

SWANSEA UNIVERSITY

Ordinances

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Ordinances – Introduction and Definitions

In accordance with Article 21 of its Supplemental Charter of 2007, the Council of Swansea University shall have the authority to make, amend, add to or repeal Ordinances to direct and regulate the University and its members.

In these Ordinances:

the term “staff” refers to an employee of Swansea University who currently works under a contract of employment with Swansea University;

the term “statutory bodies” refers to the Council, the Senate, the Faculties and the Court of Swansea University.

1. Members of the University

1.1 The following shall be members of the University:

- (i) The Officers of Swansea University namely the Chancellor, the Pro-Chancellors, the Treasurer, the Vice-Chancellor, the Pro-Vice-Chancellors and the holders of such other posts as the Council may from time to time determine.
- (ii) The members of the Council of Swansea University.
- (iii) The members of the Senate of Swansea University.
- (iv) The members of the Court of Swansea University.
- (v) The Emeritus Professors of Swansea University.
- (vi) The Emeritus Professors of the University of Wales who were formerly members of the academic staff of the University College of Swansea or the University of Wales Swansea.
- (vii) Honorary Professors and others granted honorary titles in Swansea University and the University of Wales Swansea.
- (viii) All persons holding a written contract of employment with Swansea University.
- (ix) The graduates of Swansea University.
- (x) The graduates of the University of Wales who were formerly members of the University College of Swansea or the University of Wales Swansea.
- (xi) The students pursuing courses of study within Swansea University.

1.2 Membership of Swansea University shall continue for the individual member so long as at least one of the above conditions shall be met.

1.3 Membership of Swansea University has no legal significance and conveys no rights, privileges or obligations save as are set out in the Charter and the Statutes.

2. University Officers - Roles and Appointment

2.1 Chancellor

- (i) The Chancellor shall be appointed by the Council and shall hold office for four years or until his or her previous death or resignation.
- (ii) The Chancellor shall preside over the meetings of the Court.
- (iii) The Chancellor shall confer Degrees and present other awards and distinctions of the University. In the absence of the Chancellor, and during any vacancy, the Vice-Chancellor shall exercise this power.

2.2 Pro-Chancellors

- (i) The Pro-Chancellors shall be appointed by the Council and shall hold office for four years or until their previous death or resignation.
- (ii) In the absence of the Chancellor, or during any vacancy, either of the Pro-Chancellors shall preside at meetings of the Court.
- (iii) The Council shall designate one of the Pro-Chancellors to chair meetings of the Council and to guide the Council in discharging its responsibilities in full and in accordance with the Charter, Statutes, Ordinances and Regulations of the University.

2.3 Treasurer

- (i) The Treasurer shall be appointed by the Council and shall hold office for four years or until his or her previous death or resignation.
- (ii) The Treasurer shall have a background in finance or accounting.
- (iii) The Treasurer shall take an overview of the University's finances and its financial strategy.
- (iv) The Treasurer shall chair the Finance Committee.

2.4 Vice-Chancellor

2.4.1 Appointment of the Vice-Chancellor

(i) The Vice-Chancellor shall be appointed by the Council and shall hold office for such period and under such conditions as may from time to time be determined by the Council.

(ii) In the event of a vacancy or impending vacancy in the office of Vice-Chancellor, the Pro-Chancellor who chairs Council (or someone acting on his or her behalf) shall give notice that a Committee of Selection for the office of Vice-Chancellor shall be appointed by the Council.

(iii) The Council shall then appoint a Committee of Selection consisting of the following:

The Pro-Chancellor who is Chair of Council (who shall chair the Committee);
The Chancellor;
The other Pro-Chancellor;
The Treasurer;
Two lay representatives of the Council;
A Vice-Chancellor from another university;
Five representatives of the Senate, chosen by the Senate from among its staff members.

2.4.2 The role of the Vice-Chancellor

(i) The Vice-Chancellor, as the chief executive officer of the University, shall be responsible to the Council for the efficient and effective functioning of the University.

(ii) The Vice-Chancellor shall chair the Senate.

(iii) The Vice-Chancellor shall be an ex-officio member of the statutory bodies of the University and of all University committees with the exception of the Audit Committee.

(iv) In the absence of the Chancellor, or during any vacancy, the Vice-Chancellor shall have the authority to confer Degrees and present other awards and distinctions of the University.

(v) Subject to the provisions of the Regulations, the Vice-Chancellor may refuse to admit or may suspend or may withdraw any student from his or her studies and may exclude any student from any part of the University.

(vi) Subject to the provisions of the Statutes, the Ordinances and the Regulations, the Vice-Chancellor may suspend on full pay, dismiss or remove from office any member of the academic staff.

(vii) The Vice-Chancellor is the Accounting Officer of the University.

(viii) The Vice-Chancellor may delegate any of the functions listed above in clauses (ii), (iii), (iv), and (v) to a Pro-Vice-Chancellor.

2.5 Pro-Vice-Chancellors

(i) The Pro-Vice-Chancellor or Pro-Vice-Chancellors shall be appointed by the Council on the recommendation of the Vice-Chancellor from among the Professorial members of the Senate or shall be appointed via the decision of an Appointments Committee convened by the Vice-Chancellor in accordance with relevant University procedures for Professorial appointments and this decision shall be reported to the Council.

(ii) The Pro-Vice-Chancellor or Pro-Vice-Chancellors shall hold office for four years or for such periods and under such conditions as may from time to time be determined by the Council.

(iii) The Pro-Vice-Chancellor or Pro-Vice-Chancellors shall exercise such functions as are delegated by the Vice-Chancellor and shall have such responsibilities as are determined by the Vice-Chancellor.

(iv) In the absence of the Vice-Chancellor and the Registrar, the longest-serving Pro-Vice-Chancellor shall be responsible for the efficient and effective functioning of the University and the Administrative Secretary shall be responsible for the co-ordination of administrative and support services.

2.6 The Registrar

(i) The Registrar shall be appointed via the decision of an Appointments Committee convened by the Vice-Chancellor in accordance with relevant University procedures and this decision shall be reported to the Council.

(ii) The Registrar shall hold Office for such period and under such conditions as may from time to time be determined by the Council.

(iii) The Registrar shall be the head of the University's administrative and support services.

(iv) In the absence of the Vice-Chancellor, the Registrar shall be responsible for the efficient and effective functioning of the University.

3. The Council – Council Code of Practice

The Council shall approve a Code of Practice which shall outline:

- the role and responsibilities of Council;
- the duties and responsibilities of members of Council;
- a code of ethics for members of Council.

4. The Senate

4.1 Constitution

4.1.1 The Senate shall consist of:

- (i) The Vice-Chancellor who shall be the Chair.
- (ii) The Pro-Vice-Chancellors.
- (iii) The Heads of Schools and unitary Departments.
- (iv) Other Professors of the University and Professors of the University of Wales who are employed by the University.
- (v) The Deans and Associate Deans of the Faculties.
- (vi) The Director of Library and Information Services.
- (vii) Twelve elected representatives of the non-professorial staff chosen so that each of the Faculties is represented by at least two members.
- (viii) The occupants of such other posts in the University as may from time to time be approved by the Council on the recommendation of the Senate.
- (ix) Eight students appointed in accordance with regulations made from time to time by the Senate.

4.1.2 The members of the Senate referred to in clause (vii) above shall be elected in such manner as may be prescribed by the Senate.

4.1.3 A member of the Senate may resign at any time by writing addressed to the Secretary of Senate.

4.2 Powers of Senate

Subject to the provisions of the Charter and Statutes, the Senate shall have the following powers and functions:

- (i) To oversee and regulate instruction, teaching and research within the University and the examinations held by the University.
- (ii) To regulate the admission of persons to courses of study in the University.
- (iii) On the recommendation of the Faculties, to confer and grant Degrees, Diplomas and other academic distinctions on and to persons who shall have pursued a course of study approved by the University and shall have passed the

examinations or other tests and met all other requirements prescribed by the University.

(iv) On good cause, as defined by Regulations, to deprive persons of any Degrees, Diplomas, Certificates or other distinctions or awards conferred upon or granted to them by the University. Honorary Degrees and other Honorary Awards shall only be removed on the joint recommendation of the Council and the Senate.

(v) To appoint examiners on the recommendation of the Faculties.

(vi) To advise the Council on issues relating to the welfare of the students of the University.

(vii) To regulate the discipline of the students of the University in respect of both academic and non-academic matters, to receive an annual report and, where necessary, to report on these matters to Council.

(viii) To regulate student complaints and appeals in respect of both academic and non-academic matters, to receive an annual report and, where necessary, to report on these matters to Council.

(ix) To regulate the procedures for instituting and awarding, Fellowships, Scholarships, Studentships, Bursaries and prizes and to receive an annual report on the awards made.

(x) To make recommendations to Council on the structure of the academic year.

(xi) To regulate the procedure for Degree Congregations and other Award Ceremonies of the University.

(xii) To prescribe the academic dress to be worn by the various officers and members of the University.

(xiii) To make recommendations to Council on the Faculties to be constituted.

(xiv) To prescribe which Schools and unitary Departments belong to which Faculty, other than for the Postgraduate Research Faculty.

(xv) To appoint the Dean and Associate Dean(s) of each of the Faculties on the recommendation of the Faculties.

(xvi) To appoint members of the Senate to be members of the Court and the Council.

(xvii) To fill vacancies among the membership of Senate.

- (xviii) To approve the academic aspects of associations within the University or with other institutions or organisations or departments or branches thereof to the benefit of the University in teaching and research.
- (xix) To approve, amend or refer back to the appropriate body any academic matter relating to teaching and research.
- (xx) To require reports on academic matters relating to teaching and research from any appropriate body.
- (xxi) To comment on changes to the Statutes proposed by the Council.
- (xxii) To advise the Council on the long-term development of the University.
- (xxiii) To make recommendations to the Council on any academic matter;
- (xxiv) To report on any matter referred to them by the Council.
- (xxv) To discuss and declare an opinion on any matter whatsoever relating to the University.
- (xxvi) To carry out such other functions as the Council shall authorise.

5. The Faculties

5.1 Approved Faculties

Under the provisions of Article 15 in the Charter, the Council is able to constitute bodies within the University, while under the terms of Statute 5.2.2(xix), the Council is empowered to determine the overall organisational structure of the University.

The following Faculties have been constituted:

Arts and Humanities;
Business, Economics and Law;
Engineering and Science;
Health and Human Sciences;
Postgraduate Research.

5.2 Constitution

5.2.1 Each Faculty, other than the Postgraduate Research Faculty, shall consist of:

- (i) The Vice-Chancellor.
- (ii) The Dean of the Faculty who shall be the Chair.
- (iii) The Associate Dean(s) of the Faculty.
- (iv) The Professors of the Faculty.
- (v) Other full-time and part-time members of the academic staff engaged in teaching and/or assessment of undergraduate or taught postgraduate students in the Schools and unitary Departments within the Faculty.
- (vi) Full-time or part-time registered students of the Faculty not exceeding eight in number, at least one of whom shall be a postgraduate student, appointed by the Students' Union. The Students' Union shall ensure that the student representatives shall be reasonably representative of the subjects taught within the Faculty and of the various years of study.
- (vii) Such other persons as the Senate may from time to time determine.

5.2.2 The Postgraduate Research Faculty shall consist of:

- (i) The Vice-Chancellor.
- (ii) The Dean of the Faculty who shall be the Chair.
- (iii) The Associate Dean(s) of the Faculty.

- (iv) At least one member of the academic staff nominated by each School and unitary Department.
- (v) Three students, representing the interests of full-time, part-time, Doctoral and Master's postgraduate research students.
- (vi) Such other persons as the Senate may from time to time determine.

5.2.3 The Dean and Associate Dean(s) of each of the Faculties shall be appointed by the Senate in accordance with Regulations made by the Senate. The Deans shall act as Chairs of their respective Faculties, and their other duties shall be to ensure maintenance of and to monitor academic quality and standards; and to present to the Senate and other University bodies the views of his/her Faculty on matters of academic quality and standards.

5.2.4 Subject to the Charter and Statutes of the University, the Senate shall prescribe what shall be the Schools and unitary Departments in each Faculty, other than for the Postgraduate Research Faculty.

5.3 Powers of the Faculties

5.3.1 Subject to the provisions of the Charter and Statutes, each Faculty shall have the following powers and functions:

- (i) To oversee the standards of academic provision in the Faculty in accordance with the University's quality procedures and systems.
- (ii) To ensure that Schools and unitary Departments operate in compliance with relevant University policies, procedures and regulations.
- (iii) To regulate, subject to approval by the Senate, the teaching and study of the subjects assigned to the Faculty.
- (iv) To consider the attendance, progress and conduct of students in the Faculty and to report to the Senate thereon.
- (v) To make recommendations to the Senate on the appointment of Examiners.
- (vi) To make recommendations to the Senate for the award of Degrees, Diplomas and other academic awards.
- (vii) To make recommendations to the Senate for the award of Fellowships, Scholarships, Studentships, Bursaries and prizes within the Faculty.
- (viii) To report to the Senate on the introduction of, amendments to and withdrawals of schemes of study and modules, and on any questions relating to the work of the Faculty.

(ix) To discuss any matters relating to the Faculty and express its opinion and to deal with any matters referred or delegated to it by the Senate.

(x) To communicate with other Faculties direct and through cross representation.

5.3.2 Subject to the provisions of the Charter and Statutes, the Postgraduate Research Faculty shall have the powers and functions as stated in Ordinance 5.3.1 and shall also have the following additional powers and functions:

(i) To regulate, subject to approval by the Senate, the supervision and research training of all subjects leading to a postgraduate research-based degree.

(ii) To develop an academic and strategic plan for the training and supervision of postgraduate research students.

6. The Court

6.1 Constitution of the Court

The following shall be members of the Court:

6.1.1 Representatives of the University

- (i) The Chancellor.
- (ii) The Pro-Chancellors.
- (iii) The Treasurer.
- (iv) The Vice-Chancellor.
- (v) The Pro-Vice-Chancellor(s).
- (vi) The Deans of the Faculties.
- (vii) Members of the Council.
- (viii) Twelve persons to be appointed by the Senate of whom six shall be members of the non-professorial academic staff of the University.
- (ix) Five students of the University, consisting of the President of the Students' Union, the President of the Athletics Union, the Students' Union's Welfare Officer, the Students' Union's Education Officer and a student registered in the Department of Adult and Continuing Education, to be nominated by the Head of Department and appointed in accordance with procedures made from time to time by the Council.
- (x) Fifteen representatives of the former students of the University, appointed in accordance with the procedures as determined by Council.

6.1.2 Representatives from Education

- (i) One representative each from such other higher education institutions as may be specified by the Council on an annual basis, such that the total number of institutions represented shall not exceed nine.
- (ii) One representative each from such schools and colleges as may be specified by the Council on an annual basis, such that the total number of schools and colleges represented shall not exceed seventeen.

6.1.3 Representatives from Health

- (i) Two representatives of the Swansea Health Board and one representative from each of the NHS Trusts in Wales, as may be specified by the Council on an annual basis.

6.1.4 Representatives of Civic Dignitaries and senior public figures

- (i) The Lord Mayor and the Chief Executive of the City of Swansea.
- (ii) Her Majesty's Lieutenant for the County of West Glamorgan.
- (iii) The High Sheriff for the County of West Glamorgan.
- (iv) One representative of each local civic group as may be specified by the Council on an annual basis.

6.1.5 Representatives appointed by Public Authorities

- (i) One appropriate officer and one member from each of such Counties and County Boroughs as may be specified by the Council on an annual basis.

6.1.6 Representatives of the National Assembly for Wales, the UK and European Parliaments

- (i) Assembly Members appointed by the National Assembly for Wales, Members of Parliament and Members of the European Parliament for such constituencies and / or regions as may be specified by the Council on an annual basis.

6.1.7 Representatives of Trade Unions and Professional Groups

- (i) Three members of University staff appointed by the Swansea Branch of the University and College Union and one member of University staff appointed by each of the other recognised trades unions within the University as may be determined from time to time by the Council.

6.1.8 Representatives of Learned Societies, Scientific and Professional Bodies, Religious and Other Organisations

- (i) One person, who is neither a student nor an employee of the University, appointed by each of such learned societies, scientific and professional bodies, religious organisations and other organisations as may be determined by the Council on an annual basis, such that the total number of organisations under this clause shall not exceed seventy.

6.1.9 Representatives of Industry, Business and Commerce

- (i) One person, who is neither a student nor an employee of the University, appointed by each of such Industry, Business and Commerce organisations as may be specified by the Council on an annual basis, such that the total number of organisations shall not exceed thirty.

6.1.10 Life Members

- (i) Such persons as have rendered distinguished service to the University who are appointed by the Council to be members of the Court during their lives.
- (ii) The Emeritus Professors of the University.

6.1.11 Co-opted Members

- (i) Such persons as shall from time to time be appointed by the Court so that the number of such persons shall not at any time exceed nine.

6.1.12 Terms of Membership

- (i) Members (other than members elected under Ordinance 6.1.1(ix), above {to whom Ordinance 6.1.12(ii) applies} and members appointed under Ordinance 6.1.10 {who are life members}) shall hold office for three years from the date of their appointment. Representative members shall vacate office on ceasing to be members of the body appointing them, except in cases where they were not such members when the appointment was made.
- (ii) Members of the Court elected under Ordinance 6.1.1(ix) above shall hold office for one year from the date of election and shall in any event vacate the office on ceasing to be a registered student of the University.
- (iii) Members retiring may be re-appointed or re-elected.
- (iv) A member of the Court may resign at any time by writing to the Secretary of the Court.
- (v) The person or body which appointed any member of Court whose place has become vacant shall take steps to fill the vacancy as soon as conveniently possible.

6.2 Powers of the Court

- (i) To appoint six members of the Court as members of Council, of whom one or two shall retire from Council each year.
- (ii) To fill vacancies among the members of the Court to be appointed by the Court.
- (iii) To receive, comment and ask questions on reports on the working of the University including the Annual Review of the University.
- (iv) To receive, comment and ask questions on the Annual Audited Financial Statements.
- (v) To discuss any matters relating to the University and to make recommendations to the Council as it sees fit.
- (vi) To act as a forum to discuss the University's role in the community.

6.3 Meetings of the Court

- (i) The Court shall meet annually in each academic year, at such day and hour as shall be appointed by the Council. The Chancellor (or in the absence of the Chancellor, a Pro-Chancellor) shall preside over and chair meetings of the Court.
- (ii) At its Annual General Meeting, the Court shall receive reports and/or presentations on the working of the University and current issues, together with

the annual audited financial statements and shall fill any vacancies among the members of the Court or Council which ought to be filled by the Court.

(iii) Notice of the Annual General Meeting together with an indication of the business to be transacted shall be circulated to members by the Secretary to the Court at least twenty-one days before the date of each meeting. The agenda and papers for the meeting shall be circulated at least seven days before the date of the meeting.

(iv) Where members of the Court are requested to propose a person for election as a member of the Court or of the Council, the name of the person so proposed shall be sent to the Secretary to the Court at least twelve days before the date of the meeting.

(v) The agenda for the Annual General Meeting of the Court shall include an opportunity for members of the Court to raise questions about issues of particular concern, to discuss any matters relating to the University and to comment thereon. Members are requested to give notice to the Secretary of Court of any issues which they wish to raise at least two days before the date of the meeting, to enable any necessary preparatory work to be undertaken.

(vi) Twenty-five members of the Court shall form a quorum.

(vii) Special Meetings may be convened at any time by

- the Chancellor; or
- the Council; or
- 25 members of the Court together with the majority of Court-appointed members of Council

subject to the Chancellor having the authority to postpone business to the next Annual General Meeting of the Court if there has already been one special meeting in the previous twelve months.

(viii) Special Meetings of the Court may be held in order to exercise any of the powers of the Court.

(ix) Notice of a Special Meeting shall be circulated by the Secretary to the Court at least twenty-one days before the date of each meeting, and an agenda and supporting papers shall be circulated to members at least seven days before the Special Meeting, and no business other than that specified on such agenda shall be considered.

(x) Any recommendation to the Council from the Court shall require the assent of the majority of members present at the meeting.

(xi) The proceedings of meetings of the Court shall be conducted at the discretion of the Chair in general accordance with the Regulations for the Conduct of Meetings, as approved by Council.

7. Committees

(i) The Council, the Senate and the Faculties may establish and dis-establish committees.

(ii) Each committee shall have a designated body or committee to which it shall report (the reporting body), as determined by the relevant establishing body.

(iii) Each committee shall have terms of reference which shall be prescribed by the relevant reporting body.

(iv) Each committee shall have a constitution which shall be prescribed by the relevant reporting body.

(v) Other than in the case of ex officio members, the members of each committee shall be appointed by the relevant reporting body.

8. Conduct of Meetings

The regulations for the conduct of meetings shall be prescribed by Council and shall apply to all meetings of the Council, the Senate, the Faculties, the committees established by these bodies and the Court.

9. Schools

9.1 Approved Schools and Unitary Departments

Under the provisions of Article 15 in the Charter, the Council is able to constitute bodies within the University, while under the terms of Statute 5.2(xix), the Council is empowered to determine the overall organisational structure of the University.

(i) The following Schools have been constituted, some of which have constituent departments, as set out below:

School of Arts and Humanities;
School of Business and Economics;
School of Engineering;
School of the Environment and Society;
School of Health Science;
School of Human Sciences;
School of Law;
School of Medicine;
School of Physical Sciences.

(ii) The following unitary Departments have been approved:
Adult Continuing Education.

(iii) Those departments which are constituent elements of Schools are regarded as internal organisational units within Schools, and are managed and administered by such methods and given such titles as deemed appropriate by the relevant Head of School.

9.2 Appointment of Heads of Schools and Unitary Departments

(i) When a Headship of School / unitary Department falls vacant, the Vice-Chancellor, after consultation with the members of the teaching staff of the School / unitary Department, shall recommend to Council one of the following options:

- that the Headship of School / unitary Department be combined permanently with a Chair;
- that the Headship of School / unitary Department be combined with a Chair for a specific period, normally three years, possibly renewable;
- that the Headship of School / unitary Department be filled by a member of staff below the rank of Professor, for a period normally of three years, possibly renewable, or for such shorter period as may be agreed between the Vice-Chancellor and the individual concerned.

(ii) The Vice-Chancellor shall make a recommendation in relation to the appointment of a current member of the academic staff to the Headship of a School / unitary Department direct to the Council or, if advertised, through the report of the Selection Committee.

(iii) The Vice-Chancellor may appoint a member of the academic staff to be Acting Head of School / unitary Department and normally for a period of not more than one year. Subject thereto, all Heads of Schools or of unitary Departments shall be appointed by the Council or, if advertised, by the Selection Committee.

(iv) Heads of Schools/ unitary Departments shall be responsible to the Vice-Chancellor for the management and administration of that School / unitary Department.

(v) A Head of School / unitary Department may be removed from this office for good cause by the Council on the recommendation of the Vice-Chancellor for failing to provide the high level of leadership and management expected of such a senior post.

9.3 Staff Meetings

(i) Each School / unitary Department has a Staff Meeting that shall consist of all members of staff in the School / unitary Department and, with the consent of the Chair, such other members as the meeting shall from time to time determine.

(ii) Staff Meetings shall normally be held at least once a term and shall be convened by the Chair.

(iii) Further meetings shall be convened by the Chair either at his/her own instance or on the request of one third of the members.

(iv) Normally the Head of School / unitary Department shall be Chair of the Staff Meeting.

(v) The Staff Meeting shall have power to make recommendations to Heads of Schools / unitary Departments in respect of:

- (a) the regulation, subject to the powers of the Senate and the Faculty, of the teaching and study of the subject or subjects taught in the School / unitary Department, and the allocation of other duties connected therewith;
- (b) the staffing needs of the School / unitary Department;
- (c) the general policy for the allocation of the funds and resources of the School / unitary Department.

(vi) The conduct of business in Staff Meetings shall be in general accordance with the Regulations for Conduct of Meetings, as determined by the Council.

9.4 Staff / Student Consultative Committees

(i) Each School / unitary Department shall have a Staff/Student Consultative Committee.

(ii) The membership and composition of each Staff/Student Consultative Committee shall be determined by the individual School / unitary Department, but shall normally consist of half students and half staff.

(iii) Meetings of Staff/Student Consultative Committees shall normally be held at least once a term. Further meetings shall be called at the request of the Head of School / unitary Department, or of the majority of either the student or staff members of the Committee.

(iv) A Staff/Student Consultative Committee should be a representative Committee and not an assembly of all members of staff and students.

(v) Student membership should be broadly representative of courses taken in the School / unitary Department.

(vi) The views of each Staff/Student Consultative Committee should be recorded and widely distributed and conveyed to the School's / unitary Department's Staff Meeting.

(vii) The conduct of business in meetings of Staff/Student Consultative Committees shall be in general accordance with the Regulations for the Conduct of Meetings, as determined by Council.

10. Academic Staff – Appointment

10.1 Chairs or Readerships

- (i) The holders of all Chair appointments shall be entitled to the title 'Professor'.
- (ii) Academic staff may be promoted to Chairs or Readerships following consideration of a case by the Chairs and Readerships Committee of the Management Board, for which there are separate procedures.
- (iii) The Management Board shall approve all new posts designated as Chairs and Readerships and shall give permission for them to be filled.
- (iv) Except with the specific consent of the Council, all new posts designated as Chairs or Readerships shall be advertised externally.
- (v) For each Chair and Readership, a Selection Committee shall be established in accordance with the relevant University procedures and constituted in accordance with the University's Chairs and Readerships Regulations.
- (vi) The Management Board empowers a Selection Committee to act on its behalf in making an appointment.
- (vii) The appointment shall be made by the Selection Committee in accordance with relevant University policies and reported to the Council and the Senate.
- (viii) In the event that the Selection Committee considers it to be in the best interests of the University to appoint more than one candidate, the Selection Committee may do so in exceptional circumstances, subject to the approval of a meeting of Management Board.

10.2 Consultant-Level Appointments in the School of Medicine

- (i) All factors connected with making clinical appointments shall be fully considered before embarking on the appointment process, and the University and the appropriate NHS body shall have agreed the following: the funding of the post; the terms of the appointment; the lines of accountability; job description; further particulars and duties of the post; and the appointment procedure.
- (ii) The appointment shall be made in accordance with relevant University procedures and reported to the Council and the Senate.
- (iii) The appointment of selection committees for clinical academic posts involving honorary consultant appointments shall comply with NHS regulations for consultant appointments as well as those of the University.

(iv) Selection Committees for clinical (consultant-level) academic appointments shall be constituted as follows.

- (a) The Vice-Chancellor or his/her nominee (Chair).
- (b) The Head of the School of Medicine or his/her nominee.
- (c) Up to two members of the Academic Staff of the School of Medicine.
- (d) Not more than four persons, of whom one shall be medically qualified from the appropriate Royal College/Professional Body, and three from the relevant NHS Trust or other body (of whom at least one should be medically qualified), who shall be full voting members of the Committee.

10.3 Other Academic Appointments

(i) Academic staff appointments shall be made by Appointments Committees specifically convened for the purpose, in accordance with relevant University procedures, and reported to the Council and the Senate.

11. Academic Staff – Disciplinary Procedures

NOTE - This Ordinance will be dependant upon the detailed terms of the Revised Model Statute and, as such, cannot be drafted at this stage. The University's current *Academic Staff Regulations in relation to Disciplinary Procedures and Grievance Procedures* will continue to apply until such time as they are superseded by this Ordinance.

12. Honorary Awards

12.1 The Council shall prescribe regulations for the conferment of Honorary Degrees, Honorary Fellowships and other Honorary Awards.

12.2 All Honorary Degrees, Honorary Fellowships and other Honorary Awards shall be made on the joint recommendation of the Council and the Senate.

12.3 Honorary Degrees, Honorary Fellowships and Honorary Awards shall be conferred at the Degree Congregations and other Awards Ceremonies of the University and may, with the approval of the Chancellor, also be conferred on other occasions.

12.3 Exceptionally, and for good cause (and subject to the rules of natural justice and the right of appeal to the Chancellor), Honorary Degrees, Honorary Fellowships and other Honorary Awards may be removed on the joint recommendation of the Council and the Senate.

12.4 "Good cause" for the purpose of this Ordinance shall mean conduct of an illegal, immoral, scandalous or disgraceful nature and as deemed by the Council and the Senate as incompatible with the holding of an Honorary Award of the University.

13. Removal of Lay Members

13.1 Any lay member of the Court or of the Council or of any University committee may be removed from such bodies for good cause by the Council, subject to the rules of natural justice and a right of appeal to the Chancellor.

13.2 "Good cause" shall for the purpose of this Ordinance mean:

(i) conviction for an offence which may be deemed by the Council to be such as to render the person convicted unfit for the execution of the duties of the office; or

(ii) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of office; or

(iii) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office, including persistent non-attendance at meetings of Council and / or University committees.

14. Retirement and Resignation of Staff

14.1 The Vice-Chancellor, all professors, readers, senior lecturers, lecturers and holders of such salaried posts of Swansea University as the Council may from time to time determine shall retire from their office on the thirtieth day of September following the date on which they attain the age of 67 years in the case of those appointed before 1 January 1983, and on the thirtieth day of September following the date on which they attain the age of 65 years in the case of those appointed on or after January 1983, unless Council shall agree that any such members of staff may continue in office.

14.2 The Vice-Chancellor, each professor, reader, senior lecturer, or holders of such other salaried posts of Swansea University as the Council may from time to time determine shall be at liberty to resign their appointments and terminate their engagements with the Council on giving to the Council in writing at least three months' notice to expire at the end of one of Swansea University's terms or of the long vacation.

15. Common Seal of the University

15.1 All deeds, instruments, and writings to which the Common Seal of Swansea University shall be required, and the authorisation of the transactions contained therein, shall be approved and attested by signature by two authorised officers of the University, on behalf of Council. A report of the transaction and sealing shall be made to the next following meeting of Council.

15.2 The Authorised officers shall be any two of the following: the Chair of Council, the Treasurer, the Vice-Chancellor, the Registrar, the Director of Finance and any one of the Pro-Vice-Chancellors.

15.3 Normally, the sealing and approval of a document shall take place as soon as circumstances demand, but exceptional circumstances, to be determined by the Secretary to Council, may warrant the authorisation of the sealing to take place at a Council meeting.

15.4 The Seal shall remain in the custody of the Secretary to the Council.

16. Contracts

16.1 Contracts made by or on behalf of Swansea University shall be validly made and binding on the University if made as follows:-

(i) Any contract which, if made between private persons would be by law required to be in writing, and if made according to law to be under Seal, may be made on behalf of Swansea University in writing under its Common Seal, and such contract may in the same manner be varied or discharged.

(ii) Any contract which, if made between private persons would be by law required to be in writing and signed by the parties to be charged therewith, may be made on behalf of Swansea University in writing, signed by any person acting under the authority of the Council and in accordance with the University's Financial Regulations, and such contract may in the same manner be varied or discharged.

(iii) Any contract which, if made between private persons would by law be valid, although made verbally only and not in writing, may be made either in writing or verbally on behalf of Swansea University by any person acting under the authority of the Council and in accordance with the University's Financial Regulations, and such contract may be in the same way varied or discharged.

17. Service of Notices and Documents

17.1 Any notice or document required to be given or sent by the University to a member may be given or sent, either personally or by sending it by post or electronically, to the last address (physical or electronic) registered by the University in respect of such member.

17.2 Where a notice or other document is sent by post or by electronic media, its service shall be deemed to have been properly effected by properly addressing and posting, or electronically transmitting, it.

17.3 The accidental omission to give notice or send a document to, or the non-receipt of a notice or document by, any person entitled to receive the same shall not invalidate the proceedings consequent upon such notice or document.

18. Acts During Vacancies

18.1 No act or resolution of the statutory bodies of the University or of any University committees shall be invalid only by reason of any vacancy in their membership or invalidity of the appointment of any member.

19. Delegation

19.1 The Council or the Senate or the Officers of Swansea University may delegate functions and authority subject that:

(i) The delegation shall not be repugnant to the terms of the Charter, Statutes, Ordinances and Regulations of the University.

(ii) The terms of the delegated authority shall be clearly set out in writing to the delegate.

(iii) In the case of delegation to a committee, the delegated authority shall be set out in the terms of reference of that committee, as approved by the relevant body, or by resolution on the part of the delegating body.

20. Restricted Business

20.1 Student members shall be required to withdraw from meetings of statutory bodies and University committees when issues under Section D (Restricted Items) of agenda are discussed and shall not return to the meeting until the discussion of the restricted area of business is concluded.

20.2 Restricted areas of business include details of staff promotions, staff remuneration and the selection, progress, assessment and personal affairs of individual students.

20.3 Minutes and other records which relate to the discussion of restricted business shall not at any time be made available to student members.

20.4 Minutes and other records which relate to matters deemed by the Chairs of statutory bodies and University committees to be of commercial sensitivity may also be restricted from general publication to the extent permitted by legislation.

21. Role of the Secretary to the Council

1. Appointment

- (i) The Secretary to Council shall be appointed to that role by the Council.

2. Removal

- (i) The Secretary to Council may be removed from this role for good cause by the Council.
- (ii) “Good cause” for the purpose of this Ordinance shall mean conduct of an illegal, immoral, scandalous or disgraceful nature and as deemed by the Council as incompatible with the role of Secretary to Council.

3. Reporting

- (i) Irrespective of any other responsibilities the appointee may hold, when acting as Secretary to the Council the appointee shall be responsible solely to the Council and reports direct to the Chair of the Council.
- (ii) If the Secretary to the Council perceives any real or apparent conflict of interest between other responsibilities and the role of Secretary, this shall be reported to the Council.

4. Guidance and Advice

- (i) The Secretary shall ensure that the Council is provided with authoritative guidance on its responsibilities under the Charter, Statutes, Ordinances, Regulations, policies and procedures of the University, and under relevant legislation.
- (ii) When necessary, the Secretary may seek legal or other advice on behalf of the Council.
- (iii) The Secretary shall ensure that all documentation provided to members of the Council is appropriate to enable the Council to exercise its powers and responsibilities.
- (iv) The Secretary shall alert the Council if it appears that any proposed action would exceed the powers of the Council or be contrary to legislation or to the Funding Council’s Financial Memorandum.
- (v) The Secretary shall advise the Council if it appears that any proposed action would result in Council or any of its members becoming overly involved in the operational, executive or management functions of the University, other than as permitted under the Ordinances and Regulations.

(vi) Any member of Council may seek the advice of its Secretary on any matters relating to their obligations and duties as members of the University Council.

(vii) The Secretary shall co-ordinate the provision of appropriate induction, training, advisory and other guidance materials and programmes for members of the Council.

(viii) The Secretary shall facilitate communication on Council matters between the Chair of the Council, the Vice-Chancellor and senior staff in the University.

5. Meetings of Council and Council Committees

(i) Either in person or by delegation to a named individual, the Secretary shall summon meetings, prepare and despatch agenda (after appropriate consultation with relevant University Officers), and attend all meetings of the Council and its committees, giving advice as appropriate at such meetings and being responsible for the preparation of draft minutes of the proceedings.

6. Other Duties

(i) The Secretary shall maintain the Register of Interests of the members of Council and of any lay members of committees.

(ii) The Secretary shall be responsible for the custody of the University Seal and for its proper use.

(iii) The Secretary shall arrange for the re-imbusement to members of the Council of the expenses they incur when discharging the business of the Council.

(iv) The Secretary shall act as correspondent for the Council.

(v) The Secretary shall act as correspondent for the Chair of Council and shall provide appropriate administrative support for the Chair, including maintaining the Chair's diary of University commitments.

(vi) The Secretary shall keep the Ordinances and associated materials under review and shall advise Council as and when amendments may be required.

(vii) In consultation with the Chair of Council, the Secretary shall oversee the arrangements for periodic reviews of the effectiveness of Council and its members.