

LANCASTER UNIVERSITY

Graduate College Constitution

Version 2 - as amended 2012 (version 1, 1991, ref SASA/91/33)

1. The College

- 1.1 Graduate College (hereinafter called “the College”) is part of Lancaster University and the Charter, Statutes and Rules of the University apply within the College.
- 1.2 The purpose of the College is:
 - 1.2.1 to enhance the academic and professional lives of its members;
 - 1.2.2 to provide a welcoming, supportive community for students, to help them gain the maximum opportunities from their student experience;
 - 1.2.3 provide study and social facilities for College members not resident on campus;
 - 1.2.4 to provide a setting within which the management of student residences can be carried out in a friendly and efficient manner;
 - 1.2.5 to provide support for communal activities for junior members through the elected College student body and College officers;
 - 1.2.6 to work in conjunction with the Lancaster University Students’ Union in supporting student activities at Lancaster;
 - 1.2.7 to further the development of an active academic, sporting, social and cultural community within the University;
 - 1.2.8 support the work of the University’s central services and Faculties in enhancing the student experience at Lancaster;
 - 1.2.9 to work in conjunction with the University’s Alumni office to support alumni activities.

2. College Membership

- 2.1 All postgraduate students of the University are allocated to membership of the College, under procedures laid down by the Senate.
- 2.2 All members of the College shall be members of the College student body Junior Common Room (JCR) or Postgraduate Board.
- 2.3 All senior members of the College shall be members of the Senior Common Room (SCR).

2.3.1 Senior members of the College are:

- (a) members of the academic staff of the University appointed to the College through procedures laid down from time to time by the Senate;
- (b) graduate students appointed by the College, either as College Officers, or as College Advisors;
- (c) members of the assistant staff of the University who have expressed a wish to join the College;
- (d) other persons with an interest in the life of the University who are admitted on the invitation of the College Syndicate;
- (e) honorary senior members (associate members) who are admitted by the Syndicate, but who may not participate in the governance of the College.

3. **College Governance**

3.1 **College Syndicate**

- 3.1.1 The College Syndicate is a sub-committee of the Senate and shall be the governing body of the College, as defined under Statute 14.
- 3.1.2 Every senior member of the College, except those who are honorary members, is a statutory member of Syndicate.
- 3.1.3 The powers and duties of the Syndicate shall be to discuss University business and to make recommendations thereon to the Senate, and to provide for the governance and good order of the College.
- 3.1.4 There shall be a Committee of Syndicate, consisting of only senior members, to discuss reserved business, including the conditions of service, remuneration or dismissal of any College Officer.
- 3.1.5 The Syndicate shall meet at least once per academic year, and additional meetings may be called at any time, at the discretion of the Principal.
- 3.1.6 The Syndicate shall be chaired by the College Principal or in their absence by another senior officer designated by the Principal.
- 3.1.7 The Secretary of the Syndicate is the College Administrator.
- 3.1.8 The Syndicate may appoint standing, special and advisory committees from time to time.
- 3.1.9 The operational management of the College shall be delegated by the Syndicate to the Principal's Management Group.

3.1.10 The Syndicate will appoint to the Senate (other than junior members and *ex officio* members of the Senate) members of the Syndicate as determined by the appropriate University Ordinance (currently awaiting recommendations of the Senate Effectiveness Working Group, as of December 2012).

- (i) The representative of the Syndicate on the Senate shall serve for a period of three years.

3.1.11 The College Principal shall appoint two senior members, not being members of the Senate, to represent it on the Court of the University.

- (i) The representatives of the Syndicate on the Court shall be appointed for a period of three years.

4. College Officers

4.1 Officers of the College other than Assistant Deans must be members of the University and senior members of the College.

- (i) Nominations to the Syndicate, for ratification, for the offices of Vice-Principal, Senior Advisor, Dean and Assistant Dean are made by the Principal following open and competitive recruitment process.
- (ii) All College Officers, except the Principal, shall be appointed by the Principal following the nomination process above.

4.2 The senior officers of the College are:

4.2.1 **The Principal.** The College Principal shall be Chair of Syndicate and a member (*ex officio*) of every committee of Syndicate and will be generally responsible to the Council and to the Senate for maintaining the effective working and good order of the College.

4.2.2 **The Vice-Principal.** The Vice-Principal shall act for the Principal at the request of the Principal or in the event of the Principal's absence or incapacity, and shall have such other duties as Syndicate shall from time to time determine.

4.2.3 **The Senior Advisor/Student Support Officer.** The Senior Advisor is responsible to the Principal for the College Welfare and Advisory system and for the appointment supervising the working of the College Advisor system.

4.2.4 **The Dean.** The College Dean is responsible to the Principal for the College disciplinary affairs and for the appointment of Assistant Deans.

4.2.5 **The Assistant Deans.** There shall be one Assistant Dean per 250 students (or part thereof) in residence in college accommodation. Assistant Deans will be resident in the College and will assist the Dean in disciplinary matters.

4.2.6 **Other Officers.** The Syndicate shall appoint such officers as may from time to time be required.

4.3 Each officer of the college shall have a job description.

5. Election and Appointment of Officers

5.1 The method of electing candidates for appointment as College Officers shall be as defined in the Standing Orders for the conduct of College business.

5.2 The tenure of office of the College Principal shall be for three years, renewable once at the discretion of the Syndicate. The Principal shall be eligible for re-election or reappointment for a third term only under the conditions of a publicly notified election conducted through the office of the Pro-Vice-Chancellor with responsibility for Colleges.

5.3 The tenure of office of other officers of the College, or of members of the committee of Syndicate, shall be for three years, renewable once at the discretion of the Syndicate.

5.4 Officers of the College may resign their office. In which case, the Officer concerned shall provide one month's notice of intention to resign, in writing, to the Principal.

5.5 The tenure of office of any Officer of the College may be terminated by the procedure laid down in the College Standing Orders.

6. Discipline

6.1 All College members are required to comply with the University Rules and (where applicable) College Rules.

6.2 The College Disciplinary Procedures shall comply with the University Disciplinary Procedures.

7. Constitutional amendments

7.1 Amendments to the College Constitutions shall be made by the Syndicate and shall be subject to approval by the Senate.