewart
The Executive Dean of the Faculty (Business)	Professor Kieran Fernandes (until 1/9/22), Professor Catherine Cassell
The Executive Dean of the Faculty (Science)	Professor Jacqui Ramagge
The Executive Dean of the Faculty (Social Sciences & Health)	Professor Charlotte Clarke
The Dean of the Graduate School (Portfolio held by the Deputy to the Pro-Vice-Chancellor (Education))	Professor Tony Fawcett
The Librarian	Liz Waller
The Director of University Information Technology (Chief Information Officer)	John Hemingway

## Head of College

University College	Dr Wendy Powers
Hatfield College	Professor Ann MacLarnon
St Mary's College	Professor Maggi Dawn (until September 2022)
St Aidan's College	Dr Susan Frenk
Grey College	Professor Tom Allen (Research Leave 01.07.21-30.06.2022, standing down September 2022)
	Dr Peter Swift (Acting until successor appointed)
Van Mildert College	Professor Tom Mole
Trevelyan College	Professor Adekunle Adeyeye
Collingwood College	Professor Joe Elliott (Sabbatical 01.01.22-30.09.22)
	Ms Emma Brownlow (Acting)
College of St Hild and St Bede	Professor Simon Forrest
St Chad's College	Dr Margaret Masson
St John's College	The Rev Professor David Wilkinson
St Cuthbert's Society	Professor Tammi Walker
Ustinov College	Professor Glenn McGregor
Stephenson College	Professor Rob Lynes
John Snow College	Professor Carolyn Summerbell



Josephine Butler College	Professor Adrian Simpson (until September 2022 and will take up the role of Principal of St Mary's College and Karen Langdon will be Acting Principal of Josephine Butler)
South College	Professor Tim Luckhurst

## Head of Departments (HoD) (Chair of Boards of Studies)

		HoD Appointment Date	HoD Appointment Expiry Date
Accounting	Professor Laurence Ferry	01/09/2019	31/08/2022
Anthropology	Professor Kate Hampshire (Co-HoD - Professor Russell Hill (attendee))	01/09/2019	31/07/2022
	Professor Jamshid Tehrani	01/08/2022	31/07/2025
Archaeology	Professor Sarah Semple	01/08/2019	30/11/2022
	Professor Tom Moore	01/12/2022	30/11/2025
Biosciences	Professor Martin Cann	01/08/2020	31/07/2023
Chemistry	Professor Christopher Greenwell	01/02/2022	31/07/2025
Classics & Ancient History	Professor Jennifer Ingleheart	01/07/2018	31/07/2023
	Professor Roy Gibson	01/08/2023	31/07/2026
Computer Science	Professor Gordon D Love	01/09/2019	31/07/2022
	Professor Matthew Johnson	01/08/2022	31/07/2025
Earth Sciences	Professor Mark Allen	01/08/2021	31/07/2024
Economics & Finance	Professor Michael Naef	01/09/2021	31/08/2024
Finance (Department to Split wef 1/8/22)	Professor Julian Williams	01/08/2022	31/07/2023
Education	Professor Lynn Newton	01/09/2017	31/08/2023
Engineering	Professor Simon Hogg	01/04/2017	31/07/2022
	Professor Charles Augarde	01/08/2022	31/07/2025
English Studies	Professor John Nash	01/08/2020	31/07/2023
Geography	Professor Cheryl McEwan	01/08/2021	31/07/2024
Government & International Affairs	Dr Gidon Cohen	01/08/2020	31/07/2023
History	Professor Len Scales	01/08/2021	31/07/2024
Law	Professor Volker Roeben	13/12/2021	12/12/2024
Management & Marketing	Professor Andrew Parker	19/01/2022	31/07/2025
Mathematical Sciences	Professor John Parker	01/01/2019	31/12/2022
Modern Languages & Cultures	Professor David Cowling	01/08/2021	31/07/2024
Music	Professor Laura Leante	01/08/2021	31/07/2024
Philosophy	Professor Robin Hendry	04/09/2020	31/08/2023
Physics	Professor Nigel Glover	01/08/2019	31/07/2022
	Professor Paula Chadwick	01/08/2022	31/07/2025
Psychology	Professor Markus Hausmann	01/01/2022	31/07/2025
Sociology	Professor Catherine Donovan	01/08/2019	31/07/2022
	Professor Catherine Donovan (re-appointed)	01/08/2022	31/07/2024
Sport & Exercise Sciences	Professor Martin Roderick	01/08/2019	31/07/2023
Theology and Religion	Professor Mathew Guest	01/08/2021	31/07/2024

## Appointed Members

## Student Representatives

	Appointment Year	Appointment Expiry Year
Seun Twins, President of Durham Students' Union	2020	2022
Declan Merrington, PG Representative	2021	2022
Charlie Procter, UG Representative	2021	2022

Appointed by Durham Students' Union

## Academic Electoral Assembly Standing Committee Members

	Appointment Year	Appointment Expiry Year
Dr Elizabeth Bromley (Co-Chair 2019-2022)	2018	2024
Professor Jens Funke	2016	2023
Professor Simon Gardiner	2021	2024
Dr Hannah King	2018	2024
Dr Kristin (Fire) Kovarovic (Co-Chair 2019-2022)	2017	2023
Dr Hugo Kruiniger	2022	2023
Dr Dan Lawrence	2019	2022
Professor Philippa Matthews	2019	2022
Professor Colin McFarlane	2021	2024
Professor Janet Montgomery	2019	2022
Professor Colm O'Cofaigh	2019	2022
Dr Markian Prokopovych	2021	2022
Dr Steve Robertson	2019	2022
Professor Jacquie Robson	2018	2024
Dr Zoe Roth	2020	2023
Dr Mark Shaw	2021	2024
Professor Marek Szablewski (Vice-Chair 2019-2022)	2001	2023
Dr Sara Uckelman	2020	2023
Professor Jun Jie Wu	2019	2022

Appointed by the Academic Electoral Assembly

## Co-Opted Members of Senate (no more than 6)

	Appointment Year	Appointment Expiry Year
Professor Amanda Ellison, Director of Wolfson Research Institute for Health and Wellbeing	2020	2022
Professor Jon Gluyas, Director of Durham Energy Institute	2018	2022
Professor Frank Krauss, Director of the Institute for Data Science	2020	2222
Professor Angela Woods, Director of the Institute of Medical Humanities	2022 (1/3/22)	2024 (28/2/24)

Appointed by Senate



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## Arms and Mottos

	<p><b>Collingwood College</b>            Opened 1972            Motto: "Aime le meilleur" - love the best.  <i>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.</i></p>
	<p><b>George Stephenson College</b>            Founded in 2001            Motto: "Me quondam mirabitur orbis" - one day I shall astonish the world.  <i>Argent a chevron between two fleurs-de-lis in chief and a cross fleurettée in gules a chief gules thereon three lions rampant argent.</i></p>
	<p><b>Grey College</b>            Opened 1959            Motto: "Gradibus ascendimus" – we ascend by degrees.  <i>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.</i></p>
	<p><b>Hatfield College</b>            Founded 1846            Motto: "Vel primus vel cum primis" - either first or among the first.  <i>Azure a Chevron Or between three Lions rampant Argent a Bordure Ermine.</i></p>
	<p><b>John Snow College</b>            Founded in 2001            Motto: "per scientiam et prudentiam quaere summam" – to seek the highest through knowledge and wisdom  <i>Argent a Cross formy quadrate azure, a chief azure thereon a Yorkshire rose argent between two lions rampant Or.</i></p>
	<p><b>Josephine Butler College</b>            Opened 2006            Motto: "Comme je trouve" – as I find.  <i>Gules on a chevron Or charged with a Cross formy, with cotises invected, between in chief two lions Argent and in base an open book charged with two covered cups.</i></p>



## South College (Interim name approved by Council 10 December 2019)

Opened: Expected September 2020

Motto: "Libertas, aequalitas, civitas totius mundi" - freedom, equality and global citizenship



## 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 forcene Or in chief three Saint Cuthbert's crosses Argent.*

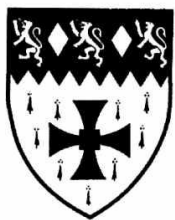


## University College

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.*



## Van Mildert College

Founded in 1965

Motto: "Sic vos non vobis" - not for yourselves

*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.*



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# Honorary Degrees

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## 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
2022	-	Barton, Mike
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

2019 - Gillespie, Robert

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

2019 - Hughes, Anthony

2011 - Hussain, Amjad Mazhar

2013 - Jahjaga, Atifete

1997 - Jarab, Josef (*jointly with the University of Teesside*)

1998 - Kang, Jin Ku

2019 - Kelly, Chris

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 - Mimpriss, 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

2021 - Rose, Alison

2021 - Russell, Alderman William Anthony Bowater

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

2022 - Senior, Robert

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
2019	-	Sentamu, The Most Rev and Right Hon John
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, Biddy
2013	-	Beynon, Huw
1971	-	Blondel, Jacques
2012	-	Bokova, Irina Georgieva

1991	-	Byatt, Dame Antonia (Susan)
1996	-	Caro, Sir Anthony
2018	-	Childs, David
2019	-	Collins, Sir Kevan
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
2022	-	Riley, Charlotte
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
2022	-	Tennant, Neil
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
2019	-	Boden, Jon
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
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
2019	-	Garman, Elspeth
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
2019	-	Simmons, Michelle
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
2022	-	Sykes, Benj
2017	-	Taylor, John C
2018	-	Terrill, Chris
2007	-	Tomlinson, Michael John
2019	-	Vest, Barbara
2002	-	Walton of Detchant, Lord
2007	-	White, Simon
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
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
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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

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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

tbc	-	tbc
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# Emeritus Titles

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## Professors Emeriti

Richard Abram (*Physics*)

Ewan William Anderson (*Middle Eastern and Islamic Studies*)

John Howard Anstee (*Biological and Biomedical Sciences*)

Ernest Appleton (*Engineering*)

Peter Atkins (*Geography*)

David Baguley (*French*)

James Peden Barber (*Politics*)

Paul Bailey (*History*)

Ian Bailiff (*Archaeology*)

David Barker (*Zoology*)

Gina Lee Barnes (*East Asian Studies*)

Keith Harry Bennett (*Engineering*)

Peter Bettess (*Engineering*)

Alan Bilsborough (*Anthropology*)

Gerald Henry Blake (*Geography*)

Michael John Blakemore (*Geography*)

David Bloor (*Applied Physics*)

Martin Harold Phillips Bott (*Geophysics*)

Howard Bowen-Jones (*Geography*)

Brian Harold Bransden (*Theoretical Physics*)

W Patrick Bridgwater (*German*)

Jennifer Joan Britnell (*French*)

Richard Hugh Britnell (*History*)

Timothy Burt (*Geography*)

Michael Stuart Byram (*Education*)

Dave S Byrne (*Applied Social Sciences*)

Sir Kenneth (Charles) Calman (*formerly Vice-Chancellor and Warden*)

John Carpenter (*Applied Social Sciences*)

Michael Carrithers (*Anthropology*)

John Martyn Chamberlain (*Physics*)

Richard Dickinson Chambers (*Chemistry*)

David Christopher Chaney (*Sociology and Social Policy*)

Richard Arnold Chapman (*Politics*)

John Innes Clarke (*Geography*)

Thomas Anthony John Cockerill (*Durham Business School*)

Christopher Cook (*Institute for Medical Humanities*)

Barry Cooper (*Education*)

David Edward Cooper (*Philosophy*)

Thomas Wallace Craik (*English*)

Rosemary Jean Cramp (*Archaeology*)

Sarah Curtis (*Geography*)

Pieter Degeling (*Health*)

Keith (Richard) Ellis (*Physics*)

Joseph Embley Emonds (*Linguistics and English Language*)

David Borthwick Fairlie (*Mathematical Sciences*)

William James Feast (*Chemistry*)

Robert I Ferguson (*Geography*)

John Malcolm Findlay (*Psychology*)

Carol Taylor Fitz-Gibbon (*Education*)

Mike Fleming (*Education*)

David Flower (*Physics*)

Gillian Foulger (*Earth Sciences*)

Robin Ferris Frame (*History*)

David Sidney Fuller (*English Studies*)

David Malcolm Galloway (*Education*)

Richard Gott (*Education*)

Neil R Goulty (*Earth Sciences*)

Barry Stephen Gower (*Philosophy & Health*)

Gerald Rupert Grace (*Education*)

Andrew Garrard Gray (*Public Sector Management*)

Nicky Gregson (*Geography*)

Rosalie Hall (*Management and Marketing wef 1.9.22*)

John Davis Hamilton (*Health*)

David Harper (*Earth Sciences*)

Edward Harris (*Classics and Ancient History*)

Howell John Harris (*History*)

Robin Kingsley Harris (*Chemistry*)

William Harrison (*Russian*)

Susan Hart (*Management & Marketing*)

Paul Dean Adshead Harvey (*Medieval History*)

Chris Higgins (*formerly Vice-Chancellor and Warden*)

Richard Hobbs (*Earth Sciences*)

Judith A K Howard (*Chemistry*)

Ray Hudson (*Geography*)

Brian Huntley (*Biosciences*)

Peter Stewart Johnson (*Business Economics*)

Ludmilla Jordanova (*History*)

Valeri A Khoze (*Particle Physics Phenomenology*)

Karl Heinz Kuhn (*Coptic*)

Leonard Land (*Education*)

Robert Layton (*Anthropology*)

Mark Learmonth (*Management & Marketing*)

Ian Leigh (*Law*)

Christopher Lloyd (*Modern Languages and Cultures*)

Ann Lomas Loades (*Theology*)

Robert Lord (*Management and Marketing 1.9.22*)

Andrew Louth (*Theology*)  
Richard Gervase Maber (*French*)  
John Luke Jeffery Machin (*Business Studies*)  
Ian Richard Macpherson (*Spanish*)  
Paul Mansfield (*Mathematical Sciences*)  
Philip Mars (*Engineering*)  
Harry Marsh (*Engineering*)  
Alan Douglas Martin (*Physics*)  
John Scott McKinnell (*English Studies*)  
Ranald Michie (*History*)  
A David Milner (*Psychology*)  
Jennifer Ann Moss (*French*)  
Malcolm Munro (*Computer Science*)  
Richard Myers (*Physics*)  
Denis Patrick O'Brien (*Economics*)  
John O'Brien (*Modern Languages and Cultures*)  
Patrick O'Meara (*Russian*)  
Max Paddison (*Music*)  
Michael Petty (*Engineering*)  
Keith Leslie Pratt (*Chinese*)  
Michael Charles Prestwich (*History*)  
Alan Purvis (*Engineering*)  
Jim Ridgeway (*Education*)  
Brian Kenneth Roberts (*Geography*)  
David Rollason (*History*)  
Christopher J Rowe (*Classics and Ancient History*)  
Peter Rowley-Conwy (*Archaeology*)  
Andrew Leonard Sanders (*English Studies*)  
Chris Scarre (*Archaeology*)  
Geoffrey Scarre (*Philosophy*)  
Roger Searle (*Earth Sciences*)  
Thomas Shanks (*Physics*)  
Ian Gordon Simmons (*Geography*)  
Bob Simpson (*Anthropology*)  
Ian Smail (*Physics* *wef* 1.8.22)  
Martin Ferguson Smith (*Classics*)  
Richard Smith (*Education*)  
Edward Spooner (*Engineering*)  
Paul Starkey (*Modern Languages & Cultures*)  
Brian Straughan (*Mathematical Sciences*)  
Francis Richard Stephenson (*Physics*)  
Ian Stone (*Business School*)  
Stephen Whitefield Sykes (*Theology*)  
Brian Tanner (*Physics*)  
Peter Tavner (*Electromagnetism*)  
Eric Robert Taylor (*Music*)  
Jane Hilary Margaret Taylor (*French*)  
Harvey Teff (*Law*)

John David Thomas (*Papyrology*)

Robert Neville Thompson (*Earth Sciences*)

Malcolm Todd (*Archaeology*)

Alan R Townsend (*Geography*)

Keith Edward Turver (*Physics*)

Peter Tymms (*Education*)

Anthony Unsworth (*Engineering and Computing Sciences*)

Elizabeth Ann Warner (*Russian*)

John Richard Watson (*English Studies*)

Patricia Waugh (*English Studies*)

Brian Alan Whitton (*Biological Sciences*)

Robert John Williams (*Politics*)

Robin Williams (*Applied Social Sciences*)

William Williamson (*Continuing Education*)

Rodney Wilson (*Government & International Affairs*)

Sir Arnold (Whittaker) Wolfendale (*Physics*)

Anthony John Woodman (*Classics and Ancient History*)

David Woof (*Mathematical Sciences*)

Wojtek Zakrzewski (*Mathematical Sciences*)

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## Readers Emeriti

Gavin Marston Bolton (*Education*)

Gerald Bonner (*Theology*)

Gerald Martin Brooke (*Chemistry*)

Christopher Caple (*Archaeology*)

Helen Charnley (*Sociology*)

Peter Donald Bruce Collins (*Physics*)

Peter J Collins, BSc(Econ) (*Anthropology*)

William Derek Corner (*Physics*)

Michael Richard Crampton (*Chemistry*)

Oliver T P K Dickinson (*Classics and Ancient History*)

Keith Bernard Dillon (*Chemistry*)

Ian Sylvester Evans (*Geography*)

Alan John Forey (*History*)

The Rev Anthony Gelston (*Theology*)

Sheridan Wayne Gilley (*Theology*)

David G Gregory-Smith (*Engineering*)

John Alfred Haywood (*Arabic*)

John Denys Horton (*Immunology*)

George Anthony Lobjoit Johnson (*Geology*)

Paul Welberry Kent (*Biochemistry*)

Melvyn Kilner (*Chemistry*)

Richard Ivor Lawless (*Modern Middle Eastern Studies*)

Peter Elvet Lewis (*English Studies*)

Philip Radford May (*Education*)

Eric John Morrall (*Medieval German Literature*)

The Rev Thomas Henry Louis Parker (*Theology*)

Douglas Charles David Pocock (*Geography*)

Donald John Ratcliffe (*History*)

Joseph Patrick Reser (*Psychology*)

Michael Richardson (*Biological Sciences*)

Edward Charles Salthouse (*Engineering*)

Alan Raymond Selby (*Engineering*)

Avril Sokolov (*Russian*)

R Barry Thomas (*Business School*)

Roderick Trevor Williams (*Greek Art and Archaeology*)

Stephen Mark Johnson Wilson (*Mathematical Sciences*)

## Librarians Emeriti

Agnes Maxwell McAulay



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### President

Seun Twins (Joe McGarry 2022/23)

Postgraduate Academic Officer

Declan Merrington (tbc for 2022/23)

Undergraduate Academic Officer

Charlie Procter (Joshua Freestone 2022/23)

Opportunities Officer

Jack Ballingham (re-elected for 2022/23)

Welfare and Liberation Officer

Jonah Graham (Laura Curran 2022/23)

## Maintained Colleges: 2021/22 Officers

### Collingwood

Gabe Allason\*

George Stephenson

Charles Lawrence\*

Grey

Hannah Richards\*

Hatfield

Dom Cornfield\*

John Snow

Lydia Leach\*

Josephine Butler

Emily Dewar\*

### South

Charlotte Payne\*

St. Aidan'

Joe McGarry\*

St. Cuthbert's Society

Alfie Whillis\*

St. Hild & St. Bede

Rebecca-Amy Jackson\*

St. Mary's

Megan Titterington\*

Trevelyan

Alannah Life\*

### University

Sian Bell

Ustinov

tbc (Exclusively Postgraduate College)

Van Mildert

Lucy Egan\*

## Recognised Colleges: 2021/22 Officers

St. Chad's

Hala Heenan

St. John's

Alice Butler\*





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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

<a href="#">DBA</a>	<a href="#">DCL</a>	<a href="#">DD</a>	<a href="#">EdD</a>	<a href="#">DLitt</a>	<a href="#">MD</a>	<a href="#">DMus</a>	<a href="#">PhD</a>
<a href="#">DSc</a>	<a href="#">DThM</a>	<a href="#">MA</a>	<a href="#">MBA</a>	<a href="#">MDS</a>	<a href="#">MEd</a>	<a href="#">MJur</a>	<a href="#">LLM</a>
<a href="#">MLitt</a>	<a href="#">MMus</a>	<a href="#">MPhil</a>	<a href="#">MProf</a>	<a href="#">MRes</a>	<a href="#">MSc</a>	<a href="#">MSW</a>	<a href="#">MTL</a>
<a href="#">MTheol</a>	<a href="#">PgDip</a>	<a href="#">PgCert</a>					

## Undergraduate Awards

<a href="#">BA</a>	<a href="#">BChem</a>	<a href="#">BEng</a>	<a href="#">LLB</a>	<a href="#">BPhil</a>	<a href="#">BPhys</a>	<a href="#">BSc</a>	
<a href="#">MAcc</a>	<a href="#">MAnth</a>	<a href="#">MArts</a>	<a href="#">MBiol</a>	<a href="#">MBus</a>	<a href="#">MChem</a>	<a href="#">MEng</a>	<a href="#">MMark</a>
<a href="#">MMath</a>	<a href="#">MSci</a>	<a href="#">MPhys</a>	<a href="#">MPharm</a>	<a href="#">Durham Scholars' Gown</a>			

## Honorary/Postgraduate Awards

### Doctor of Business Administration (DBA)

<b>Gown</b>	Full dress	Scarlet wool panama, faced with white silk and bound on inside edge with palatinate silk.
<b>Hood</b>		Scarlet wool panama, lined with white silk and bound on all edges with palatinate silk one inch wide.

### Doctor of Civil Law (DCL)

<b>Gown</b>	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.
<b>Hood</b>		Scarlet cassimere, lined with white silk.

### Doctor of Divinity (DD)

<b>Gown</b>	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.
<b>Hood</b>		Scarlet cassimere, lined with palatinate silk.

### Doctor of Education (EdD)

<b>Gown</b>	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.
<b>Hood</b>		Scarlet cassimere, lined with white silk, and bound on all edges with palatinate silk three inches wide.

### Doctor of Letters (DLitt)

<b>Gown</b>	Full dress	Same as DCL, ie scarlet cassimere, but sleeves and front faced with old gold satin, with soft black velvet square cap.
<b>Hood</b>		Scarlet cassimere, lined with old gold satin.

### Doctor of Medicine (MD)

<b>Gown</b>	Full dress	
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<b>Gown</b>		Scarlet cassimere sleeves and front faced with palatinate cassimere and red silk.
<b>Hood</b>		Palatinate cassimere lined with palatinate and red silk.

#### Doctor of Music (DMus)

<b>Gown</b>	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.
<b>Hood</b>		Brocaded white satin, lined with palatinate silk.

#### Doctor of Philosophy (PhD)

<b>Gown</b>	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.
<b>Hood</b>		Scarlet cassimere, lined with scarlet silk, and bound on all edges with palatinate silk one inch wide.

#### Doctor of Science (DSc)

<b>Gown</b>	Full dress	Same as DCL, ie scarlet cassimere, but sleeves and front faced with scarlet silk, with soft black velvet square cap.
<b>Hood</b>		Palatinate cassimere, lined with scarlet silk.

#### Doctor of Theology and Ministry (DThM)

<b>Gown</b>	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.
<b>Hood</b>		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)

<b>Gown</b>		Black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>		Black silk, lined with palatinate silk.

#### Master of Business Administration (MBA)

<b>Gown</b>		Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>		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 Data Science (MDS)

<b>Gown</b>		Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>		Black silk, lined with palatinate silk, and bound with scarlet silk ribbon two-inch wide both sides.

#### Master of Education (MEd)

<b>Gown</b>		Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>		Black silk, lined with white silk, and edged on both sides with palatinate silk one inch wide.

#### Master of Jurisprudence (MJur)

<b>Gown</b>		Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>		Palatinate silk, bound with white fur.

#### Master of Laws (LLM)

<b>Gown</b>		Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>		Black silk, lined with palatinate silk, and bound with white silk half-an-inch wide both sides.

#### Master of Letters (MLitt)

<b>Gown</b>	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>	Black corded silk, lined with old gold satin.

#### Master of Music (MMus)

<b>Gown</b>	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.
<b>Hood</b>	Black lined with white brocade and bound with palatinate silk.

#### Master of Philosophy (MPhil)

<b>Gown</b>	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>	Black silk, lined with scarlet silk, and bound half inch with palatinate silk.

#### Master of Professional Practice (MProf)

<b>Gown</b>	Same as MA i.e. black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>	Black outer lined with palatinate silk.

#### Master in Research (MRes)

<b>Gown</b>	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>	Palatinate silk, lined with white silk, neck band bound top and bottom with three-eighth-inch white silk.

#### Master of Science (MSc)

<b>Gown</b>	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>	Black silk, lined with palatinate silk, and bound with scarlet silk half-an-inch wide both sides.

#### Master of Social Work (MSW)

<b>Gown</b>	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>	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)

<b>Gown</b>	Same as MA ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>	Black outer, lined with white silk, trimmed with double row of palatinate ribbon half-an-inch wide.

#### Master of Theology (MTheol)

<b>Gown</b>	Same as MA, ie black cord or corded silk, with long half-moon sleeve.
<b>Hood</b>	Black, lined with black silk, and bound with palatinate silk one inch wide on both sides.

#### Postgraduate Diploma

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black outer, self-lined black, trimmed with double row of palatinate ribbon half-an-inch wide.

#### Postgraduate Certificate

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black outer, self-lined black, trimmed with one row of palatinate ribbon half-an-inch wide.

### Undergraduate Awards

Bachelor of Arts (BA)

<b>Gown</b>	Black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black stuff, trimmed with white fur.

Bachelor of Chemistry (BChem)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black lined Palatinate silk, bound with white fur and one half inch wide Palatinate ribbon on outer edge.

Bachelor of Engineering (BEng)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	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)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Palatinate silk, lined with maroon silk, and edged with white fur.

Bachelor of Philosophy (BPhil)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black edged with white silk four inches wide and trimmed with white fur.

Bachelor of Physics (BPhys)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	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)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Palatinate silk, bound with white fur, and with a scarlet band half-an-inch wide next to the fur.

Master in Accounting (MAcc)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black outer, lined with cerise and one inch white ribbon and edged with white fur.

Master in Anthropology (MAnth)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Palatinate outer, simple shape, lined with palatinate taffeta trimmed with fur.

Master in Arts (MArts)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black outer, lined with palatinate silk and bound with white fur.

Master of Biology (MBiol)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	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)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
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<b>Hood</b>	Black outer, lined with palatinate silk and one inch white ribbon, bound with scarlet silk half-an-inch wide and trimmed with fur.
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#### Master of Chemistry (MChem)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black silk, lined with palatinate silk, and bound with white fur and a palatinate corded ribbon one inch wide.

#### Master of Engineering (MEng)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black silk, lined with scarlet silk, and bound with palatinate corded ribbon one-half-inch wide.

#### Master in Marketing (MMark)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black outer, lined with palatinate silk and one inch white ribbon and trimmed with fur.

#### Master of Mathematics (MMath)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	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))

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Purple outer, lined with red and trimmed with fur.

#### Master in Science (MSci)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	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)

<b>Gown</b>	Same as BA, ie black cord, pointed sleeve, with cord and button.
<b>Hood</b>	Black outer, lined with Palatinate silk, bound with white fur and dark purple ribbon one inch wide.

#### Durham Scholars' Gown

<b>Gown</b>	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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