

University of Bristol Regulations

- The various University Divisions' responsibilities for managing / updating the Regulations of the University are set out below. The table includes certain policies and procedures that are considered to be analogous to Regulations.
- It is the responsibility of the named Division to ensure to undertake an annual review of their Regulations to ensure that they are fit for purpose.
- The University's Financial Regulations are owned and updated by the Finance Division: <http://www.bristol.ac.uk/finance/regs/>.

Academic Registry

Regulations in the University Charter, Acts, Statutes, Ordinances and Regulations (CASOR) (relating to education)

- Regulations and Code of Practice for Research Degree Programmes
- Regulations and Code of Practice for Taught Programmes
- Regulations for Higher Doctorates
<http://www.bristol.ac.uk/exams/higher-doctorates/>
- Regulations for Personal Tutoring
<http://www.bristol.ac.uk/esu/studentlearning/pt>
- Regulations for Educational Partnerships
<http://www.bristol.ac.uk/esu/edpart/educationalpartnerships/>
- Examination Regulations [except s 10 and 11 Appeals procedure]
<http://www.bristol.ac.uk/secretary/studentrulesregs/examregs.html>

Recruitment, Access & Admissions

Admissions Principles and Procedures

- Undergraduates:
<http://www.bristol.ac.uk/university/governance/policies/admissions/home-overseas.html>
- Research postgraduates:
<http://www.bristol.ac.uk/university/governance/policies/admissions/research-pg.html>
- Taught postgraduates:
<http://www.bristol.ac.uk/university/governance/policies/admissions/taught-pg.html>

Secretary's Office

Student Rules and Regulations [Unless otherwise stated, these regulations are owned and updated by the Secretary's Office]

Rights and Responsibilities

- Student Agreement <http://www.bristol.ac.uk/secretary/studentrulesregs/agreement.html>
- Dignity at Work and Study [HR - Organisational Development Manager (Diversity)]
<http://www.bristol.ac.uk/secretary/studentrulesregs/digwork.html>
- Data Protection Act 1998 <http://www.bristol.ac.uk/secretary/dataprotection/offences.html>
- Student Complaints Procedure
<http://www.bristol.ac.uk/secretary/studentrulesregs/complaints.html>
- Student Disciplinary Regulations
<http://www.bristol.ac.uk/secretary/studentrulesregs/disciplinary.html>
- Student Fees Regulations [Finance Office in consultation with the Academic Registry]
<http://www.bristol.ac.uk/secretary/studentrulesregs/studentfees.html>

Academic Matters

- Examination Regulations – s 10 and 11 Appeals procedure]
<http://www.bristol.ac.uk/secretary/studentrulesregs/examregs.html>
- Turnitin UK - the JISC Plagiarism Detection Service [ESU]
<http://www.bristol.ac.uk/esu/studentlearning/plagiarism/jiscpds.html>
- Regulations on Research Practice
<http://www.bristol.ac.uk/secretary/studentrulesregs/researchprac.html>
- Regulations on Research Misconduct
<http://www.bristol.ac.uk/secretary/studentrulesregs/researchmisc.html>
- Intellectual Property Policy for Students
<http://www.bristol.ac.uk/secretary/studentrulesregs/intelprop.html>

Use of Facilities

- General Regulations for the Library Services and Facilities [Library]
<http://www.bristol.ac.uk/secretary/studentrulesregs/libraryregs.html>
- Information Access and Security Policy
<http://www.bristol.ac.uk/secretary/computers.html> [NB this is currently under review and will incorporate the existing Regulations for the Use of Computing Facilities and the Policy for the Investigation of Computers]
- Car Parking Regulations <http://www.bristol.ac.uk/secretary/studentrulesregs/carprk.html>

General

- Policy on Public Interest Disclosure
<http://www.bristol.ac.uk/secretary/studentrulesregs/public.html>
- Freedom of Speech <http://www.bristol.ac.uk/secretary/studentrulesregs/freespeech.html>

Public and Ceremonial Events

Other Regulations in the CASOR (in consultation with the Academic Registry)

- Regulations: Academic and Official Costume
<http://www.bristol.ac.uk/university/governance/rules-regulations/regsacademicdress.pdf>

Governance Office

Other Regulations in the CASOR (in consultation with the Academic Registry)

- Regulation of Academic Schools
<http://www.bristol.ac.uk/university/governance/rules-regulations/regsacadschools.pdf>
- Regulation of Primary Units and of Primary Units Designated as Academic Departments
<http://www.bristol.ac.uk/university/governance/rules-regulations/regsprimaryunits.pdf>

*For further advice, please contact the Governance Office:
secretariat@bristol.ac.uk*

Approval route for new or amended Academic Regulations

- Council with a recommendation from Senate for regulations relating to academic matters, routed via UPARC and/or Education Committee, as appropriate.

Responsibility for updating Academic Regulations

- The Academic Registry (currently the Education Support Unit) is responsible for keeping the Regulations and Codes of Practice for Research and Taught Programmes up to date.

University of Bristol Statutes

Approval route for new or amended Statutes:

- In accordance with the Charter and Statutes, Council must approve new or amended Statutes by special resolution (a resolution considered as a separate agenda item following a written report from the University Secretary and either (i) passed by a two-thirds majority of those present and voting or (ii) passed by a simple majority of those present and voting and ratified at the next ordinary meeting).
- In order to enable the University Secretary to provide a written report, all proposed changes should be referred at the earliest opportunity to the Secretary's Office.
- The Governance Office/Secretariat will then be responsible for processing the changes through all the necessary Committee stages.
- In matters relating to course of study, degrees, certificates, diplomas and other academic awards or distinctions, affiliation of colleges and recognition of teachers, to be made by Council only with the consent of Senate.
- Those Statutes which directly affect the powers or composition of University Court or Convocation (marked with an asterisk below) require Court's consent (the process for dealing with any objections from Court is set out in the Charter).
- The Privy Council must approve any amendments to the University Statutes.

Responsibility for updating Statutes

- The Governance Office/Secretariat is responsible for maintaining an up to date record of changes to the Statutes, and for obtaining Privy Council approval.

Statute 1: Preliminary	Council
Statute 2: Members of the University	Council
Statute 3: The Chancellor	Council
Statute 4: The Pro-Chancellors	Council
Statute 5: The Vice-Chancellor	Council/Senate
Statute 6: The Pro Vice-Chancellors	Council/Senate
Statute 7: The Deans of the Faculties	Council/Senate
Statute 8: The Treasurer	Audit Cttee/Council/Court
Statute 9: The University Officers	Council
Statute 10: External Auditors	Audit Cttee/Council/Court
Statute 11: Membership of Court	Council/Court
Statute 12: Meetings of Court	Council/Court
Statute 13: Powers of Court	Council/Court
Statute 14: Nominations Committee of Court	Nominations Committee of Court/Council/Court
Statute 15: Membership of Council	Council
Statute 16: Meetings of Council	Council
Statute 17: Powers of Council	Council
Statute 18: REPEALED	
Statute 19: Membership of Senate	Senate/Council
Statute 20: Meetings of Senate	Senate/Council
Statute 21: Powers of Senate	Senate/Council
Statute 22: Faculties	Senate/Council
Statute 23: Membership of Convocation	Council/Court
Statute 24: Meetings of Convocation	Council/Court
Statute 25: Powers of Convocation	Council/Court
Statute 26: Congregations	Council/Senate
Statute 27: University of Bristol Union	Council/Senate
Statute 28: Examiners for Academic Awards	Council/Senate
Statute 29: Committees	Council (for Council committees), Senate (for Senate committees)
Statute 30: Advisory Boards	Council/Senate (as approp)
Statute 31: Removal of Officers, Auditors and Members	Council/Senate (as approp)
Statute 32: Academic Staff: Dismissal, Discipline, Grievance Procedures and related matters	Personnel Cttee/Council/Senate
Statute 33: Validity of Acts of Court, Council and Senate	Council/Court
Statute 34: Contracts	Finance Cttee/Research Cttee/Ed Cttee/UPARC/Council/Senate (as approp)

University of Bristol Ordinances

Approval route for new or amended Ordinances:

- In accordance with the Charter and Statutes, Council must approve new or amended ordinances by special resolution (a resolution considered as a separate agenda item following a written report from the University Secretary and either (i) passed by a two-thirds majority of those present and voting or (ii) passed by a simple majority of those present and voting and ratified at the next ordinary meeting).
- In order to enable the University Secretary to provide a written report, all proposed changes should be referred at the earliest opportunity to the Secretary's Office.
- The Governance Office/Secretariat will then be responsible for processing the changes through all the necessary Committee stages.
- A recommendation must come from Senate for Ordinances relating to academic matters (after report from relevant Faculty Boards), usually routed via UPARC.
- Ordinance revisions directly linked to academic programmes may proceed directly to Senate from Education Committee.
- Non-academic Ordinances should be routed via the relevant primary committee (see below), usually via UPARC.

Responsibility for updating Ordinances

- The Governance Office/Secretariat is responsible for maintaining an up to date record of changes to the Ordinances.
- Council is the final approval authority in every case. The table below indicates additional committees with responsibility for generating and approving revisions to specific ordinances.

Ordinance 1 - Definitions	Council
Ordinance 2 -The Academic Year	Ed Cttee/UPARC/Senate/Council
Ordinance 3 - Council Procedure	Council
Ordinance 4 - Election to Court of Members of the Support Staff	Council/Court
Ordinance 5 - Election to Council of Members of Staff	Council
Ordinance 6 - Membership of Senate	UPARC/Senate
Ordinance 7 - Faculty Boards	UPARC/Senate
Ordinance 8 - Academic Schools	Ed Cttee/UPARC/Senate
Ordinance 9 - Primary Units	UPARC/Senate
Ordinance 10 - Heads of Academic Schools	UPARC/Senate
Ordinance 11 - Pro Vice-Chancellors	UPARC/Senate
Ordinance 12 - The Deans of the Faculties	UPARC/Senate
Ordinance 13 - University Officers	UPARC/Senate
Ordinance 14 - Registrar	Council
Ordinance 15 - Students	Ed Cttee/UPARC/Senate
Ordinance 16 - Awards and Distinctions	Ed Cttee/UPARC/Senate
Ordinance 17 - Assessment for Academic Awards	Ed Cttee/UPARC/Senate
Ordinance 18 - Failure to Complete Assessment	Ed Cttee/UPARC/Senate
Ordinance 19 – Summary of Academic Awards	Faculties/Ed Cttee/Senate
Ordinance 20 - Academic Status	UPARC/Senate
Ordinance 21 – Congregations	UPARC/Senate
Ordinance 22 -Associated Institutions	Faculties/Ed Cttee or Res Cttee/Senate
Ordinance 23 - Affiliated Institutions	Faculties/Ed Cttee or Res Cttee/Senate
Ordinance 24 - University of Bristol Students' Union	UPARC/Senate
Ordinance 25 -Initial Service Review	Personnel Cttee/UPARC/Senate
Ordinance 26 - Fixed-Term Contracts	Personnel Cttee/UPARC/Senate
Ordinance 27 - Redundancy Procedure	Personnel Cttee/UPARC/Senate
Ordinance 28 - Conduct Procedure for Members of Staff	Personnel Cttee/UPARC/Senate
Ordinance 29 - Capability and Performance Procedure for Members of Staff	Personnel Cttee/UPARC/Senate
Ordinance 30 - Procedure for Dismissal for Some Other Substantial Reason	Personnel Cttee/UPARC/Senate
Ordinance 31 - Ill health procedure for members of staff	Personnel Cttee/UPARC/Senate
Ordinance 32 (This Ordinance is currently being revised. It will be updated during the 2012/13 academic session) - Staff Grievance Procedure	Personnel Cttee/UPARC/Senate
Ordinance 33 - Removal from an additional post	Personnel Cttee/UPARC/Senate
Ordinance 34 - Procedure for dealing with a clinical academic contract where the honorary NHS contract has been compromised	Personnel Cttee/UPARC/Senate
Ordinance 35 - Termination of employment of members of staff on grounds of Retirement	Personnel Cttee/UPARC/Senate