# SCHEDULE

# UNIVERSITY COLLEGE L

'Regulations' means Regulations for Management made pursuant to the Charter or these Statutes;

'Students' Union' means the Union of Students of the University;

'year' means a period of twelve months ending on such date as may be prescribed from time to time by Regulations which may prescribe different dates for different purposes.

(3) In these Statutes words importing the singular number only shall include the plural number and vice versa and words importing persons shall include corporations.

#### 2. MEMBERS OF THE UNIVERSITY

(1) The following persons shall be Members of the University:

The Members of the Council.

The Members of the Academic Board.

The Honorary Fellows and Honorary Graduates of the University.

The Members of the Academic Staff.

The Students registered at the University.

All other full-time staff and such other individuals or categories of staff as may be prescribed by decisions of the Council.

(2) The Council may, at the request of any person who is a Member of the University, declare that person to be no longer a Member of the University.

# 3. THE COUNCIL

- (1) The Council shall consist of the following persons:
  - (A) EX OFFICIO MEMBERS
    - (i) The Provost;
    - (ii) Two Students' Union Officers designated by the Students' Union.
  - (B) APPOINTED MEMBERS

Eleven persons who are not employees of the University or Students to be appointed by the Council, according to procedures laid down in Regulations.

### (C) ELECTED MEMBERS

(i) Three Professors elected by the professorial Members of the Academic Board from among their number, according to procedures laid down in Regulations.

- (ii) Three persons being Members of the Academic Board elected by the Non-Professorial Members and the Honorary Senior Clinical Lecturer Members of the Academic Board from among their number, according to procedures laid down in Regulations.
- (2) (A) Ex officio Members of the Council shall remain Members for so long as they hold the relevant office.
  - (B) (i) The Appointed Members of the Council under Statute 3 paragraph (1) sub-paragraph (B) shall remain Members for three years.
    - (ii) The period of office of Elected Members of the Council under Statute 3 paragraphs (1) (C) (i) and (ii) shall be such period, not exceeding three years, as shall be determined by Regulation.
- (3) At the end of his or her period of membership the eligibility of any Member of the Council, other than an *ex officio* Member, for re-appointment or re-election in the same capacity shall be determined as follows:
  - (A) Appointed Members may be reappointed for a second or third period of three years. Before they may again be appointed not less than a year shall elapse after the expiry of either the third period of membership or, exceptionally, a subsequent period of membership beyond the third period (as provided for under sub-paragraph (C) below).
  - (B) Elected Members under Statute 3 paragraphs (1) (C) (i) and (ii) may be re- elected for a second or further period which shall be determined by Regulation but which shall not exceed three years, provided that such Elected Members shall not serve for more than six consecutive years and not less than a year shall elapse after the expiry of such a period of continuous service before they may again be elected.
  - (C) Subject to the provisions of sub-paragraph (A) above, the Council may, exceptionally and subject to the resolution of a meeting of the Council, re-appoint a Member of Council to serve for a fourth consecutive term of three years where they are subsequently undertaking a new and more senior role such as that of Chair.
- (4) A Member of the Council shall cease to be a Member:
  - (A) if a receiving order in bankruptcy is made against him or her, or if he
    or she makes any arrangement or composition with his or her
    creditors;

(B) if

- the Council be convened by the Secretary of the Council, according to the provisions of Statute 5 paragraph (2), to consider the complaint.
- (3) The Council shall whenever a vacancy arises elect from among its Appointed Members a Vice-Chair and a Treasurer and each of them shall hold office either for a period of three years from the start of October following their election or until he or she ceases to be a Member of the Council whichever shall be the earlier. Each of them shall be eligible for reelection to his or her office, subject to the provisions of Statute 3 paragraph (3).
- (4) If any casual vacancy shall occur in the office of Chair the Council shall as soon as conveniently may be after the occurrence of such vacancy appoint another Appointed Member to fill such vacancy either for the remainder of the term of office of the former Chair or for such other term of office as may be determined by the Council in accordance with the provisions of Statute (4) paragraph (1); and pending such appointment the Vice-Chair shall perform all the functions and duties of the Chair. The Council shall act similarly to elect a new Vice-Chair or Treasurer in the case of any such casual vacancy in the offices of Vice-Chair and Treasurer.

# 5. MEETINGS OF THE COUNCIL AND COMMITTEES ESTABLISHED BY THE COUNCIL

- (1) There shall be held in every year at least three meetings of the Council to be called Ordinary Meetings.
- (2) Upon the written requisition of the Chair of the Council or of not fewer than five Members of the Council the Secretary to the Council shall convene a Special Meeting of the Council. Such requisition shall specify the object of the desired Meeting and the Secretary shall within seven days after receipt by him or her of such requisition convene a Special Meeting to be held within twenty-eight days of the date of the notice convening the Meeting for the purpose specified in the requisition.
- (3) In the absence of the Chair of the Council the Chair shall be taken at any Meeting of the Council by the Vice-Chair, and in the absence of both the Chair and the Vice-Chair shall be taken by such one of the Members present as those Members may appoint.
- (4) Ten or such larger number as the Council may from time to time by Regulation prescribe of whom at least

# 6. POWERS 17

(ii) the purpose and effect of entering into a Hedging Agreement is to hedge, vary or otherwise modify any financial arrangement which the University has entered into or

- (iv) The Council may give directions to the delegate as to the manner in which he or she is to report to it the exercise of his or her delegated authority.
- (C) The Council shall not delegate their power either to make Regulations in accordance with the foregoing sub-paragraph (2)(J) or to reach a decision under paragraph 10(2) of Statute 18.

### 7. THE ACADEMIC BOARD

(1) The Academic Board shall consist of the following persons:

## (A) EX OFFICIO MEMBERS

The Provost

The Deans of the University Faculties

All persons appointed to a Chair tenable at the University or upon whom the title of Professor has been conferred in respect of a post tenable at the University

All Heads of Departments who are not Professors

The Director of Library Services

The Deans of Students

The Faculty Tutors

The Education and Campaigns Officer of the Students' Union

The Medical and Postgraduate Students' Officer of the Students' Union

### (B) APPOINTED MEMBERS

Such members of the Academic Staff other than those specified in sub-paragraph (A) of this paragraph, in number determined by Regulation, as may by reason of their administrative or personal services be appointed from time to time by the Council on the advice of the Academic Board.

#### (C) ELECTED MEMBERS

(i) Such other persons being either Non-Professorial Members or Honorary Senior Clinical Lecturer Members of the Academic Staff, in number determined by Regulation, as shall be elected by such of the Non-Professorial Members and Honorary Senior Clinical Lecturer Members of the Academic Staff as are not, by virtue of

- shall be not less than one-quarter nor more than one-third of the total membership of the Board.
- (ii) Such number of Students as shall be determined by Regulation: Provided that this number shall not exceed thirteen and shall include not less than two postgraduate Students.
- (2) The Elected Members of the Academic Board shall be elected in such manner and for such periods as may be prescribed by Regulations. Such Regulations may also provide for determining the eligibility of an Elected Member for re-election.
- (3) An Appointed or Elected Member of the Academic notmner

The Vice-Dean or Vice-Deans for the Faculty shall be appointed by the

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Faculty in a manner and for a period to be determined by the Facult

University who shall, subject to these Statutes, act for the Provost during a vacancy in that office or during the absence or inability of the Provost. Such Officer shall hold appointment for the period and upon such conditions as shall from time to time be prescribed by decision of the Council.

### 12. THE DEANS OF STUDENTS

There shall be one or more Deans of Students, whose appointment shall be made, and whose duties shall be laid down, by the Council on the advice of the Academic Board, and who shall hold office for such period as the Council may determine.

### 13. JURISDICTION OVER STUDENTS

- (1) The Council shall be responsible for maintaining good order within the University and its precincts and other buildings and premises owned or occupied by the University and shall have disciplinary powers over the conduct of Students of the University which the Council considers to affect the interests of the University, its Staff or Students.
- (2) The Council, on the advice of the Academic Board, and after consulting the Students' Union, shall approve a Disciplinary Code and Disciplinary Procedure and determine procedures, including a student complaints and appeals procedure, which shall be published and made available to all Students of the University. The Procedure shall provide for the arrangements governing the hearing of a case of disciplinary action against a Student and of an appeal to the Discipline Review Body prescribed in paragraph (3).

prejudicial to the interests of the University as to render him or her unfit to continue as an Honorary Fellow of the University and he or she shall have failed to resign within fourteen days of the date on which such resolution was passed or on which such notice was served on him or her through the post addressed to him or her at his or her usual address.

(3) The Honorary Fellows of the University shall include those persons elected as Fellows of the University in or prior to the year 2010.

### 15. THE AUDITOR

- (1) The Council shall appoint an Auditor. Such Auditor shall be qualified in accordance with the provisions of the Companies Act 1985-1989 or any statutory modification or re-enactment thereof.
- (2) The Auditor shall have no financial interest, direct or indirect, in the University, nor any official, professional or personal relationship which might cause the Auditor to limit the extent or character of the audit of the University's activities.
- (3) The Auditor shall hold office for such period as the Council may think fit and shall be eligible for re-appointment, and shall receive such remuneration as may be determined from time to time by the Council.
- (4) The Auditor may resign by notice in writing addressed to the Secretary of the Council. If the office of Auditor shall become vacant before the expiry of the period of appointment, the Council shall advise the Office for Students and shall appoint a replacement Auditor.
- (5) The Auditor shall have a right of access at all reasonable times to the books, records, accounts and vouchers of the University and shall be entitled to require such information and explanation as may be necessary for the performance of his or her duties.
- (6) The Auditor shall make a report to the Council at least once in each year.

# 16. THE STUDENTS' UNION (THE UCL UNION)

The UCL Union shall consist of all registered Students of the University, together with such other persons as under its Constitution it may determine. Any registered student shall, however, have the right to opt not to be a member of the UCL Union and may exercise that right in accordance with procedures prescribed and published by the Union.

# Reasonableness of decisions

2.	No provision in Part II or Part III shall enable the body or person having the
	duty to reach a decisiona

kind which the member of the academic staff concerned was appointed or employed to do, means:

- (a) conviction for an offence which may be deemed by a Tribunal appointed under Part III to be such as to render the person convicted unfit for the execution of the duties of the office or employment as a member of the academic staff; or
- (b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office or employment; or
- conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office; or
- (d) physical or mental incapacity established under Part IV.

or regulation and the

### PART II REDUNDANCY

### Purpose of Part II

8. This Part enables the Council, as the appropriate body, to dismiss any member of the academic staff by reason of redundancy.

# Exclusion from Part II of persons appointed or promoted before 20th November 1987

- 9. (1) Nothing in this Part shall prejudice, alter or affect any rights, powers or duties of the University or apply in relation to a person unless:
  - (a) his or her appointment is made, or his or her contract of employment is entered into, on or after 20th November 1987; or
  - (b) he or she is promoted on or after that date.
  - (2) For the purposes of this paragraph in relation to a person, a reference to an appointment made or a contract entered into on or after 20th November 1987 or to promotion on or after that date shall be construed in accordance with subsections (3) to (6) of section 204 of the Education Reform Act 1988.

### The Appropriate Body

- 10. (1) The Council shall be the appropriate body for the purposes of this Part.
  - (2) This paragraph applies where the Council has decided that it is desirable that there should be a reduction in the academic staff:
    - (a) of the University as a whole; or
    - (b) of any Faculty or other academic unit of the University as defined in Statute 10 by way of redundancy.
- 11. (1) Where the Council has reached a decision under paragraph 10(2) it shall appoint a Redundancy Committee to be constituted in accordance with sub-paragraph (3) of this paragraph to give effect to its decision by such date as it may specify and for that purpose
  - (a) to select and recommend the requisite members of the academic staff for dismissal by reason of redundancy; and
  - (b) to report their recommendations to the Council.
  - (2) The Council shall either approve any selection recommendation made under sub-paragraph (1), or shall remit it to the Redundancy

Committee for further consideration in accordance with its further directions.

- (3) A Redundancy Committee appointed by the Council shall comprise:
  - (a) a Chair; and
  - (b) two members of the Council, not being persons employed by the University; and
  - (c) two members of the academic staff nominated by the Academic Board.

### Notices of intended dismissal

- 12. (1) Where the Council has approved a selection and recommendation made under paragraph 11(1) it may authorise an officer of the University as its delegate to dismiss any member of the academic staff so selected.
  - (2) Each member of the academic staff selected shall be given separate notice of the selection approved by the Council.
  - (3) Each separate notice shall sufficiently identify the circumstances which have satisfied the Council that the intended dismissal is reasonable and in particular shall include:
    - (a) a summary of the action taken by the Council under this Part;
    - (b) an account of the selection processes used by the Redundancy Committee;
    - (c) a reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Part V (Appeals); and
    - (d) a statement as to when the intended dismissal is to take effect.

## PART III DISCIPLINE, DISMISSAL AND REMOVAL FROM OFFICE

## **Disciplinary Procedures**

- 13. (1) Minor faults shall be dealt with informally.
  - (2) Where the matter is more serious but falls short of constituting possible good cause for dismissal the following procedure shall be used:

# Stage 1 – Oral Warning

If conduct or performance does not meet acceptable standards the member of the academic staff will normally be given a formal ORAL WARNING. The member will be advised of the reason for the warning, that it is the first stage of the disciplinary procedure and of the right of appeal under this paragraph. A brief note of the oral warning will be kept but it will be spent after 12 months, subject to satisfactory conduct and performance.

# Stage 2 – Written Warning

If the offence is a serious one, or if a further offence occurs, a WRITTEN WARNING will be given to the member of the academic staff by the Head of Department. This will give details of the complaint, the improvement required and the timescale. It will warn that a complaint may be made to the designated officer seeking the institution of charges to be heard by a Tribunal appointed under paragraph 16 if there is no satisfactory improvement and will advise of the right of appeal under this paragraph. A copy of this written warning will be kept by the Head of Faculty or other academic unit of the University as defined in Statute 10 but it will be disregarded for disciplinary purposes after two years subject to satisfactory conduct and performance.

### Stage 3 – Appeals

A member of the academic staff who wishes to appeal against a disciplinary warning shall inform the designated officer within two weeks.

- investigations or enquiries (if any) as appear to him or her to be necessary.
- (3) If it appears to the Provost that a complaint brought to his or her attention under sub-paragraph (1) relates to conduct or performance which does not meet acceptable standards but for which no written warning has been given under paragraph 13 or which relates to a particular alleged infringement of Regulations for which a standard penalty is normally imposed in the University or within the Faculty, School, Department or other relevant area, or is trivial or invalid he or she may dismiss it summarily, or decide not to proceed further under this Part.
- (4) If the Provost does not dispose of a complaint under sub-paragraph (3) he or she shall treat the complaint as disclosing a sufficient reason for proceeding further under this Part and, if he or she sees fit, he or she may suspend the member from the precincts of the University or any part thereof on full pay pending a final decision:
- (5) Where the Provost proceeds further under this Part he or she shall write to the member of the academic staff concerned inviting comment in writing.
- (6) As soon as may be following receipt of the comments (if any) the Provost shall consider the matter in the light of all the material then available and may:
  - (a) dismiss it himself or herself; or
  - (b) refer it for consideration under paragraph 13; or
  - (c) deal with it informally himself or herself if it appears to the Provost appropriate to do so and if the member of the academic staff agrees in writing that the matter should be dealt with in that way; or
  - (d) direct the designated officer to prefer a charge or charges to be considered by a Tribunal to be appointed under paragraph 16.
- (7) If no comment is received within 28 days the Provost may proceed as aforesaid as if the member concerned had denied the substance and validity of the alleged case in its entirety.

# **Institution of Charges**

15. (1) In any case where the Provost has directed that a charge or charges be preferred under paragraph .9 (ap6 0 Td [(pr)7 y)-9.9 (r)6.9 ()7 d (ges)Tj 0 Td

- (b) that a charge shall not be determined without an oral hearing at which the member of the academic staff concerned and any person appointed by him or her to represent him or her are entitled to be present;
- (c) that the member of the academic staff and any person representing the staff member may call witnesses and may question witnesses upon the evidence on which the case against him or her is based; and
- (d) that full and sufficient provision is made:
  - for postponements, adjournments, dismissal of the charge or charges for want of prosecution, remission of the charge or charges to the Provost for further consideration and for the correction of accidental errors; and
  - (ii) for appropriate time limits for each stage (including the hearing) to the intent that any charge thereunder shall be heard and determined by a Tribunal as expeditiously as reasonably practicable.

- (d) to appeals against discipline otherwise than in pursuance of Part III; and
- (e) to appeals against decisions reached under Part IV and "appeal" and "appellant" shall be construed accordingly.
- (2) No appeal shall however lie against:
  - (a) a decision of the appropriate body under paragraph 10(2);
  - (b) the findings of fact of a Tribunal under paragraph 18(1) save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;
  - (c) any finding by a Board set up under paragraph 22(3).
- (3) In this Part references to "the person appointed" are references to the person appointed by the Council under paragraph 28 to hear and determine the relevant appeal.
- (4) The parties to an appeal shall be the appellant and the designated officer and any other person added as a party at the direction of the person appointed.

### Institution of Appeals

26. A member of the academic staff shall institute an appeal by serving on the designated officer, within the time allowed under paragraph 27, notice in writing setting out the grounds of the appeal.

### Time for appealing and notices of appeal

- 27. (1) A notice of appeal shall be served within 28 days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under sub-paragraph (3).
  - (2) The designated officer shall bring any notice of appeal received (and the date when it was served) to the attention of the Council and shall inform the appellant that he or she has done so.
  - (3) Where the notice of appeal was served on the designated officer outside the 28 day period the person appointed under paragraph 28 shall not permit the appeal to proceed unless he or she considers that justice and fairness so require in the circumstances of the case.

# Persons appointed to hear and determine appeals

- 28. (1) Where an appeal is instituted under this Part the Council shall appoint a person described in sub-paragraph (2) to hear and determine that appeal.
  - (2) The persons described in this sub-paragraph are persons not employed by the University holding, or having held, judicial office or being barristers or solicitors of at least ten years' standing.
  - (3) The person appointed shall sit alone unless he or she considers that justice and fairness will best be served by sitting with two other persons.

(b) to matters affecting their personal dealings or relationships with other staff of the University, not being matters for which express provision is made elsewhere in this Statute.

## **Exclusions and Informal Procedures**

- 33. (1) If other remedies within the Faculty or other academic unit of the University as defined in Statute 10 have been exhausted the member of the academic staff may raise the matter with the Head of the Faculty or other academic unit of the University as defined in Statute 10.
  - (2) If the member of the academic staff is dissatisfied with the result of an approach under sub-paragraph (1) or if the grievance directly concerns the Head of the Faculty or other academic unit of the University as defined in Statute 10, the member may apply in writing to the Provost fberedress of the grievancestduhan ied wg (i)6 (t)2 (h t2983C -0.003 Tc 03003 Tw -

## **Grievance Committee Procedure**

- 34. If the grievance has not been disposed of informally under paragraph 33(5), the Provost shall refer the matter to the Grievance Committee for consideration.
- 35. The Grievance Committee to be appointed by the Council shall comprise:
  - (a) a Chair; and
  - (b) a member of the Council not being a person employed by the University; and
  - (c) one member of the academic staff nominated by the Academic Board.

## Procedure in connection with determinations; and right to representation

36. The procedure in connection with the consideration and determination of grievances shall be determined in Regulations in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

# Notification of decisions

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

person so appointed shall, subject to the principles of justice and fairness,