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# Ordinances 1-36 of the University of Liverpool

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## 1. Preliminary

1.1 In addition to the definitions contained in Statute 1, in these Ordinances:

'Chief Operating Officer' means the person appointed as the head of the University's administrative structure, whether having that title or not.

'Faculty' means a Faculty of the University.

'Heads of School and other academic units' means Heads of School and other academic units of the University.

'Staff' means persons engaged by the University on terms and conditions of employment.

'Substantive contract' means a contract of employment with the University, whether full-time or part-time, permanent or fixed-term.

## 2. Membership of the University

2.1 Subject to the provisions of clause 2.3 below, the following persons shall be members of the University:

- (a) The members of the University Council
- (b) The staff employed by the University
- (c) The registered students of the University
- (d) The Emeritus Professors of the University
- (e) The Alumni of the University

2.2 A member of the University shall continue to be a member for as long as s/he fulfils at least one of the criteria set out in clause 2.1 of this Ordinance.

2.3 A member of the University may resign his/her membership by giving notice to the Chief Operating Officer, provided that s/he continues to observe the Charter, Statutes, Ordinances, Regulations and Rules of the University as if s/he had continued to be a member.

2.4 A person who resigns his/her membership of the University may continue to hold any degree or other qualification conferred on or awarded to them by the University.

### **3. The Chancellor**

- 3.1 The Chancellor shall be appointed by the Council but to be effective the appointment must be approved by the University Visitor.
- 3.2 The Chancellor shall hold office for such period as the Council may determine.
- 3.3 The Chancellor may resign by writing to the Council.

### **4. The Pro-Chancellors**

- 4.1 There shall normally be two Pro-Chancellors, one being appointed by the Council and the other being ex officio the person who for the time being is the President of the Council.
- 4.2 The Pro-Chancellor appointed by the Council shall hold office for three years or such shorter period as the Council may determine. On completion of his/her term of office, s/he shall be eligible for re-appointment for a second term of a maximum of three years. The maximum period that a Lay Member may serve continuously on the Council including a term or terms of office as the Pro-Chancellor appointed by the Council shall be fifteen years.
- 4.3 The Pro-Chancellor appointed by the Council, or failing him/her, the President of the Council shall, during the absence or inability of the Chancellor or during a vacancy in that office, exercise all the functions of the Chancellor except that of conferring degrees which shall be exercised in accordance with the provisions of Ordinance 28.
- 4.4 The Pro-Chancellor appointed by the Council may resign by writing to the Council.

### **5. The Vice-Chancellor**

- 5.1 The Vice-Chancellor shall be appointed by the Council after consideration of a report of a Joint Committee of which the President of Council shall be a member ex officio and Chair and of which the other members shall be nominated in equal numbers by the Council and the Senate.
- 5.2 The Vice-Chancellor shall be ex officio a member of all Committees and Joint Committees of the Council and the Senate, except the Joint Committee constituted under clause 5.1 of this Ordinance.
- 5.3 Subject to the provisions of the procedures referred to in Ordinance 14, the Vice-Chancellor shall hold office for such period as may be prescribed by the Council.
- 5.4 The Vice-Chancellor may resign by writing to the Council.

### **6. The President and the Vice-President of the Council**

- 6.1 The President and the Vice-President of the Council shall each be appointed by the Council for a period of three years, or such shorter periods as the Council may determine.

- 6.2 The President and the Vice-President of the Council shall be eligible for re-appointment for further terms of office in the same role or another Lay Officer role, provided that no-one shall serve continuously as a Lay Officer for more than nine years, except when serving a term or terms as Pro-Chancellor appointed by the Council as provided for in clause 4.2 of Ordinance 4.
- 6.3 The President of the Council shall chair the Council and shall be ex officio a member of all Committees of the Council and all Joint Committees of the Council and the Senate.
- 6.4 The President and the Vice-President of the Council may resign by writing to the Council.

**7. The Deputy Vice-Chancellors and the Pro-Vice-Chancellors**

- 7.1 Deputy Vice-Chancellors and Pro-Vice-Chancellors shall be appointed from time to time on behalf of the Council either from among the staff of the University or by external appointment. Procedures for the identification and appointment of Deputy Vice-Chancellors and Pro-Vice-Chancellors shall be approved by the Council, after consultation with the Senate.
- 7.2 The Deputy Vice-Chancellors and Pro-Vice-Chancellors shall be assigned such duties as shall be determined by the Vice-Chancellor, shall act for the Vice-Chancellor on such occasions as the Vice-Chancellor may request and shall assist the Vice-Chancellor in such matters as the Vice-Chancellor shall from time to time determine. A Deputy Vice-Chancellor or Pro-Vice-Chancellor, when acting for the Vice-Chancellor, shall have all the rights as to speaking and voting as the Vice-Chancellor would have had had s/he been present.
- 7.3 Pro-Vice-Chancellors designated as Executive Pro-Vice-Chancellors shall be the executive officer and public representative of a designated Faculty of the University.
- 7.4 In accordance with the provisions of clause 11 of the Charter, a Deputy Vice-Chancellor shall act as Vice-Chancellor during the temporary absence or inability of the Vice-Chancellor or during a vacancy in that office, provided that, should the period of such absence or inability or the vacancy be deemed likely to exceed a period of more than three months, the Council may forthwith appoint a Joint Committee in accordance with the provisions of Statute 3.2 to recommend to the Council the appointment of a suitable person, from the professorial members of the Senate, as Acting Vice-Chancellor for such period and on such conditions as the Council may determine.
- 7.5 A Deputy Vice-Chancellor or Pro-Vice-Chancellor may resign by writing to the Vice-Chancellor.

**8. Other Lay Officers of the Council**

- 8.1 In addition to the Pro-Chancellor appointed by the Council and the President and the Vice-President of the Council, the Council may appoint up to two other Lay Officers, who shall be members of the Council ex officio, as it shall see fit. The roles and terms of office of any such Lay Officers who may be appointed shall be determined by the Council, subject to the provisions of clause 6.2 of Ordinance 6 with regard to the maximum continuous periods of office of such Lay Officers.

- 8.2 Any Lay Officer appointed in accordance with clause 8.1 of this Ordinance may resign by writing to the Council.

## **9. The Clerk to the Council**

- 9.1 The Clerk to the Council shall be appointed by the Council. Irrespective of other duties an individual appointed as Clerk might have in the University, in his/her capacity as Clerk s/he shall act on the instructions of and be responsible to the Council alone.

- 9.2 The Clerk to the Council may resign by writing to the Council.

## **10. Removal from Office or Membership**

- 10.1 The Chancellor may be removed from office by the Visitor at the instance of the Council.

- 10.2 The Pro-Chancellor appointed by the Council, the President and the Vice-President of the Council, any other Lay Officers appointed by the Council, the Clerk to the Council and the Auditors may be removed from office for good cause by the Council.

- 10.3 Any member of the Council (other than the Vice-Chancellor or a member of academic staff to whom Statute 13 applies) may be removed from membership of the Council for good cause by the Council.

- 10.4 Good cause in this Ordinance means:

10.4.1 Conviction of an offence which may be deemed by the Council to be such as to render the person convicted unfit for the execution of their duties; or

10.4.2 Conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or

10.4.3 Conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office, whether such failure results from physical or mental incapacity or otherwise.

- 10.5 If at any time the Council shall consider it necessary to hold an investigation into the liability for removal of any person to whom the provisions of this Ordinance apply, a Committee comprising Council members shall be appointed by the Council to conduct an investigation. Save as hereinafter provided, the President of the Council and the Vice-Chancellor shall be members of such a Committee and the President shall act as Chair. If the President of the Council is the subject of the investigation, s/he shall not be a member of the Committee. In that event the Council shall appoint one of the members of the Committee to act as Chair. The Clerk to the Council shall advise the Committee, unless s/he is the subject of the investigation, in which case the Council shall appoint a suitable member of the senior management to advise it.

- 10.6 A Committee appointed in accordance with clause 10.5 of this Ordinance shall have power either to recommend removal from office or membership, or to make such other recommendations as it may consider appropriate.

10.7 If, as a result of an investigation, a Committee should recommend the removal of any person from office or membership, no such recommendation shall be valid or have effect unless approved at a meeting of the Council by at least two-thirds of the members present and voting.

10.8 Any person removed for good cause under the provisions of this Ordinance shall have a right of appeal to the Visitor.

## **11. Appointment of Heads of School and Other Academic Units**

11.1 Heads of School and other academic units within the University shall normally be appointed from among the Professors, Readers, Senior Lecturers and Lecturers in the University or by external appointment. Procedures for the appointment of Heads of School and other academic units shall be determined from time to time by the Council, after consultation with the Senate.

11.2 The Head of a School or other academic unit may resign from his/her headship by writing to the Vice-Chancellor, normally giving three months' notice.

## **12. Appointment of Professors**

12.1 Suitably qualified and distinguished individuals may from time to time be appointed on behalf of the Council to hold Chairs (Professorships) within the University. Where this is an established post within the University, either existing or newly created, appropriate procedures, which have been approved by the Council after consultation with the Senate, shall be applied for the identification and selection of a suitable candidate to fill the post.

12.2 The status and title of Professor (a Personal Chair) may also from time to time be conferred on behalf of the Council on members of staff in recognition of exceptional and sustained distinction and eminence in his/her field of study and academic leadership within the University in his/her discipline, which status and title shall be enjoyed for as long as the member of staff concerned continues in the service of the University. Procedures for the identification and appointment of staff to Personal Chairs shall be subject to the approval of the Council, after consultation with the Senate.

12.3 A Professor may resign from his/her post by writing to the Chief Operating Officer.

## **13. Appointment and Resignation of Other Staff**

13.1 Staff shall be appointed on behalf of the Council to conduct the business of the University. Appropriate procedures shall be applied for the identification and selection of candidates to fill posts in accordance with legislative requirements and good practice in the recruitment of staff.

13.2 A member of staff may resign from his/her post by writing to the Chief Operating Officer.

## **14. Employment Procedures**

14.1 The University shall have in place procedures, which shall have the force of Ordinances and which shall be approved by the Council following consultation

with the recognised trades unions, to ensure the appropriate and consistent treatment of staff in relation to the following:

Capability  
Discipline  
Grievances  
Redeployment  
Redundancy  
Sickness absence

## **15. Honorary Status**

- 15.1 The University may grant the status of honorary member of staff to individuals for the purpose of admitting them to certain privileges of the University. The granting of honorary staff status shall not constitute a contract of employment with the University.
- 15.2 Honorary staff status shall be conferred on behalf of the Council on the recommendation of the relevant Executive Pro-Vice-Chancellor or his/her nominee, or on the recommendation of the Chief Operating Officer or his/her nominee in the case of professional services staff. The recommendation shall specify the purpose or purposes for which honorary staff status is required and the proposed period for which the honorary status should be granted.
- 15.3 Honorary staff status and the privileges thereof may be withdrawn on behalf of the Council on the recommendation of the Executive Pro-Vice-Chancellor of the relevant Faculty or of the Chief Operating Officer in the case of professional services staff.

## **16. Emeritus Professors**

- 16.1 The title of Emeritus Professor may be conferred, on the recommendation of the Executive Pro-Vice-Chancellor of the relevant Faculty, by the Vice-Chancellor on behalf of the Council, on any Professor of the University at or after his/her retirement in recognition of conspicuous services to the University. The title of Emeritus Professor shall not normally be conferred unless the Professor shall have been a member of staff within the University for a period of not less than ten academic years.
- 16.2 The title of Emeritus Professor may be withdrawn by the Council.

## **17. Public Orator**

- 17.1 The Public Orator shall be appointed on behalf of the Council by a selection committee comprising the President of the Council, the Vice-Chancellor, the Deputy Vice-Chancellors and the Pro-Vice-Chancellors.
- 17.2 The Public Orator shall be appointed for a period of four years and on completion of his/her term of office shall be immediately eligible for re-appointment for one further four year term of office only.
- 17.3 It shall be the duty of the Public Orator to present candidates for admission to honorary degrees.
- 17.4 The Public Orator may resign by writing to the Council.

## **18. Recognition of Teachers**

- 18.1 The status of recognised teacher may be conferred on behalf of the Council on any member of the staff of any college or institution, whether affiliated to the University or not, or on any other suitably qualified individual who undertakes teaching or supervision of students studying for an award of the University.
- 18.2 The status of recognised teacher shall be conferred on the recommendation of the Executive Pro-Vice-Chancellor of the relevant Faculty or his/her nominee. The recommendation shall specify the purpose or purposes for which recognition is required and the proposed duration of such recognition.
- 18.3 Recognised status and the privileges thereof may be withdrawn on behalf of the Council on the recommendation of the Executive Pro-Vice-Chancellor of the relevant Faculty.

## **19. The Academic Organisation of the University**

- 19.1 The academic structure of the University shall comprise a number of Faculties. For the time being these shall be: the Faculty of Health and Life Sciences; the Faculty of Humanities and Social Sciences; and the Faculty of Science and Engineering.
- 19.2 Each Faculty shall comprise a number of Schools or Institutes and each School or Institute may comprise a number of departments or other academic units. The Schools and Institutes and their departments/academic units for the time being shall be as follows:

### **FACULTY OF HEALTH AND LIFE SCIENCES**

#### **Institute of Ageing and Chronic Disease**

Eye and Vision Science  
Musculo-skeletal Biology I  
Musculo-skeletal Biology II

#### **Institute of Clinical Sciences**

School of Dentistry  
School of Health Sciences  
School of Medicine

#### **Institute of Infection and Global Health**

Clinical Infection, Microbiology and Immunology  
Epidemiology and Population Health  
Infection Biology

#### **Institute of Integrative Biology**

Biochemistry

Evolution, Ecology and Behaviour

Functional and Comparative Genomics

**Institute of Life and Human Sciences**

School of Life Sciences

School of Psychology

**Institute of Psychology, Health and Society**

Health Services Research

Psychological Sciences

Public Health and Policy

**Institute of Translational Medicine**

Biostatistics

Cellular and Molecular Physiology

Molecular and Clinical Cancer Medicine

Molecular and Clinical Pharmacology

Women's and Children's Health

**Institute of Veterinary Science**

Equine Clinical Sciences

Livestock Health and Welfare

Pathology and Paraclinical

Small Animal Clinical Science

Veterinary Education Department

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**School of the Arts**

Architecture

Communication and Media

English

Music

Philosophy

**School of Histories, Languages and Cultures**

Archaeology, Classics and Egyptology

History

Irish Studies

Modern Languages and Cultures

Politics

**School of Law and Social Justice**

Law

Sociology, Social Policy and Criminology

**School of Management**

Economics, Finance and Accounting

Marketing and Operations

Organisation and Management

**School of Combined Honours**

**FACULTY OF SCIENCE AND ENGINEERING**

**School of Engineering**

Mechanical, Materials and Aerospace Engineering

Civil Engineering and Industrial Design

**School of Electrical Engineering, Electronics and Computer Science**

Computer Science

Electrical Engineering and Electronics

**School of Physical Sciences**

Chemistry

Mathematical Sciences

Physics

## **School of Environmental Sciences**

Earth, Ocean and Ecological Sciences

Geography and Planning

- 19.3 Each Faculty shall have an appropriate decision-making and governance structure which shall include a body, comprising all staff in the Faculty and such other members as the Executive Pro-Vice-Chancellor shall determine, which shall be a forum for communication and for staff to discuss and declare opinions on any matters affecting the Faculty, and which shall meet at least twice each academic session.

## **20. Assignment of Degrees to the Faculties and the Affiliated Institutions**

- 20.1 The degrees of the University and their assignment to Faculties and the Affiliated Institutions shall for the time being be as follows:

### **Faculty of Health and Life Sciences**

Bachelor of Dental Surgery (BDS)

Bachelor of Medicine and Bachelor of Surgery (MBChB)

Bachelor of Nursing (BN)

Bachelor of Science (BSc)

Bachelor of Veterinary Science (BVSc)

Master of Biological Sciences (MBiolSci)

Master of Dental Science (MDentSci)

Master of Public Health (MPH)

Master of Science (MSc)

Master of Research (MRes)

Master of Philosophy (MPhil)

Master of Psychological Sciences (MPsychSci)

Doctor of Clinical Psychology (DClinPsychol)

Doctor of Dental Science (DDSc)

Doctor of Medicine (MD)

Doctor in Philosophy (PhD)

Doctor of Science (DSc)

Doctor of Veterinary Science (DVSc)

### **Joint Awards**

With Chulalongkorn University, Thailand

Doctor in Philosophy (PhD)

Master of Philosophy (MPhil)

With College of Medicine, University of Malawi

Doctor in Philosophy (PhD)

Master of Philosophy (MPhil)

### **Faculty of Humanities and Social Sciences**

Bachelor of Arts (BA)

Bachelor of Laws (LLB)

Bachelor of Science (BSc)

Master of Architecture (MArch)

Master of Archives and Records Management (MARM)

Master of Arts (MA)

Master of Business Administration (MBA)

Master of Laws (LLM)

Master in Management (MiM)

Master of Music (MMus)

Master of Public Administration (MPA)

Master of Science (MSc)

Master of Research (MRes)

Master of Philosophy (MPhil)

Executive Master of Science (Executive MSc)

Doctor of Business Administration (DBA)

Doctor of Education (EdD)

Doctor of Laws (LLD)

Doctor of Letters (LittD)

Doctor of Music (DMus)

Doctor in Philosophy (PhD)

## **Faculty of Science and Engineering**

Bachelor of Arts (BA)

Bachelor of Engineering (BEng)

Bachelor of Science (BSc)

Master of Chemistry (MChem)

Master of Earth Sciences (MESci)

Master of Ecology (MEcol)

Master of Engineering (MEng)

Master of Marine Biology (MMarBiol)

Master of Mathematics (MMath)

Master of Ocean Sciences (MOSci)

Master of Physics (MPhys)

Master of Planning (MPlan)

Master of Civic Design (MCD)

Master of Science (MSc)

Master of Science (Engineering) (MSc (Eng))

Master of Research (MRes)

Master of Philosophy (MPhil)

Integrated Doctor in Philosophy and Master of Science (PhD MSc)

Doctor of Engineering (Deng)

Doctor in Philosophy (PhD)

Doctor of Science (DSc)

## **AFFILIATED INSTITUTIONS**

### **Xi'an Jiaotong-Liverpool University**

Bachelor of Arts (BA)

Bachelor of Engineering (Beng)

Bachelor of Science (BSc)

International Master of Business Administration (IMBA)

Master of Architectural Design (MarchDes)

Master of Arts (MA)

Master of Design (Mdes)

Master of Science (MSc)

## **21. The Senate**

- 21.1 There shall be a Senate of the University which, subject to oversight and control by the Council, as prescribed by the Charter and the Statutes, shall be responsible for promoting research; for promoting and regulating learning and teaching; and for maintaining the quality and standards of the University's academic provision.
- 21.2 The Senate shall consist of the following members:
- 21.2.1 Ex officio members, namely: the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro-Vice-Chancellors and the Heads of the Level 2 Schools/academic units.
- 21.2.2 Eight Heads of Level 1 academic units from each Faculty, nominated annually by the relevant Executive Pro-Vice-Chancellors in consultation with their Faculty Management Teams.
- 21.2.3 Eight representatives from each Faculty elected by and from among the academic staff employed on substantive contracts on either Teaching and Research or Teaching and Scholarship pathways, in accordance with the provisions of Ordinance 23.
- 21.2.4 Student members, namely the four Student Representative Officers and one representative from each Faculty recruited annually in accordance with the provisions of Ordinance 23. The student members shall not participate in nor receive papers for any business which is reserved business. Reserved business shall be that business which the Council upon the recommendation of the Senate determines shall be reserved including, but without prejudice to the generality of the foregoing, appointments, promotions and other matters affecting the personal affairs of individual members of the staff and the admission and academic assessment of individual students.
- 21.3 Any elected member of the Senate may resign by writing addressed to the Senate.
- 21.4 The quorum for a meeting of the Senate shall be twenty members.
- 21.5 Subject to the provisions of the Charter and Statutes, the Senate shall, in addition to all other powers vested in it, have the following powers and duties:
- 21.5.1 To act as a forum for debate on academic strategy and policy.
- 21.5.2 To direct and regulate the teaching and instruction within the University and the examinations held by the University.
- 21.5.3 To promote research within the University and to call for reports from time to time on such research.

- 21.5.4 To promote the maintenance of appropriate quality and standards in the University's academic provision, including provision offered in collaboration with other institutions or organisations.
- 21.5.5 To consider and approve schemes for the organisation of the Faculties, Schools and other academic units of the University and to assign to them their respective subjects and also to report at any time to the Council as to the expediency of establishing, abolishing, combining or sub-dividing Faculties, Schools and other academic units.
- 21.5.6 To make Regulations governing courses of study and examinations and to carry them into effect.
- 21.5.7 To award degrees (other than honorary degrees), diplomas, certificates and other academic awards or distinctions and, after consultation with the Council, to revoke any such degrees, diplomas, certificates or other academic awards or distinctions conferred by the University, and to withdraw privileges associated therewith.
- 21.5.8 To submit recommendations to the Council for the conferment of honorary degrees and honorary fellowships, subject to the conditions prescribed by Ordinance 30.
- 21.5.9 To make proposals for new degrees, diplomas, certificates and other academic awards and distinctions.
- 21.5.10 To regulate the admission of students to the University and their continuance therein.
- 21.5.11 To oversee the appointment and work of External Examiners.
- 21.5.12 To determine, subject to any conditions made by the Founders and accepted by the Council, the times, mode and conditions of competition for fellowships, studentships, scholarships and prizes and to award the same.
- 21.5.13 To regulate and superintend the discipline of students of the University.
- 21.5.14 To report to the Council on any Statute and Ordinance and on all proposed changes of Statutes and Ordinances and on any academic matter.
- 21.5.15 To discuss and declare an opinion on any matter relating to the University.
- 21.5.16 To delegate any power exercisable by the Senate and any duty imposed upon the Senate to any committee and to resolve that, for so long as the delegation remains in force, the power shall be exercisable wholly or in part by the committee and not by the Senate and the duty shall be the duty wholly or in part of the committee and not of the Senate; provided that any such delegation shall be revocable at any time by the Senate but such revocation shall not affect the validity of

anything done by the committee theretofore by the virtue of the delegation.

21.5.17 To exercise all such powers as are or may be conferred on the Senate by the Charter, Statutes, Ordinances and Regulations and to do such other acts and things as the Council shall authorise.

## **22. Appointment, Election and Tenure of Office of Members of the Council**

- 22.1 Lay members of the Council appointed in accordance with Statute 8.1.2, shall be appointed for a term of office of three years and may be re-appointed for up to two further three-year terms. Subject to the provisions of clause 6.2 of Ordinance 6, if appointed as the President or the Vice-President of the Council or to one of the other Lay Officer posts, the maximum continuous period of service that a Lay Member may serve on the Council shall be twelve years, except that a Lay Member may serve for up to fifteen years continuously if, following completion of twelve years of service, they are appointed as Pro-Chancellor by the Council. Following the completion of such maximum terms of office, individuals shall not be eligible for re-appointment as a Lay Member or Lay Officer of the Council, until a period of three years has elapsed.
- 22.2 Nominations for the appointment of Lay Members of the Council and Lay Officers shall be made to the Council by a Nominations Committee which shall establish procedures for identifying appropriate individuals to fill Lay Member and Lay Officer roles. Employees or students of the University shall not be eligible to become Lay Officers or Lay Members of the University Council. If a casual vacancy for a Lay Member or Lay Officer should occur, the Nominations Committee shall be responsible for recommending whether the vacancy should be filled for the remaining period of the original term or for a full three-year term.
- 22.3 The three Senate representatives on the Council appointed by the Council shall be appointed on the recommendation of the Nominations Committee.
- 22.4 The member of the Council elected by the Senate shall be elected by and from among the elected members of the Senate. Elections shall be conducted by the Chief Operating Officer in accordance with protocols agreed by the Senate and the Council.
- 22.5 Members of the Senate appointed or elected to the Council shall serve for a period of three years and on completion of their terms of office shall be eligible for re-appointment or re-election, provided that the maximum period of continuous service by a Senate representative on Council shall be six years, after which they shall not be eligible for re-appointment until a period of three years has elapsed. Should an appointed or elected representative of the Senate on the Council cease to be a member of the Senate, s/he shall also cease to be a member of the Council.
- 22.6 If a casual vacancy should occur in the Senate-appointed membership of the Council, the person appointed to fill the vacancy shall normally be appointed for the remaining period of the original term. Should a casual vacancy occur for the Senate-elected member of Council, a by-election shall normally be held and the person elected to fill the vacancy will be elected for a three-year term.

- 22.7 The terms of office of all members of the Council, other than ex officio members, shall commence on 1 August.

### **23. Election and Terms of Office of Members of the Senate**

- 23.1 Elections of the elected Faculty representatives on the Senate provided for in Ordinance 21.2.3 shall be conducted annually by the Chief Operating Officer in accordance with protocols agreed by the Senate. All Faculty staff employed on substantive Teaching and Research and Teaching and Scholarship contracts shall be eligible to stand and vote in the elections. Each Faculty must return at least two professors and at least two academic staff members who are within five years of their first substantive academic appointment.
- 23.2 Persons elected as Faculty representatives on the Senate shall serve for a period of three years, save that at the first election three persons elected from each Faculty shall serve for a period of three years, three shall serve for a period of two years and two shall serve for a period of one year. Persons elected as Faculty representatives on the Senate shall be eligible for re-election upon completion of their terms of office, provided that the maximum period of continuous service by a Faculty representative shall be six years, after which they shall not be eligible for re-election as a Faculty representative on the Senate until a period of three years has elapsed.
- 23.3 Should a casual vacancy arise in the Faculty-elected membership of the Senate, a by-election shall normally be held and the person elected to fill the vacancy shall be elected for the remaining period of office of the person whom s/he has replaced.
- 23.4 The three Faculty student representatives on the Senate shall be recruited annually in accordance with a recruitment process approved by the University.
- 23.5 The terms of office of members of the Senate, other than ex officio members, shall commence on 1 August.

### **24. Alumni**

- 24.1 All the duly registered graduates and honorary graduates of the University together with holders of postgraduate and undergraduate diplomas and certificates shall be recognised as Alumni of the University. The University may also grant the status of Alumnus or Alumna to such other persons who have studied at the University, as it shall see fit. A register of all Alumni shall be kept by the Chief Operating Officer.
- 24.2 Alumni shall be members of the University and shall have the following rights:
- 24.2.1 To receive information on a regular basis from the University on the work of the University.
- 24.2.2 To receive information on any proposed changes to the University Charter and Statutes which might affect the status, rights or privileges of Alumni and to express opinions upon such changes, which opinions will be communicated to the Council for consideration.
- 24.2.3 To receive a draft of any proposed Ordinance which, in the opinion of the Council, would affect the status, rights or privileges of the Alumni

and to express opinions on such draft Ordinances, which opinions shall be communicated to the Council for consideration.

- 24.2.4 To state their opinions on any matter relating to the University.
  - 24.2.5 To elect two members of the UK Alumni Board and two members of the Global Alumni Council, according to protocols approved by the University Council.
- 24.3 The University shall establish appropriate bodies as representative and consultative forums for Alumni, including for the time being a UK Alumni Board and a Global Alumni Council. The Chair of the UK Alumni Board shall be appointed by the University Council on the nomination of the UK Alumni Board. S/he shall serve for a period of three years and may be re-appointed for one further three year term only. Save as provided for in clause 24.4 below, members of the Global Alumni Council will be appointed by the University Council, based on the nomination of representatives of the University's International Alumni Networks and Associations.
- 24.4 The composition of the UK Alumni Board and the Global Alumni Council shall be as determined by the University Council, provided that Alumni shall be entitled to elect two members of the UK Alumni Board and two members of the Global Alumni Council, according to protocols approved by the University Council.

## **25. Guild of Students**

- 25.1 There shall be one Guild of Students which in accordance with its Articles of Association shall have a Board of Trustees and appropriate mechanisms to make decisions on issues raised by students.
- 25.2 The aims and objectives of the Guild of Students shall be to advance the education of students at the University for the public benefit by:
  - 25.2.1 providing opportunities for the expression of student opinion and actively representing, supporting and advising students;
  - 25.2.2 acting as the recognised representative channel of communication between students and the University of Liverpool and other external bodies;
  - 25.2.3 promoting the interests and welfare of students at the University of Liverpool;
  - 25.2.4 facilitating social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students and providing services and support for its students; and
  - 25.2.5 working with other Students' Unions and affiliated bodies.

- 25.3 The Articles of Association and Byelaws of the Guild of Students shall regulate its activities. These shall be approved by the Council on the recommendation of the Senate and shall be reviewed every three years by the Trustees of the Guild and the University.
- 25.4 In accordance with section 22 of the Education Act 1994, there shall be a Code of Practice relating to the Guild of Students. This shall be reviewed every five years by the University in consultation with the Trustees of the Guild and submitted for re-approval by the Council.

## **26. Students' Admission, Studies and Conduct**

- 26.1 Students admitted to study at the University shall, at their initial registration as students of the University, agree to abide by all the relevant rules, regulations, policies and codes of practice of the University. These shall include, but may not be limited to, rules, regulations, policies and codes of practice relating to:

Admissions and Registration  
Attendance  
Complaints and Appeals  
Conduct and Discipline  
Diversity and Equality  
Examinations and Assessment  
Fitness to Practise  
Freedom of Speech  
Health and Safety  
IT Services  
Library  
Payment of Fees  
Progress in Studies  
Suspension of Studies

- 26.2 All relevant rules, regulations, policies and codes of practice, which shall have the same force as these Ordinances, shall be listed in the Annual Annexe to the Student Charter and shall be available online.
- 26.3 Registered students of the University who are dissatisfied with any actions or omissions by the University or its staff shall be afforded appropriate rights of complaint and appeal as set out in the relevant procedures listed in the Annual Annexe to the Student Charter and available online.

## **27. Programmes of Study, Examinations and Assessment**

- 27.1 Programmes of study must be approved, monitored and reviewed in accordance with the relevant procedures established from time to time within the University. No programme of study shall be offered within the University unless it has been duly approved in accordance with established procedures.
- 27.2 In order to be awarded a degree, diploma or certificate of the University, a student must have satisfied the requirements of the programme of study leading to the award as set out in the programme specification and the relevant Ordinances and Regulations and must have paid all fees and other debts owed to the University.

- 27.3 All matters relating to the progress, assessment and examination of students on taught programmes of study shall be prescribed and regulated by the University's Code of Practice on Assessment and its appendices which form an integral part of the Code. All matters relating to the progress, assessment and examination of research students shall be prescribed and regulated by the University's Postgraduate Research (PGR) Code of Practice and its appendices which form an integral part of the Code. The Code of Practice on Assessment and the PGR Code of Practice and their appendices shall be subject to the approval of the Senate and shall have the same force as these Ordinances.
- 27.4 Where, in accordance with clauses 4 and 5 of the Charter, the University enters into an arrangement with another institution to award a joint degree, an agreement shall be put in place before the commencement of the programme(s) leading to the degree setting out the respective roles and responsibilities of the University and the partner institution and the conditions relating to the degree programme(s).

## **28. Conferment of Degrees**

- 28.1 Degrees shall be conferred at congregations held for that purpose at least once a year. The formal admission of persons to degrees shall be made by the Chancellor, or in his/her absence the Vice-Chancellor, one of the Deputy Vice-Chancellors or Pro-Vice-Chancellors or a Professor of the University. Recipients of degrees other than honorary degrees shall be presented by the Executive Pro-Vice-Chancellor for the Faculty in which the degree is to be conferred, or their representative. Degrees may be conferred on persons *in absentia*.

## **29. Affiliation, Recognition and Associate College Status**

- 29.1 The Council, on the recommendation of the Senate, may admit any college, institution or organisation to affiliation with the University. The Senate, before recommending the affiliation of any college, institution or organisation, shall satisfy itself that the college, institution or organisation has appropriate educational standing and provision.
- 29.2 Subject to the provisions of this Ordinance, the following colleges, institutions and organisations are affiliated to the University in respect of such privileges and on such special terms as shall in each case have been agreed:
- 29.2.1 The Liverpool School of Tropical Medicine
  - 29.2.2 The National Oceanography Centre, Liverpool
  - 29.2.3 The Truman Bodden Law School
  - 29.2.4 Xi'an Jiaotong-Liverpool University
- 29.3 The Council, on the recommendation of the Senate, may recognise any college, institution or organisation for the purpose of enabling students to receive supervision or instruction at the college, institution or organisation concerned in fulfilment or partial fulfilment of the requirements for the award of a degree, diploma or certificate of the University or a joint award of the University and the recognised college, institution or organisation. For each recognised college, institution or organisation an agreement shall be drawn up stipulating the nature of the partnership arrangement and the specific conditions and requirements.

The Chief Operating Officer shall maintain a register of all colleges, institutions and organisations recognised under the provisions of this clause.

- 29.4 The Council, on the recommendation of the Senate, may confer the status of associate college of the University on any college or institution.
- 29.5 Subject to the provisions of this Ordinance, the following colleges have the status of associate college of the University:
- 29.5.1 Birkenhead Sixth Form College
  - 29.5.2 Carmel College, St. Helens
  - 29.5.3 Wirral Metropolitan College
  - 29.5.4 Liverpool College
- 29.6 The Council of the University shall only grant the privileges of affiliation, recognition or associate college status to any college, institution or organisation under this Ordinance for a period of up to five years. Such privileges may be renewed by the Council for a similar period after consideration of a report by the Senate.
- 29.7 The University shall inspect, from time to time, the facilities provided by an affiliated, recognised or associate college, institution or organisation, including the library, the laboratories and the equipment for practical work, and shall satisfy itself as to the academic qualifications of any teachers therein appointed to conduct relevant programmes of study, and the standards and quality of the learning, teaching and assessment relating to those programmes of study.
- 29.8 The Council, on the recommendation of the Senate, may at any time withdraw any privileges which may have been granted to any college, institution or organisation under the provisions of this Ordinance or may remove the said college's, institution's or organisation's affiliated, recognised or associate status, in accordance with the terms of the written agreement relating to the college's, institution's or organisation's affiliation, recognition or associate status.

### **30. Honorary Degrees and Honorary Fellowships**

- 30.1 Honorary degrees and honorary fellowships shall be conferred in accordance with a resolution of the Council, after consideration of the recommendations of the Senate and of a report submitted by a Joint Committee of the Council and the Senate to be known as 'The Joint Committee on Honorary Degrees'.
- 30.2 The Joint Committee on Honorary Degrees shall consist of:
- 30.2.1 The Vice-Chancellor and the President of the Council, who shall be members ex officio;
  - 30.2.2 Six members of the Council appointed by the Council;
  - 30.2.3 Six members of the Senate appointed by the Senate, at least one of whom shall be a member of the non-professorial staff;
  - 30.2.4 A nominee of the Guild of Students, drawn from the Student Representative Officers.
- 30.3 The Vice-Chancellor shall be Chair of the Joint Committee.

- 30.4 The Joint Committee shall be empowered to submit to the Council and the Senate, at any time, the names of persons upon whom it is proposed that honorary degrees or honorary fellowships should be conferred and, in relation to honorary degrees, to recommend in each case the title of the degree which it is proposed should be conferred.
- 30.5 All members of the Council and the Senate shall be invited annually to submit, in confidence, to the Joint Committee through the Vice-Chancellor, nominations for honorary degrees whenever it is decided that a Congregation shall be held for the conferment of such degrees, provided that they shall also have the right to submit nominations in confidence to the Vice-Chancellor at any time. Nominations for honorary degrees and honorary fellowships may also be sought from the members of the University, as defined in Ordinance 2. The Joint Committee shall consider all nominations received, but shall have the power to make nominations for honorary degrees and honorary fellowships on its own initiative.
- 30.6 All reports of the Joint Committee containing the names of the persons on whom it is proposed that honorary degrees or honorary fellowships shall be conferred shall first be considered by the Senate and, as soon thereafter as may be, shall be transmitted by the Senate with the recommendations of the Senate to the Council.
- 30.7 No person shall be admitted to an honorary degree or honorary fellowship whose name has not been approved for that purpose by both the Council and the Senate.
- 30.8 Each recipient of an honorary degree or honorary fellowship shall normally be presented for admission by the Public Orator.
- 30.9 The Council may, on the recommendation of the Joint Committee on Honorary Degrees and the Senate, revoke an honorary degree or honorary fellowship.

### **31. Revocation of Degrees, Diplomas and Certificates**

- 31.1 Subject to the provisions of Ordinance 30.9, the Senate shall have power to revoke, following consultation with the Council, any degree, diploma or certificate which has been awarded by the University, should it be found that the student has not met the requirements for the programme leading to the award.

### **32. Deprivation of Scholarships and Other Awards**

- 32.1 The Senate shall have power to deprive any student whose conduct or progress is unsatisfactory of any fellowship, studentship, scholarship or other University award held by them, to withhold payment of any further instalment of the same and to deprive them of any grant or emolument that would otherwise be payable to them from University funds.

### **33. Statutory Obligations**

- 33.1 It shall be the duty of every member of staff and every student of the University to operate within the law and in particular:

- 33.1.1 To take reasonable care for the health and safety of himself/herself and other persons who may be affected by his/her acts or omissions;
- 33.1.2 To act in accordance with the University Safety Policy and with the health and safety arrangements made by the University and its departments;
- 33.1.3 To promote diversity and equality and to act in accordance with the University's Diversity and Equality of Opportunity Policy.

#### **34. Use of the University Seal**

- 34.1 All deeds and documents requiring to be sealed by the University shall be sealed in the presence of two members of the Council.
- 34.2 A seal book shall be kept in which shall be recorded particulars of all deeds and documents to which the University seal is affixed.
- 34.3 A report shall be submitted to each meeting of the Council recording the deeds and documents to which the University seal has been affixed since the date of the last meeting of the Council.

#### **35. Contracts**

- 35.1 Contracts made by or on behalf of the University shall be validly made and binding on the University if made as follows:
  - 35.1.1 Any contract which, if made between private persons, would be by law required to be in writing and, if made according to English law would be required to be under seal, may be made on behalf of the University in writing under its Common Seal, and such contract may, in the same manner, be varied or discharged.
  - 35.1.2 Any contract which, if made between private persons, would be by law required to be evidenced by writing to be signed by the party to be charged therewith may be made on behalf of the University in writing signed by any person acting under the express or implied authority of the Council, and such contract may, in the same manner, be varied or discharged.
  - 35.1.3 Any contract which, if made between private persons, would by law be valid although made orally only and not reduced into writing may be made either in writing or orally on behalf of the University by any person acting under the express or implied authority of the Council, and such contract may be in the same manner varied or discharged.

#### **36. Delegation**

- 36.1 As provided for in Statute 10 and Ordinance 21, the Council and Senate may delegate any power exercisable by them and any duty imposed upon them to any committee or individual, other than the powers set out in clause 10.2 of

Statute 10. Powers or duties so delegated by the Council and the Senate shall be set out in the schedule to these Ordinances.

- 36.2 Such powers and duties as are delegated to a committee or individual under the provisions of this Ordinance shall be exercised by that committee or individual, notwithstanding the provisions of any other Statute, Ordinance, Regulation or Rule requiring the exercise of such power or duty by the Council or the Senate.

## **SUMMARY OF AMENDMENTS MADE TO THESE ORDINANCES**

Original version approved by Council 19 November 2013.

<b>Ordinance</b>	<b>Date of amendment</b>	<b>Approval route for item</b>	<b>Reason for amendment</b>
20.1 – Assignment of Degrees to the Faculties and the Affiliated Institutions	September 2014	N/A – minor administrative amendment	To include Bachelor of Arts (BA) in the list of degrees awarded in the Faculty of Science and Engineering.
25.1 – Guild of Students	September 2014	N/A – minor administrative amendment	To change reference to ‘an elected Student Council’ to ‘appropriate mechanisms to make decisions on issues raised by students’.
19.2 – The Academic Organisation of the University	November 2014	Chair’s action on behalf of Senate and Council	To reflect change of name from Department of Cultures, Languages and Area Studies to Department of Modern Languages and Cultures.
20.1 – Assignment of Degrees to the Faculties and the Affiliated Institutions	February 2015	Chair’s action on behalf of Council	To take account of the joint research degrees awarded with Chulalongkorn University, Thailand, and with College of Medicine, University of Malawi.
20.1 – Assignment of Degrees to the Faculties and the Affiliated Institutions	April 2015	Chair’s action on behalf of Senate and Council	To include the award of Master of Design (Mdes) in the list of degrees awarded by Xi’an Jiaotong-Liverpool University.
19.2 – The Academic Organisation of the University	April 2015	Senate and by Chair’s action on behalf of Council	To reflect the restructuring of the Institute of Ageing and Chronic Disease and the Institute of Translational Medicine.
20.1 – Assignment of Degrees to the Faculties and the Affiliated Institutions	May 2015	Chair’s action on behalf of Senate and Council	To include the integrated master’s award Master of Psychological Sciences (MpsychSci) as a degree of the Faculty of Health and Life Sciences.
29.2 – Affiliation, Recognition and Associate College Status	June 2015	N/A – minor administrative amendment	To change the reference to ‘Cayman Islands Law School’ to ‘Truman Bodden Law School’.
20.1 – Assignment of Degrees to the Faculties and the Affiliated Institutions	August 2015	Chair’s action on behalf of Senate and Council	To include the new award of Executive MSc as a degree of the Faculty of Humanities and Social Sciences.

19.2 – The Academic Organisation of the University	September 2015	Vice-Chancellor (minor amendment)	To remove reference to the Centre for Excellence in Evidence Based Learning and Teaching.
21.2.4 – The Senate and Ordinance 23.4 – Election and Terms of Office of Members of the Senate	September 2015	Vice-Chancellor (minor amendment)	To reflect a changed process for recruiting the Faculty student representatives on Senate that had been approved by the Student Experience Committee in June 2015.
19.2 – The Academic Organisation of the University	August 2016	Senate and Council, January/February 2016, to be effective from summer 2016	To reflect the disestablishment of the Institute of Learning and Teaching and the creation of the Institute of Clinical Sciences, the Institute of Life and Human Sciences and the Institute of Veterinary Science.
19.2 – The Academic Organisation of the University	September 2016	Senate and Council, June/July 2016, to be effective from September 2016	To reflect the disestablishment of the Centre for Engineering Dynamics, the Centre for Engineering Sustainability and the Centre for Materials and Structures and the creation of the Level 1 units of Mechanical, Materials and Aerospace Engineering and Civil Engineering and Industrial Design.
21.5.8 – The Senate	August 2016	Senate and Council, June/July 2016	To reflect that Senate now makes recommendations to Council for the award of honorary fellowships as well as honorary degrees.
30 – Honorary Degrees	August 2016	Senate and Council, June/July 2016	To reflect that the University now awards honorary fellowships as well as honorary degrees.
20 – Assignment of Degrees to the Faculties and Social Sciences	July 2017	Senate and Council June/July 2017	To reflect two new award titles: Master in Management (MiM) and Integrated Doctor in Philosophy and Master of Science (PhD MSc).