

APPENDIX TO MINUTE 134

CODE OF PRACTICE ON THE EMPLOYMENT OF RESEARCH STAFF

On the basis of guidelines received from the CVCP/AUT, the following Code of Practice has been agreed between the University and the Aberdeen Association of University Teachers on the employment of Research Staff. It should be seen against the University's general commitment to good employment practice, equal opportunities and the general principle that as far as funding allows research staff should not be treated less favourably than those in permanent academic positions.

A. Conditions of Employment

1. All Research Staff will receive full details of the terms and conditions of service attached to an appointment as Research Assistant/Fellow. If an appointment is renewed and involves any changes to the terms and conditions these changes will be specified.
2. Research staff will be appointed at the grade appropriate to the duties of the post and normally on the point on the salary scale which reflects the relevant experience of the person appointed. Job titles will reflect the level of experience and responsibility that the research job demands.
3. The salary, salary scale and any incremental arrangements will be clearly stated, with reference made also to the fact that the salary structure is within the scope of the national salary agreements and subject to review in that context.
4. Research staff on fixed term contracts have the same entitlement to annual leave, maternity leave and sickness leave as permanent staff taking due account of length of service. They also have access to the University's facilities (eg recreation, Library) on the same terms as permanent staff.
5. The University's requirement that staff appointed on fixed term contracts waive the right to claim unfair dismissal will be notified to all candidates before they apply.
6. Staff appointed on fixed term contracts will be advised that it is the policy of the University to make statutory redundancy payments to eligible staff on the conclusion of fixed term contracts.
7. Research staff are eligible to apply for promotion, advancement and discretionary payments, taking due account of the terms of the national agreement on the salary structure for Research and Analogous Staff.

B. Funding

1. Where a member of research staff is to be appointed to a subsequent contract, the University will seek funds to pay a starting salary not less than the final salary under the previous contract. Similarly, funds will be sought to enable research staff to progress incrementally on the relevant salary scale.
2. The availability of any funds provided by the University to give bridging support between non-continuous contracts will be publicised widely. In particular, Faculties will consider Research Staff for bridging support on an individual basis.

C. The Research Environment

1. The maximum number of hours per week or year which a member of research staff may be required to devote to teaching is detailed within the individual's contract of employment. Further duties, which fall outwith the terms on an individual's contract should only be undertaken by mutual consent. Working hours for research staff should be broadly similar to those considered normal for other staff. Working hours are likely to be flexible and arranged to fit in with the nature of the work. Care will be taken to ensure that the hours of part-time post holders are reduced proportionately.
2. Supervisors of research staff should be mindful of their responsibilities to research staff and should inform them of the nature and extent of the supervision they will be given.
3. Research staff will be advised how progress on the research project is to be monitored.
4. Research staff will be given every opportunity (subject to university statutes, etc) to contribute to the University outside the immediate scope of their research work, for example, and where appropriate, Departmental meetings, committee work, ad hoc working parties, etc. Research staff will be included in normal communication arrangements within Departments to ensure that they are as aware as permanent staff of the affairs of the University community as a whole.
5. Research staff are eligible to benefit from intellectual property arising from their research on the same terms as permanent staff. The contribution of research staff will be fully recognised both in publications and in any commercial exploitation.

D. Career Development Training

1. Research staff will be involved in the appraisal exercise and appraised in the same manner and at the same intervals as permanent staff.
2. Training and career development opportunities are available on the same basis to Research Staff as to the other Academic and Academic-Related Staff. The Staff Development programme is sent to all members of staff and includes training and development opportunities dedicated to Research Staff.
3. Research Staff Supervisors will play an active role in assisting individual Researchers in their search for suitable alternative employment at the conclusion of a fixed-term appointment, beginning with a consideration of the individual's cv and including meeting with the individual to discuss suitable vacancies within the University or elsewhere, and reminding the individual of relevant training sources.

APPENDIX TO MINUTE NO 136

RESOLUTION NO. 213 OF 1999 [CHANGES IN REGULATIONS FOR VARIOUS DEGREES]

After consultation with the Senatus Academicus, the University Court, at its meeting on 23 March 1999, passed the following Resolution:

1. On the recommendation of the Senatus Academicus, the following amendments to degree regulations are hereby approved.
2. This Resolution shall come into force on the Fifteenth day of June, Nineteen hundred and ninety-nine.

1. General Regulations for First Degrees

Regulation 1

To the list of approved definitions add the following:

- “Half-session: a period, prescribed by the Senatus Academicus, which includes 12 weeks of teaching, followed by a period for revision and assessment.
- Academic Year: the period which commences on the first day of a Winter Term and extends until the last day of the Summer Vacation in the succeeding calendar year.
- Session: the aggregate of two half-sessions, whether or not these are immediately consecutive, plus, for the purposes of the Regulations which govern students’ progress, the August diet of prescribed degree assessments following those half-sessions.”

Regulation 7

In the third sentence of the existing Regulation for “the session in respect of which it is awarded and to the four sessions immediately following” substitute “the academic year in respect of which it is awarded and to the academic year immediately following”.

Regulations 8, 9.2, 13, 16.2 (second sentence) and 18

For “session” substitute “academic year”.

2. Degree of Master of Arts (MA)

Regulation 2

For the existing text of the Regulation, substitute the following:

“2.1 Candidates may be admitted directly to the second session of study for the degree by the Undergraduate Programme Committee in Arts & Social Sciences and thereby reduce the prescribed period of study for the Degree of MA with Honours by one session.

Such candidates must hold *either*:

- (i) In the case of candidates for the degree with Single Honours, a ‘B’ grade pass at GCE Advanced level, or an ‘A’ grade pass at SCE Certificate of Sixth Year Studies level in the subject to be studied at Honours level; *or*
- (ii) In the case of candidates for the degree with Joint or Combined Honours, two ‘B’ grade passes at GCE Advanced-level, or one ‘A’ grade pass and one ‘B’ grade pass at SCE Certificate of Sixth Year Studies level in the subjects to be studied at Honours level; *or*
- (iii) Experiential or other qualifications deemed by the Undergraduate Programme Committee in Arts and Social Sciences to be equivalent to (i) or (ii) above.

Candidates wishing to apply to the Undergraduate Programme Committee in Arts & Social Sciences for admission under this provision must do so not later than the end of the second week from their first registration for the degree of MA. Any such application must be supported in writing by the relevant Head or Heads of Department.

2.2 In order to be eligible to enter an Honours programme after one session in attendance candidates admitted directly to the second session of study for the degree must obtain not fewer than 24 credits within that session and must satisfy the standard required by the Head or Heads of Department concerned for entry to Honours in the appropriate courses at level 2.

2.3 A candidate registered under this Regulation who fails to meet the requirements of 2.2 or who subsequently elects to graduate with a non-Honours version of the Degree of Master of Arts (either the ‘Combined Studies Programme’ or the Designated Degree) will be required to satisfy the full requirements of MA Regulations 3 to 11 as applicable.”

Regulations 3, 5 and 7

For “Session” substitute “Academic Year”.

Regulations 10 - 14

For the existing Regulations governing award of the Designated Degree substitute the following, and re-number subsequent Regulations as appropriate.

“10. Candidates who have complied with the provisions of Regulations 3 to 5, and 6(ii) to 8, and with the General Degree Regulations, and who have satisfied the additional requirements as prescribed in the relevant Regulations 11.1 to 11.15 for the following disciplines, shall be entitled to apply for the Designated Degree of MA and to have the name of that discipline inscribed on their degree certificate:

Accountancy (see Regulation 11.12)
 Anthropology (see Regulation 11.3)
 Celtic Civilisation (see Regulation 11.1)
 Computing Science (see Regulation 11.1)
 Countryside and Environmental Management (see Regulation 11.4)
 Cultural History (see Regulation 11.5)
 Divinity (see Regulation 11.1)
 Economics (see Regulation 11.1)
 English (see Regulation 11.1)
 French Studies (see Regulation 11.1)
 Gaelic Studies (see Regulation 11.1)
 Geography (see Regulation 11.1)
 Environmental Geography (see Regulation 11.6)
 Human Geography (see Regulation 11.7)
 Physical Geography (see Regulation 11.8)
 German Studies (see Regulation 11.1)
 Hispanic Studies (see Regulation 11.1)
 Historical Studies (see Regulation 11.1)
 History of Art (see Regulation 11.1)
 Information Systems and Computing (see Regulation 11.1)
 Management Studies (see Regulation 11.9)
 Mathematics (see Regulation 11.1)
 Philosophy (see Regulation 11.1)
 Political Studies (see Regulation 11.1)
 Psychology (see Regulation 11.10)
 Rural Development (see Regulation 11.11)
 Scottish Archaeology (see Regulation 11.12)
 Scottish Culture and Traditions (see Regulation 11.13)
 Sociology (see Regulation 11.14)
 Statistics (see Regulation 11.1)
 Three European Languages with Twentieth Century Culture (see Regulation 11.15)

11.1 The additional requirements for the award of the Designated Degree of MA in Celtic Civilisation, Computing Science, Divinity, Economics, English, French Studies, Gaelic Studies, Geography, German Studies, Hispanic Studies, Historical Studies, History of Art, Information Systems and Computing, Mathematics, Philosophy, Political Studies or Statistics, are at least 38 credits in the discipline, including 18 at level 3.

11.2.1 The additional requirements for the award of the Designated Degree of MA in Accountancy are a minimum of 72 credits including credits from the following courses:

Level 1:	Management Accounting 1	(AC 1006)
	Financial Accounting 1	(AC 1506)
	Management of Organisations	(MS 1002)
	Microeconomics 1	(EC 1001)
	Macroeconomics 1	(EC 1501)
	The Law of Business Transactions	(LS 1005)
	The Law of Business Organisations	(LS 1505)
	Foundation Statistics for the Social Sciences	(ST 1504)
Level 2:	Management Accounting 2	(AC 2013 or 2513)
	Taxation 1	(AC 2014 or 2514)
	Financial Accounting 2	(AC 2017 or 2517)

	Business Finance	(AC 2019 <i>or</i> 2519)
Level 3:	Accounting Systems	(AC 3029 <i>or</i> 3529)
	Management Accounting 3	(AC 3030 <i>or</i> 3530)
	Financial Accounting 3	(AC 3034 <i>or</i> 3534)
	Taxation 2	(AC 3035 <i>or</i> 3535)
	Auditing	(AC 3036 <i>or</i> 3536)

Note: Dual-coded courses will be taught in one or other (but not both) of the half-sessions.

11.2.2 Not more than two attempts at any degree assessment in those courses prescribed by the degree programme shall be permitted for the purposes of satisfying 11.2.1 above.

11.2.3 On the recommendation of the examiners, the Designated Degree of MA in Accountancy may be awarded with Distinction.

11.3 The additional requirements for the award of the Designated Degree of MA in Anthropology are a minimum of 72 credits including credits from the following courses:

Level 1: AT 1001, SO 1504

Level 2: AT 2001, AT 2501

Level 3: AT 3001, AT 3002, AT 3501 plus either SO 3019 or SO 3519

11.4 The additional requirements for the award of the Designated Degree of MA in Countryside and Environmental Management are a minimum of 72 credits including 18 credits from the following courses:

Level 3: LM 4802 plus 9 credits taken from LM 3003, LM 3004, LM 3006, LM 3007, LM 3501, plus 6 further credits to be taken in courses at level 3, as approved by the programme co-ordinator.

11.5 The additional requirements for the award of the Designated Degree of MA in Cultural History are a minimum of 72 credits including 30 credits in Cultural History, 18 of which must be at level 3, and 8 further credits to be taken from level 1 courses in Anthropology, Geography, Politics, Sociology or subjects in Group (a) or Group (b) of Annex A.

11.6 The additional requirements for the award of the Designated Degree of MA in Environmental Geography are a minimum of 72 credits including 38 credits in Geography, 18 of which must be at level 3, with 12 of these credits taken from the Environmental Geography courses listed on Table A of the Geography entry in Annex B.

11.7 The additional requirements for the award of the Designated Degree of MA in Human Geography are a minimum of 72 credits including 38 credits in Geography, 18 of which must be at Level 3, with 12 of these credits taken from the Human Geography courses listed on Table A of the Geography entry in Annex B.

11.8 The additional requirements for the award of the Designated Degree of MA in Physical Geography are a minimum of 72 credits including 38 credits in Geography, 18 of which must be at Level 3, with 12 of these credits taken from the Physical Geography courses listed on Table A of the Geography entry in Annex B.

11.9 The additional requirements for the award of the Designated Degree of MA in Management Studies are a minimum of 72 credits including credits from the following courses:

Level 1: MS 1002, MS 1501, EC 1001, AC 1505

Level 2: MS 2001, MS 2504

Level 3: 18 credits from any Management Studies courses offered at Level 3.

11.10 The additional requirements for the award of the Designated Degree of MA in Psychology are a minimum of 72 credits including 20 credits from Psychology at levels 1 and 2, and 18 credits from the following courses:

Level 3: PS 3004, PS 3006, PS 3007, PS 3506, PS 3508, PS 3509

11.11 The additional requirements for the award of the Designated Degree of MA in Rural Development are a minimum of 72 credits including 18 credits from the following courses:

Level 3: LM 3003, LM 4802, MS 3007 plus 9 further credits to be taken in courses at Level 3, as approved by the programme co-ordinator.

11.12 The additional requirements for the award of the Designated Degree of MA in Scottish Archaeology are a minimum of 72 including 38 credits in Scottish Archaeology (18 of which must be at level 3). The courses that can be counted towards the award of this degree are those featured in the Regulations for the Continuing Education Certificate in Field Archaeology and the Continuing Education Diploma in Scottish Archaeology, included in the Continuing Education section of the Calendar.

11.13 The additional requirements for the award of the Designated Degree of MA in Scottish Culture and Traditions are a minimum of 72 including 38 credits in courses in Scottish Culture and Traditions (18 of which must be at level 3). Full details of the courses that can be counted towards the award of this degree are available from the Centre for Continuing Education.

11.14 The additional requirements for the award of the Designated Degree of MA in Sociology are a minimum of 72 credits including credits from the following courses:

Level 1: SO 1002, SO 1504

Level 2: SO 2002, SO 2502

Level 3: SO 3016, SO 3017, SO 3019, SO 3516, SO 3519

11.15 The additional requirements for the award of the Designated Degree of MA in Three European Languages with Twentieth Century Culture are a minimum of 72 credits including credits from the following courses, under (i), and satisfaction of the residence requirement for the degree, under (ii):

(i) Level 1:

(a) Compulsory Courses:

FR 1001, FR 1501	<i>or</i>	FR 1002, FR 1502
GM 1001, GM 1501	<i>or</i>	GM 1012, GM 1512
SP 1001, SP 1501	<i>or</i>	SP 1008, SP 1508

(b) Additional Courses (to make the total of credits up to 24) chosen from:

FR 1003, FR 1503, FR 1004, FR 1504, GM 1002, GM 1502, GM 1011, GM 1511, SP 1010, SP 1507.

Level 2:

(a) Compulsory Courses:

FR 2002, FR 2502	<i>or</i>	FR 2005, FR 2505
GM 2007, GM 2507	<i>or</i>	GM 2009, GM 2509
SP 2001, SP 2501		

(b) Optional Courses (totalling 6 credits) to be chosen from the additional courses listed under level 1, and/or GM 2008, GM 2508, GM 2010, GM 2510, SP 2007, SP 2509, FS 1002, PI 1004, PI 1505, PI 1506, SO 1504.

Level 3:

(a) Compulsory Courses:

FR 3010, GM 3020 and SP 3021.

- (b) Optional Courses (totalling 6 credits) chosen from the following level 3 options (not all of which will be available every year), FR 3019, FR 3020, FR 3029, FR 3516, FR 3528, GM 3006, GM 3013, GM 3014, GM 3506, any level 3 Spanish course subject to approval of the Head of the Department of Hispanic Studies.

Candidates may substitute for one or both of their level 3 options either one or two, as appropriate, of the following level 1 Celtic, Italian or Russian language courses:

CE 1001, CE 1501, IT 1001, IT 1501, RL 1003, RL 1503.

- (ii) Normally a minimum of one month resident in a French-speaking, one in a German-speaking, and one in a Spanish-speaking country or area (i.e. normally a minimum of one month's residence requirement for each of French, German, and Spanish)."

Regulation 15

For "Session" substitute "Academic Year"

Following "96 credits" insert "unless admitted under the terms of Regulation 2 above, in which case they must obtain a minimum of 72 credits".

Regulation 16

In the list of Single Honours programmes available, for "Informatics" substitute "Information Systems & Computing", add "Anthropology, Computing (with Industrial Placement), Divinity, Information Systems & Computing (with Industrial Placement)".

In the list of Joint and Combined Honours programmes available, for "Church History-Politics, Finance-Jurisprudence, International Relations-Jurisprudence, Jurisprudence-Philosophy, Jurisprudence-Politics, Jurisprudence-Social Research, Jurisprudence-Sociology" substitute "Divinity-Politics, Finance-Legal Studies, International Relations-Legal Studies, Legal Studies-Philosophy, Legal Studies-Politics, Legal Studies-Social Research, Legal Studies-Sociology"; delete "Biblical Studies"; add "Accountancy-Anthropology, Accountancy-Legal Studies, Anthropology-Celtic, Anthropology-Celtic Civilisation, Anthropology-Cultural History, Anthropology-Divinity, Anthropology-Economic History, Anthropology-Economic Science, Anthropology-English, Anthropology-Entrepreneurship, Anthropology-Finance, Anthropology-French, Anthropology-Geography, Anthropology-German, Anthropology-Hispanic Studies, Anthropology-History, Anthropology-International Relations, Anthropology-Legal Studies, Anthropology-Management Studies, Anthropology-Philosophy, Anthropology-Political Economy, Anthropology-Politics, Anthropology-Philosophy, Anthropology-Religious Studies, Anthropology-Sociology, Celtic-Cultural History, Celtic-Divinity, Celtic with Music Studies, Cultural History-Divinity, Cultural History-English, Cultural History-French, Cultural History-Geography, Cultural History-German, Cultural History-Hispanic Studies, Cultural History-History, Cultural History-History of Art, Cultural History-International Relations, Cultural History with Music Studies, Cultural History-Philosophy, Cultural History-Politics, Divinity-English, Divinity with Film Studies, Divinity-French, Divinity-German, Divinity-Hispanic Studies, Divinity-History, Divinity-History of Art, Divinity-International Relations, Divinity with Music Studies, Divinity-Social Research, Divinity-Sociology, Divinity with Women's Studies, English with Music Studies, Finance-International Relations, Finance-Politics, French with Music Studies, German with Music Studies, Hispanic Studies with Music Studies, History with Music Studies, History of Art with Music Studies, Philosophy with Music Studies, Religious Studies with Music Studies, Rural Development."

Regulation 18

Following "unless" insert "admitted under the terms of Regulation 2 above or".

Regulation 19

In the first sentence, following "Candidates" insert ", unless admitted under the terms of Regulation 2 above,".

3. Degree of Bachelor of Land Economy (BLE)

Regulations 10, 16, 20, 27, 32, 41, 48 and 56

For “earlier sessions” substitute “earlier academic years”

4. Degree of Bachelor of Science in Pure Science (BSc)

Regulation 5.1

To the list of courses under Group A add “Mathematical Sciences, Organic Agriculture, Sports & Exercise Science, Tools for Science”.

From the list of courses under Group A delete “Medical Microbiology, Ocean Science (available until the session 1994-95 only).”

Regulation 6

Delete this Regulation; renumber subsequent Regulations accordingly.

Regulation 11

To the list of disciplines in which a Designated degree may be awarded add “Animal Care, Animal Health & Welfare, Applied Biology for the Land Based Industries, Equine Science, Molecular Microbiology, Organic Agriculture, Sports & Exercise Science.”

From the list of disciplines in which a Designated degree may be awarded delete “Plant Science (Plant Ecology).”

Regulation 14(i)

To the list of disciplines in which a Single Honours degree may be awarded add “Animal Care, Animal Health & Welfare, Applied Biology for the Land Based Industries, Computing Science (with Industrial Placement), Computing Science (Artificial Intelligence)(with Industrial Placement), Computing Science (Business Computing)(with Industrial Placement), Equine Science, Organic Agriculture.”

From the list of disciplines in which an Honours degree may be awarded delete “Biology (Ecology), Plant Science (Plant Ecology).”

For “Zoology (Animal Ecology), Zoology (Cell and Immunobiology), Zoology (Marine and Fisheries Biology), Zoology (Parasitology)” substitute “Animal Ecology”, “Immunobiology”, “Marine Biology”, “Parasitology”, respectively.

Regulation 14(iii)

To the list of disciplines in which a Combined Honours degree may be awarded add “Computing Science with French (with Industrial Placement), Computing Science with Spanish (with Industrial Placement).”

5. Degree of Bachelor of Science in Agriculture (BSc Agr)

Regulation 5

In the list of prescribed courses at Level 1, for “BI 1501 Animal & Plant Biology” substitute “BI 1504 The Biology of Animals, Plants & Microorganisms”, and for “CM 1005/1006 Principles of Chemistry/Living with Chemistry” substitute “CM 1005/CM 1008 Principles of Chemistry/Essentials of Chemistry”, respectively.

6. Degree of Master of Engineering (MEng)

New Regulation

Following the existing Regulation 2, insert a new Regulation, as under:

“All candidates who are admitted to the degree or to the Honours Programme in Academic Year 1999/2000 or later must register for one of the following degree programmes:

Engineering
 Civil Engineering
 Civil and Structural Engineering
 Civil and Structural Engineering with European Studies
 Civil and Environmental Engineering
 Civil and Environmental Engineering with European Studies
 Mechanical Engineering
 Mechanical Engineering with European Studies
 Mechanical and Electrical Engineering
 Mechanical Engineering with Control
 Mechanical Engineering with Materials
 Electrical and Electronic Engineering
 Electrical and Electronic Engineering with European Studies
 Electronic and Communications Engineering
 Electrical and Electronic Engineering with Control
 Electronic and Computer Engineering”

Re-number the following Regulations accordingly.

Regulation 7

Insert, at the beginning, the following:

“The Honours Programme of the degree comprises Programme Years 3, 4 and 5.”

For “Level 3 or 4” substitute “the Honours Programme”.

Regulation 8

From the existing Regulation delete paragraphs 8(i)(c) and 8(i)(d), re-number paragraph 8(i)(e) accordingly; delete paragraph 8(ii)(c), re-number paragraph 8(i)(d) accordingly; delete paragraphs 8(iii)(a) and 8(iii)(b), re-number paragraph 8(iii)(c) accordingly.

New Regulation

Following the existing Regulation 8, insert a new Regulation, as under:

“The situation of students who are in the third year of the programme will be reviewed following the January diet of examinations. Those deemed by the Head of the Department of Engineering to have not reached a sufficiently high level of performance may be required to transfer to the Degree of Bachelor of Engineering. The level of performance which will be expected by the Head of the Department of Engineering will be set at a level consistent with the requirements of the Engineering Council as expressed in the document *Standards and Routes to Registration*”;

Re-number the following Regulations accordingly.

7. Degree of Bachelor of Engineering (BEng)

New Regulation

Following the existing Regulation 2, insert a new Regulation, as under:

“All candidates who are admitted to the degree or to the Honours Programme in Academic Year 1999/2000 or later must register for one of the following degree programmes:

Engineering
 Engineering (Civil)
 Engineering (Civil with European Studies)

Engineering (Civil and Structural)
 Engineering (Civil and Environmental)
 Engineering (Civil and Management)
 Engineering (Mechanical)
 Engineering (Mechanical with European Studies)
 Engineering (Mechanical and Electrical)
 Engineering (Mechanical with Computer Aided Engineering)
 Engineering (Mechanical with Control)
 Engineering (Mechanical with Materials)
 Engineering (Mechanical with Management)
 Engineering (Electrical and Electronic)
 Engineering (Electrical and Electronic with European Studies)
 Engineering (Electronic and Communications)
 Engineering (Electrical and Electronic with Control)
 Engineering (Electronics and Software Engineering)
 Engineering (Electronics and Computer Engineering)
 Engineering (Electrical and Electronic with Management)
 Engineering (Integrated)
 Engineering (Integrated Engineering with European Studies)”

Re-number the following Regulations accordingly.

Regulation 8

From the existing Regulation delete paragraph 8(i)(d), re-number paragraph 8(i)(e) accordingly; delete paragraph 8(ii)(c), re-number paragraph 8(ii)(d) accordingly; delete paragraph 8(iii)(a), re-number paragraph 8(iii)(b) accordingly.

8. Degree of Bachelor of Science in Engineering (BSc Eng)

New Regulation

Following the existing Regulation 2, insert a new Regulation, as under:

“All candidates must register for one of the following degree programmes:

Engineering with Foundation Studies
 Engineering (Civil)
 Engineering (Mechanical)
 Engineering (Electrical)
 Engineering (Electronic)”

Re-number the following Regulations accordingly.

Regulation 7

For the existing paragraph (iv) substitute:

“To be eligible for the award of the degree a candidate must:

- (a) have completed the prescribed minimum curriculum as specified in the Schedule of Courses;
- (b) have obtained, by award or exemption, at least 80 credits from courses specified in the Schedule of Courses;
- (c) have obtained at least 18 credits from courses specified in list 3 of the Schedule of Courses;
- (d) have satisfied the requirements of the particular degree programme being followed, as specified in the Schedule of Courses.”

9. Degree of Bachelor of Divinity (BD)

New Regulation

Following the existing Regulation 5, insert a new Regulation as follows, and re-number the existing Regulations 6 and 7 accordingly:

“6. Candidates shall not normally be admitted to any Level 3 course unless they have previously obtained 40 credits. Only under exceptional circumstances may the Undergraduate Programme Committee in Divinity, on the recommendation of the Head of the Department of Divinity with Religious Studies, exempt candidates from this requirement.”

New Regulations

Following the existing Regulation 7 (re-numbered 8) and Honours Degree heading insert new Regulations as follows:

“9. Candidates shall not normally be admitted to the Honours programme unless they have previously obtained 48 credits. Only under exceptional circumstances may the Undergraduate Programme Committee in Divinity, on the recommendation of the Head of the Department of Divinity with Religious Studies, exempt candidates from this requirement.

10. Candidates shall not be admitted to the Honours programme unless they have secured the approval of the Head of the Department of Divinity with Religious Studies; candidates in the Honours programme may register for additional courses only after consultation with the Head of that Department.”

Regulation 8

Re-number as Regulation 11 and insert after “Level 3” in the first sentence “including either DR3034 or DR3528”; insert after “Level 3” in the second sentence “including either DR3034 or DR3528”

10. Degree of Bachelor of Theology (BTh)

Regulation 4

Insert the following paragraph as paragraph 4(d)

“For the list of CN-coded courses which may be submitted in a graduating curriculum for the DR-coded courses stipulated above, see the section of the Calendar *Opportunities in Continuing Education*”.

Re-designate the Schedule of Additional Requirements “(i), (ii), (iii), (iv)”.

New Regulation

Following the existing Regulation 4 insert a new Regulation as follows, and re-number the existing Regulation 5 accordingly:

“5. Candidates shall not normally be admitted to any Level 3 course unless they have previously obtained 40 credits. Only under exceptional circumstances may the Undergraduate Programme Committee in Divinity, on the recommendation of the Head of the Department of Divinity with Religious Studies, exempt candidates from this requirement.”

New Regulations

Following the existing Regulation 5 (re-numbered 6) insert new Regulations as follows:

“7. Candidates shall not normally be admitted to the Honours programme unless they have previously obtained 48 credits. Only under exceptional circumstances may the Undergraduate Programme Committee in Divinity, on the recommendation of the Head of the Department of Divinity with Religious Studies, exempt candidates from this requirement.

8. Candidates shall not be admitted to the Honours programme unless they have secured the approval of the Head of the Department of Divinity with Religious Studies; candidates in the Honours

programme may register for additional courses only after consultation with the Head of that Department.”

11. Supplementary Regulations for the award of the Degree of Bachelor of Theology (BTh) to Continuing Education students

Following the Regulations for a Continuing Education Diploma in Christian Studies insert the following:

- “1. The 72 credits required for award of the Degree of Bachelor of Theology (BTh) may include credits obtained from courses listed above in the Schedule of Courses for the Continuing Education Certificate and Diploma in Christian Studies.
2. The minimum 72 credits for the degree must include:
 - (a) 24 credits at Level 1 including: CN10B7 *or* CN15B7; CN10B5 *or* CN15B1 *or* CN10/15C1 *or* CN10/15C3; CN10/15B6 *or* CN15B8 *or* CN10/15C2 *or* CN15B4; CN10/15A5 *or* CN10/15A6 *or* CN15B8; CN15B6; CN10B3 *or* CN10/15B9.
 - (b) 48 credits at Level 2 and 3 including: (i) one of the Level 2, 3-credit courses, Hebrew Prophets 1/Hebrew Prophets 2; (ii) one of CN2004 *or* CN20/2535; (iii) CN2006; (iv) CN2005; (v) CN2036 *or* CN2536; (vi) CN2037.
 - (c) Not more than 20 credits in subjects outwith the Schedule of Courses for the Continuing Education Certificate and Diploma in Christian Studies.
3. A candidate who has complied with the terms of Regulations 1 and 2 above, and with the General Regulations for First Degrees, shall be eligible for the award of the Degree of Bachelor of Theology.”

12. Degree of Bachelor of Laws (LLB)

Regulation 4

Delete “except that candidates already in possession of a degree before registering for the LLB are exempted from the requirement to obtain a pass in Legal System and Method.”

Regulation 15

Insert “EITHER” following “Regulation 3, and” and “OR Introductory French Language 1 (FR1001), Introductory French Language 2 (FR1501), Advanced Introductory French Language 1 (FR2001), Advanced Introductory French Language 2 (FR2501) and Level 3 French Language 4 (FR3010)” at the end of the Regulation.

Regulation 30.2

Insert “Verfassungsgeschichte (3) (Constitutional History)” at the end of the list of Optional Courses available in the Winter Semester.

Regulations 39.2 and 39.3

For the existing regulations substitute:

“Compulsory Courses

Introduction au droit comparé (45 hours)
Droit public (30 hours)
Elements de droit privé (30 hours)

one of the following:

Droit des personnes (45 hours)
Droit des réel (45 hours)
Droit des contrats (45 hours)

Optional Courses

In addition to taking the four compulsory subjects, students will be required to take two options from List A and two options from List B (below). This requirement is subject to the proviso that the number of optional courses studied must amount in aggregate to at least 200 hours.

List A

Droit des personnes (45 hours)
Droit réel (45 hours)
Droit des contrats (45 hours)
Droit commercial (60 hours)
Droit pénal (60 hours)
Droit judiciaire privé (45 hours)
Procédure pénale (45 hours)
Droit administratif (60 hours)

List B

Any of the courses in List A not previously selected

Droit civil comparé (45 hours)
Droit commercial comparé (45 hours)
Droit public comparé (45 hours)
Droit pénal comparé (30 hours)
Droit social comparé (30 hours)
Procédure pénale comparée (15 hours)
Institutions administratif comparé (30 hours)
Organisation internationales (30 hours)
Institutions économiques internationales (30 hours)
Protection internationale et européenne des droits de l’homme (30 hours)
Droit des Communauté Européenne (30 hours)
Droit économique de la CEE (45 hours)
Relations extérieures de la CEE (30 hours)
Ordre juridique de la CEE (30 hours)
Droit intellectuel (45 hours)
Droit de l’environnement (30 hours)
Protection de la jeunesse (30 hours)
Introduction au droit social (30 hours)”

Regulation 53

Insert at the end of the regulation “and to students from the University of Duesto registered for the Licenciado.”

Following the existing Regulation 6 insert a new Regulation as follows and renumber subsequent Regulations as necessary:

- “7. The criteria for the award of the Degrees of MD and ChM require examiners to ensure that the thesis makes a distinct contribution to knowledge and affords evidence of originality as shown by the exercise of independent critical powers.”

14. General Regulations for Research Degrees

Regulation 12

From the existing Regulation delete the final sentence.

Regulation 13

For “candidates”, “Every candidate” substitute “full-time candidates”, “Every full-time candidate”, respectively; from “(ii)” delete “or 6 months part-time”; at the end of the Regulation add “This Regulation does not apply to part-time candidates”.

Regulation 18

For the existing Regulation substitute the following:

“All candidates shall present a thesis embodying the results of their research, which must be accompanied by a declaration signed by the candidates that it has been composed by themselves, that it has not been accepted in any previous submission for a higher degree, that the work of which it is the record has been done by themselves, that any personal data have been processed in accordance with the provisions of the Data Protection Act 1998, and that all quotations have been distinguished by quotation marks and the sources of information specifically acknowledged. If any results were obtained partly in association with other workers, assistants or students, the nature and extent of this help, if substantial, must be specifically acknowledged in the declaration.”

Regulation 23

For the existing Regulation substitute the following:

“The Academic Standards Committee (Postgraduate) shall not approve a thesis for the degree of Doctor of Philosophy unless it is satisfied, having considered the reports of the examiners, that it makes a distinct contribution to knowledge and affords evidence of originality as shown by the exercise of independent critical powers. Nor shall the Committee approve a thesis for the degree of Master of Philosophy unless it is satisfied, having considered the reports of the examiners, that it makes a contribution to knowledge and affords evidence of originality. Nor shall the Committee approve a thesis for a one-year Master’s degree unless it is satisfied, having considered the reports of the examiners, either that it displays evidence of originality or that it is a satisfactory, orderly and critical exposition of existing knowledge within the field concerned.

In applying these standards the Committee will consider what can be properly achieved in the one, two or three years’ full-time work which is required for the various degrees. Further, the Committee shall not approve a thesis for any degree unless the thesis meets acceptable standards in the use of English, in quotation and citation, and in presentation.”

Regulation 24

To the existing Regulation add:

“When the thesis is resubmitted (sub-section (ii) above), the examiners, who shall normally be those appointed to examine the original submission, shall proceed in accordance with sub-section (i), (iii) or (v) above.”

CONSTITUTION

1. **Name:** The name shall be Aberdeen University Students' Assembly (AUSA).
2. **Aims:** AUSA exists to articulate the needs and aspirations and welfare of students. These aims shall be pursued without regard to race, gender, sexual orientation, disability, religion, creed or language. The paramount responsibility is representation of the above aims both within the University and in the wider community.
3. **Membership:** All matriculated students of Aberdeen University will be members of AUSA, unless they have exercised the right to opt out. (Refer to Law I.1)
4. **Standing bodies:** The standing bodies of AUSA shall be:
 - (a) The Assembly General Meeting ("The General Meeting") (Refer to Law I.2.1)
 - (b) The Students' Representative Council ("The SRC" or "the Council"). (Refer to Law I.2.2)
 - (c) The General Meeting Steering Committee (Refer to Law I.2.3)
5. **Standing Committees:** The standing committees of the SRC shall be:
 - (a) The major committees (Refer to Law I.2.4)
 - (b) The Executive Committee (Refer to Law I.2.4)
6. **Office Bearers:** The Office Bearers of the SRC shall be a President (Sabbatical), a Senior Vice-President (Sabbatical), a Secretary, and a Treasurer, and such others as may be defined from time to time in the laws, provided that there are no fewer than seven.
7. **Elections:** Only matriculated students of Aberdeen University who do not opt out are eligible to stand for any office of, or under, the SRC. No person may occupy the offices of President and Senior Vice-President or any of the major offices of the SRC simultaneously. (Refer to Laws II)
8. **Amendments to the Constitution and Laws:**
 - (a) The Constitution will not be alterable except by a motion duly made and carried at an Assembly General Meeting. Notice of such a motion must be given to the membership at least seven days before the motion is to be discussed and no change will be made without the consent of two-thirds of the ordinary voting members present and voting.
 - (b) The laws will not be alterable except as follows:
 - (i) By a motion duly made and carried at an Assembly General Meeting. Notice of such a motion must be given to the membership at least seven days before the motion is to be discussed and no change will be made without the consent of two-thirds of the ordinary voting members present and voting.
 - (ii) By a motion duly made and carried at a meeting of the Council. Notice of such a motion must be given to the Secretary at least three week days before the motion is to be discussed and no change will be made without the consent of three-quarters of the ordinary members present and voting.
 - (iii) No change shall be contrary to the 1994 Education Act.
 - (iv) All changes to the laws will be communicated as soon as possible to the University Court for approval, and will take effect immediately on receipt of such approval.
9. **Standing Orders** The Assembly and Council shall have Standing Orders for the conduct of meetings which can be amended only by a motion carried with a two-thirds majority of either an Assembly General Meeting or a Council voting in favour.

10. **Financial Practices:** The SRC's financial practices shall be in accordance with XII headed "Financial Administration". The SRC budget, which shall include details of external affiliations, shall be published and made available to the membership.
11. **Complaints procedure:** Any complaint against the SRC or its Officers shall be heard in accordance with the procedure referred to in Law VIII.1.



[Page numbers quoted below refer to the AUSA Constitution when printed as a separate document].

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1. Membership

1. Any student has the right to opt out of AUSA, which is valid for a year, and may not be revoked within the same academic year. With the exception of representation all SRC services will remain available to any student who opts out. Students who opt out are not eligible to vote in any AUSA elections or hold office.

2.1 Standing Bodies

The General Meeting

The General Meeting will comprise the ordinary voting members of AUSA. The quorum shall be that number of students present and voting as defined in Laws VI. The business of the AGM shall include an annual review of affiliations.

2.2 The SRC

- (a) At the meeting of the Council following their election in the seventh week of the Spring term Council will homologate the appointment of the President and Senior Vice-President elected by the student body.
- (b) At its last meeting of the academical year, the Council will elect a Secretary for the next academical year.
- (c) Elected representatives of the member students in the University, will be elected in accordance with Laws II.
- (d) At the first meeting in the Spring term, a Freshers' Week Convener will be appointed who need not at the time of election be a member of the Council.
- (e) The ex-officio members of the Council will be:
 - (i) The President of the University Athletic Association.
 - (ii) The President of the University Union.

2.3 The General Meeting Steering Committee

The General Meeting Steering Committee will consist of the Senior Vice-President, the Junior Vice-President (Communications), and three other members elected from the last General Meeting of the academical year, as laid down in the Laws II, the Senior Vice-President or his or her nominee acting as Convener.

2.4 The Standing Committees of the SRC

Major Committees

The Major Committees shall be constituted as provided in Laws V.

The Executive Committee

The Executive Committee will comprise: the President, the Senior Vice-President, the Secretary, the Treasurer, five Junior Vice-Presidents and an Executive Officer.

Representation and Elections

1 Representation

- 1.1 Twenty eight ordinary members on the Council will be elected from and by the matriculated students of the University, without regard to Faculty or Course, by general poll.
- 1.2 From each of the established areas of study (the former faculties of Law, Divinity, Medicine, Engineering, Arts and Social Sciences, Science) member students shall elect one representative to Council, to attend to issues particular to that Faculty, in addition to the remaining work of the Council.
- 1.3 One Post-graduate Convener shall be elected to the Council from and by the post-graduate member students.

2. Elections Procedure

- 2.1 All elections for the Council and delegates to policy-making NUS Conferences, will be by the single transferable vote, as laid down by the Electoral Reform Society in their publication "How to Conduct an Election by the Single Transferable Vote", Newland and Britton 1976. The elections shall be by secret ballot.
- 2.2 The procedure for elections shall be that Council will first appoint a Returning Officer, who shall normally be the Administrative Officer.
- 2.3 The Elections Committee (see Laws V.1.4(ii)) will notify the electorate at least two weeks before each election of the number of vacancies and will invite nominations to fill these vacancies by advertising in 'Gaudie' and on the Council's noticeboards.
- 2.4 Nominations will be made in writing on the appropriate form to the Returning Officer and each nomination paper will contain the name and signature of the candidate, as well as the names and signatures of ten proposers, all of whom must be matriculated students at the University, subject to 2.6 below.

The nomination papers must be available to students from the Returning Officer and the SRC Office and Sub-offices from the time of notification in 2.3 above.

- 2.5
 - (i) No candidate may nominate him/herself.
 - (ii) No student may nominate more than one candidate in the same election.
 - (iii) Each proposer must sign a candidate's nomination paper giving consent to the nomination of that candidate.

- 2.6 Nomination papers as provided in 2.4 above must be returned to the Returning Officer at a date specified by him/her to allow for publication in 'Gaudie' of Elections Week, of the full list of candidates.
- 2.7 The Returning Officer, together with the Elections Committee, shall determine the validity of all the nomination papers of the candidates.
- A nomination will be invalid if:
- (a) The conditions laid down in 2.5 above are not met.
 - (b) The nomination paper is received late.
 - (c) There are insufficient proposers within the conditions of 2.4 above.
- The nomination papers of any candidate may be deemed invalid by the Returning Officer and the Elections Committee, if any condition prescribed in Laws II.2 is not followed.
- 2.8 The conduct of all candidates and their literature shall be subject to such procedures as may from time to time be adopted by Council.
- 2.9 The conduct of the polling stations and their staff, the procedure for voting, the distribution and collection of ballot boxes, the places of polling stations and the polling hours shall be subject to such procedures as may from time to time be adopted by Council.
- 2.10 The Returning Officer and the Elections Committee shall ensure the good conduct of elections which shall be administered in accordance with such procedures as may from time to time be adopted by Council.
- 2.11 The Elections Committee shall inform all candidates as to the Laws and procedures of Elections when their nominations have been duly accepted.
- 2.12 An election may be halted or deemed invalid by the Returning Officer and the Elections Committee should any Law or procedure be broken or there be any reasonable doubt as to the conduct of the election. Appeal against any decision is provided in 2.17 below.
- 2.13 Council shall decide on the options of ballot papers, etc., outlined in "How to Conduct an Election by the Single Transferable Vote", Newland and Britton 1976. Each election count will be attended by an accredited representative of the Electoral Reform Society, whose function will be to direct and supervise the conduct of such a count, according to the principles and procedure of Sections 1,2,3,4,5,6 and 8 of the said publication.

LAWS II
Representation
Elections

- 2.14 The Returning Officer may appoint such tellers for the counting of votes as he/she requires. Attendance of people other than the Elections Committee, the Returning Officer and his/her staff, the candidates and/or their agents, will be laid down in such procedures as may from time to time be adopted by Council.
- 2.15 A recount may be granted by the Returning Officer and the Elections Committee if the candidate or agents so request, when asked by the Returning Officer, as provided in the procedure of 2.13 above. No recount shall be granted if the candidates or agents have agreed to the count and a subsequent stage entered into. However, a recount may be granted for the final stage if written objection is lodged with the Returning Officer within 24 hours after the declaration of the poll.
- 2.16 Immediately following the declaration of the poll, the names of the candidates and their votes shall be posted by the Returning Officer.
- 2.17 Any appeal against the decisions of the Elections Committee and Returning Officer, or the conduct or validity of the election by the candidates or their agents, may be made direct to Council. No such appeal will be competent unless lodged by ten electors entitled to vote in the election to which it relates. The appeal shall be in writing to the Secretary of Council and may be made during the period of office for which the election was held. Appeals relating to the actual count can only be lodged under Paragraph 2.15.
- 2.18 Should a vacancy occur on Council, a by-election will be held as provided in Laws III.
- 2.19 A candidate in any election may nominate one agent (who may attend the count as of a right) by lodging his/her name on his/her nomination paper for that election.
- 2.20 Standing Orders for elections as adopted by Council may be amended only by a two-thirds majority of all Council members at a properly constituted meeting, with due notice of the amendments given.
- 2.21 Every member of the Elections Committee present at the count will, at the end of the count, signify his/her assent, along with the Returning Officer to the conduct of the count, by signing the results sheet. The ballot papers will then be sealed. The result will then be declared. The ballot papers will be kept for one year after the election of officebearers.

If no objection or appeal as to the conduct of the election or count has been lodged with Council, the ballot papers may then be destroyed, with the approval of Council.

2.22 For elections for the posts of President and Senior Vice-President which are uncontested, the Elections Committee will place the name of the candidate against an option for a new election on the ballot paper. Those entitled to vote in the election may then decide to opt for a new election, whereby nominations will be reopened; if on the re-opening of nominations only one candidate is proposed, then he/she will be declared elected. In other uncontested single-post elections the candidate will be deemed elected without an election taking place.

3. Elections of President and Senior Vice-President

3.1 The elections shall be conducted by secret ballot according to the method and procedure of 2 above and such procedures for Elections as may from time to time be adopted by Council.

3.2 The Presidential Elections Committee (see Laws V), shall notify all member students through 'Gaudie' of impending elections and will give at least four term weeks notice of such.

3.3 All nominations will be made in writing and each nomination paper must contain the name and signature of the candidate, along with the names and signatures of fifty matriculated students of the University, regardless of Faculty or Course.

3.4 All nominations must be in the hands of the Returning Officer by mid-day on Friday of the fifth week of the Spring term. The Presidential Elections Committee will publish a full list of candidates.

3.5 The Council will reimburse candidates for bona-fide expenses incurred during their election campaign up to a limit laid down by Council. Receipts relevant to the expenditure must be produced for inspection and no candidate may spend more than an amount determined by Council from time to time. Proof of overspending will result in the votes in favour of the candidate concerned being declared null and void. Candidates for President and Senior Vice-President standing in both elections at the same time will be considered to have one joint campaign and are therefore subject to the conditions for one campaign.

In cases of minor overspending, the Elections Committee may, at its discretion, waive the nullity, giving a report of its reasons to the Council.

4. Elections of NUS Policy-Making Conference Delegates

- 4.1 (a) For so long as the Council is affiliated to the National Union of Students, it shall send delegates and observers to their policy-making conferences.
- (b) The President and Junior Vice-President (NUS), shall attend as of right as delegates.
- (c) The remaining delegates and observers, where applicable, shall be elected directly from and by the matriculated students of the University, in accordance with the provisions of this section.
- (d) Elections of observers and delegates to policy-making conferences shall be conducted in the same manner as the elections for ordinary members of Council, as provided in Laws II.2.
- (e) There shall be an election for the standing delegation to NUS policy-making conferences. Elections shall take place in the first term and candidates elected shall serve until the end of the academic year.
- (f) Observers and delegates to non policy-making conferences will be appointed by the Council under Laws V.
- 4.2 The persons first returned in the poll will be elected delegates and those returned later in the total number to be elected will be elected observers.
- 4.3 The annual Scottish Council of NUS will not be deemed a policy-making conference under the terms of this section.

5. Elections of the Ordinary Executive Members

- 5.1 An Executive Officer will be elected at the same time as the other Offices of the Executive Committee, in accordance with Laws II above.
- 5.2 Only Council members elected at the preceding annual election will be eligible to stand.

6. Elections - Dates and Constituencies

- 6.1 The annual elections for six of the twenty eight representatives as provided in 1.1 above, will take place in the third week of the new session. These representatives will be elected from and by undergraduate students matriculated at the University and in their first year, regardless of Faculty or Course.

- 6.2 The annual elections for two of the twenty eight representatives as provided in 1.1 above, will take place in the third week of the new session at the same time as the annual elections for the first year representatives and will be conducted by the Elections Committee. These two representatives will be elected by all matriculated students of the University, regardless of Faculty or Course.
- 6.3 The election of a Post-Graduate Convener as provided in 1.3 above, will take place at the same time as the elections defined in 6.1 above and shall be elected from and by post-graduate students at the University, regardless of Faculty or Course.
- 6.4 The annual elections of the remaining twenty representatives as provided in 1.1 above, shall take place in the third week of the Summer term from and by all matriculated students at the University, regardless of Faculty or Course.
- 6.5 The annual elections of six Faculty representatives as provided in 2.1 above, shall take place in the third week of the Summer term. They will be elected from and by the matriculated students of the Faculty to which the election refers.
- 6.6 The annual elections of the three General Meeting Steering Committee members as provided in Laws I, will take place by secret ballot (conducted according to procedure of 2.2 above), by and from all matriculated students attending the last General Meeting of the academical year.
- 6.7 The annual elections for the President and Senior Vice-President shall be held in the seventh week of the Spring term, from and by the matriculated students at the University, regardless of Faculty or Course.
- 6.8 The elections to NUS policy-making Conferences as provided in 4.1(d) above, shall be by and from the matriculated students at the University, regardless of Faculty or Course. The elections for NUS delegates shall be conducted by the Elections Committee with a time and date determined by them within the procedure of 2.2 above.
7. Functions of Elections Committee
- 7.1 The Elections Committee will examine any case where there may be reasonable doubt as to the validity of elections of 2 above and will post the results on the Council's noticeboards, except where appeal has been made direct to Council, as provided in 2.17 above.
- 7.2 The Presidential Elections Committee will act as in 7.1 above for the elections of the President and Senior Vice-President. It shall be responsible for Hustings Meetings where candidates may address students. The chairman of the Presidential hustings meeting shall be appointed by this committee.

LAWS II
Representation
Elections

8. Returning Officers

8.1 The Returning Officer shall be appointed by Council according to 2 above and shall be subject to the procedures for elections which shall from time to time be adopted by Council and the procedures laid down in the Laws.

8.2 The Returning Officer shall decide on all questions of procedure (where they are not covered in the Laws and procedures) during elections and their counting.

Vacancies

1. If the seat of any elected representative or any member of the Executive Committee falls vacant for any reason, a by-election will be held unless the vacancy occurs after the second meeting of the Council in the Spring term, in which case the Council may direct that the seat remain vacant until the following annual elections. If such a vacancy occurs by the second week of the first term, then the by-election will be held in conjunction with the election for the two Ordinary members as a single election.
2. In the event of any member of Council excepting ex-officio members being absent from a meeting, he/she shall intimate his/her apologies in writing and the reason for the absence to the Secretary. In the event of any member of Council, excepting ex-officio members, being absent from two consecutive ordinary meeting of the Council without intimating an excuse which the Council deems satisfactory, the member having been warned in writing after the first of such absences, such a member will be held to have resigned from the Council and will be so informed in writing by the Secretary.
3. In the event of the office of Secretary falling vacant, it shall be filled by election at the next Council meeting, unless the vacancy occurs after the second meeting of the Council in the Spring term when the office may be left vacant. In the interim, one of the Ordinary members will act as Secretary.
- 4.1 In the event of either the office of President or Senior Vice-President becoming vacant, the Council will take steps to elect a President or Senior Vice-President to serve until 31st July, unless the vacancy occurs after the end of the Spring term when the Council may leave the office vacant.
- 4.2 In the event of the office of President becoming vacant, the Senior Vice-President will assume the powers of President until such time as a President is elected.
- 4.3 In the event of both the offices of President and Senior Vice-President becoming vacant at the same time, the Council will at its next meeting elect a Chairman from the members of the Council who will assume the powers of President until such time as one is elected.
5. In the event of an office on or under the Council other than that of the President, Senior Vice-President or Secretary falling vacant, it shall be filled only after seven clear days' notice of the vacancy has been given.

LAWS III
Vacancies

6. In the event of the office of a conference delegate or observer falling vacant for a policy-making conference, the Elections Committee shall appoint the candidate as yet unreturned for that conference receiving the highest number of votes.
- 7.1 Any elected representative to Council, except the President and Senior Vice-President, shall be held to have resigned forthwith from that office in the event of a motion of no confidence in that person being supported by two-thirds of the ordinary voting members present and voting at a General Meeting. On each occasion, seven days' notice of the reasons for such motion will be circulated among ordinary voting members and members of the Council respectively.
- 7.2 In the event of a motion of no confidence in the President or the Senior Vice-President being supported by three-quarters of ordinary voting members present and voting at a General Meeting, then the office-bearer in whom the vote of no confidence has been passed will be held to have resigned from office forthwith. Due notice, as provided in 8.1 above, must be given.

Terms of Office and Membership of the Council

1. Notwithstanding the subsequent provisions of this Chapter, the Council will be deemed, in the terms of this Constitution and the Laws, to have a year of office which will commence with the first meeting of the Council after the annual elections and will end immediately before the first meeting of the Council after the following annual elections.
2. The term of office of the President, Senior Vice-President, Secretary and the General Meeting Steering Committee will commence on the 1st day of August following their election and will end on the subsequent 31st day of July.
3. All elected representatives will be members of the Council from the first meeting of the Council after their election, until immediately before the first meeting of the Council held after the election of their successors, as provided in Laws II.
4. Every person holding an office which entitles that person to ex-officio membership of the Council (as provided in Laws I) will be a member of the Council for a period coincidental with the holding of that office.

Internal Elections

Preamble

Persons elected to positions on or under the Council as provided in this Law, will be members of the Council at the time of their election unless otherwise provided for in this Law. The offices of Secretary, the President and Senior Vice-President shall be exempt from the provisions in this Law.

Unless otherwise stated, elections to Council Committees will be made at the first Ordinary Meeting of the new Council. The number of vacancies on each Committee as stated below shall be reserved for election at the first Council Meeting after the election of the six first year members, as provided in Laws II.

Non-Council members will only serve on such Committees if approved by a two-thirds majority of the Council members present and voting.

1.

Elected posts

1.1

- (a) The Council will elect five Junior Vice-Presidents, one of whom will be responsible for Area, Regional, National and International Affairs (JVP [NUS/External Affairs]), one of whom will be responsible for Academic and Related Affairs (JVP [Education]); one of whom will be responsible for Welfare Affairs (JVP [Welfare]); one of whom will be responsible for publicity and Communications (JVP [Communications]); and one of whom will be responsible for such services as the Council may from time to time provide (JVP [Services]); a Treasurer; and another member to whom Council may delegate responsibility for any affairs deemed relevant to its work (Executive Officer).
- (b) The Council and the Executive Committee shall have power to appoint special Committees as they may deem necessary. Such Committees will dissolve on submitting a final report to the Council or the Executive Committee, or after one year unless the remit has been extended.

1.2

In addition to the Executive Committee as constituted in Laws I 2.4, the Council shall elect members to the following Major Committees of the Council as stipulated under Clause 5(a) of the Constitution:

- (i) The NUS Committee, which shall consist of the JVP (NUS/External Affairs), as Convener and four other members, one of the members to be elected after the first year elections and they shall also act as the delegation to the NUS Aberdeen Area Committee;

LAWS V
Internal Elections
Elected Posts
Committees

- (ii) The Education Committee, which shall consist of the JVP (Education), as Convener, the President, the six Faculty representatives (see Laws II), the Postgraduate Convener and two other members to be elected after the first year elections;
- (iii) The Welfare Committee, which shall consist of the JVP (Welfare), as Convener, the Senior Vice-President, the Overseas Students' Officer, the Equality Officer, the Lesbian, Gay and Bisexual Rights Officer, and two other members to be elected after the first year elections;
- (iv) The Communications Committee, which shall consist of the Junior Vice-President (Communications); the Senior Vice-President, one Executive Member and four other members, two of whom to be elected after first year elections.
- (v) The Services Committee, which shall consist of the JVP (Services), as Convener, the Transport Officer, the Equipment Officer and four other members, two of whom to be elected after the first year elections.

The Services Committee shall co-opt at least one member from the UMC and AA to serve as non-voting members;
- (vi) The Finance Committee, which shall consist of the Treasurer, as Convener, the Constitutions Adviser and seven other members, two of the seven to be elected after the first year elections. The President and Administrative Officer will attend;
- (vii) The Transport Committee, which shall consist of the Transport Convener, as Convener, the Senior Vice-President and three others, elected by Council.

1.3 The Council will elect the following non-executive office-bearers

1.3.1 A Transport Officer who will be responsible for the day to day administration of any Transport service the Council may provide; an Equipment officer who shall be responsible for any equipment bought by Council or in Council's name by its affiliated groups and societies; a World University Service (WUS) Officer who will be responsible for liaising with the University WUS group and assisting them in their activities; an Overseas Students' Officer who shall be responsible for any work on behalf of Overseas Students; an Equality Officer who shall be responsible for promoting equal opportunities for students; a Lesbian, Gay and Bisexual Rights Officer who shall be responsible for promoting their rights; a Blood Transfusion Officer who shall liaise with the Blood Transfusion Unit, to ensure maximum student participation in the scheme; and a Constitutions Adviser to assist Council and its affiliated groups and societies with matters relating to society constitutions.

1.3.2 The Council will appoint a Freshers' Week Convener who shall be responsible for the administration of the introductory programme for first year students.

LAWS V
Internal Elections
Elected Posts
Committees

- 1.4 The Council will elect members to the following minor committees of the Council:
- (i) The Freshers' Week Committee, which shall consist of a Convener and three other members. No member of the Freshers' Week Committee need be a member of the Council, which will appoint the Freshers' Week Convener and, thereafter, elect the three Committee members in the Spring term;
 - (ii) The Elections Committee, which shall consist of the President, the Secretary and three other members;
 - (iii) The Presidential Elections Committee, which shall consist of the Elections Committee and two members appointed by the Union Management Committee.
- 1.5 Council may, at the request of the Secretary, elect a Sub-Secretary to assist the Secretary, but full responsibility for the functions and office of Secretary shall remain with the Secretary.
2. Delegates
- 2.1 Delegates to policy-making conferences of NUS shall be elected as provided under Laws II.
- 2.2 Other Conferences: The Council shall elect such delegates to non-policy making conferences and meetings as it may see fit.
- 2.3 The Council shall elect delegates to committees of the University and to any other such committees which may from time to time be established.

Meetings1. General Meetings

- 1.1 The Council will convene at least one General Meeting of members in each term.
- 1.2 The Council will convene a General Meeting of members if requested in writing to do so by 2% of the matriculated student body.
- 1.3 All business for discussion will be delivered to the Steering Committee Convener not less than seven whole days before the General Meeting for entry into its billet of business, except in the case of an Emergency General Meeting as under 1.9 below.
- 1.4 Notwithstanding the above, any amendment to the Constitution and Laws under Clause 8 of the Constitution, or alteration of the Laws and procedures under Clauses 8 and 9 of the Constitution, will be delivered to the Secretary not less than fourteen whole days before the General Meeting, for entry into its billet of business.
- 1.5 The General Meeting may discuss matters which have arisen since seven whole days before the meeting (under procedures, which shall from time to time be adopted by the Council, where such matter is ruled an emergency by the Steering Committee).
- 1.6 The billet of business for the meeting will be available to the ordinary voting members in the SRC Office at least two whole days before the meeting and will be published in the edition of 'Gaudie' immediately preceding the General Meeting.
- Copies of the Constitution and Laws will also be made available in the SRC Office.
- 1.7 General Meetings will be conducted in accordance with standing orders but a motion to suspend any standing order in respect of any piece of business may be moved at any time and shall take effect if supported by three-quarters of the members present. When the item of business has been disposed of by the Meeting, any standing order which was suspended will thereafter be again effective.
- 1.8 A motion duly tabled and passed at a duly constituted General Meeting, will only be deemed the binding decision of a General Meeting if 3% of the matriculated students in the University are present and voting, or, if failing that, more than 2% of the matriculated students in the University vote in support of the said motion. However, notwithstanding the above, all amendments to the Constitution will require 3% of the matriculated students in the University present and voting.

- 1.9 An emergency General Meeting must be called by the Steering Committee on instructions from the Executive Committee of the Council to discuss any matter which they deem to be an emergency and is deemed to require the attention of a General Meeting.
- The Publicity Committee will make every effort to distribute the billet of business for the Emergency General Meeting in the limited time available.
2. Council Meetings
- 2.1 The Council will hold 11 Ordinary meetings: of these the 1st Ordinary meeting will be held in the summer term following the annual elections, the 2nd, 3rd, 4th, 5th and 6th in the winter term, 7th, 8th, 9th and 10th in the spring term and the 11th in the following term, before the annual elections.
- 2.2 Extraordinary Meetings of the Council may be called by the Secretary on the instruction of the Council or the President or upon receipt by the Secretary of a signed request from ten members.
- 2.3 All business for discussion will be delivered to the Secretary not less than three week days before the Council Meeting, for entry into its billet of business.
- 2.4 Meetings will be conducted in accordance with such standing orders as the Council may from time to time adopt but a motion to suspend any standing order in respect of any piece of business may be moved at any time and shall take effect if supported by three-quarters of the members present. When the item of business has been disposed of by the Council, any standing order which was suspended will thereafter again be effective.
- 2.5 Meetings of the Council will be open to all matriculated students in the University and to such persons as the Council may invite, but the Chair may at any time rule that a meeting or any part thereof be held in camera and may direct that the Chamber be cleared of any non-members except as provided in Laws III. Such a ruling may not be challenged.
- 2.6 The Council may extend to any person the courtesy of the Meeting.
- 2.7 One half of the members of the Council will constitute a quorum; the membership total will not include any vacant positions.
- 2.8 After a motion has been adopted as Standing Policy by Council, it will be deemed to have lapsed after three years unless amended by either Council or a General Meeting in that period or tabled for re-adoption by Council before the end of the academical year in which the three years falls.

University Societies, Clubs and Associations

1. An affiliated Society is one which submits a Constitution which contains all the points laid down in the model Society Constitution (copies of which are available on request at the SRC) and which is approved by the SRC and the University Court.
2. Any group or association of students wishing to be styled "Aberdeen University" Society, Club, Group, or Association, must be an affiliated Society as prescribed by paragraph 1.
3. An affiliated Society not meeting the conditions as prescribed under paragraph 1 above shall cease to be an affiliated Society.
4. The Council shall reserve the right to suspend or terminate the rights and privileges of any affiliated Society.
5. In the event of suspected financial malpractice in any Society, Council shall reserve the right to place control of that Society in the hands of its Finance Committee. In the event of this happening, the office-bearers of that Society will be deemed to have resigned and the Finance Committee will be empowered to appoint such people to those posts as it sees fit.
6. Membership of any affiliated Society shall be open to all matriculated students in the University unless otherwise permitted by Council.
7. The SRC Finance Guidelines, copies of which are available from the SRC office, will be used to allocate available society funds.

Compliance

1. Complaints Procedure

Any complaints regarding any aspect of the running of the SRC shall be dealt with, in the first instance, by the President or the Executive Committee, as appropriate. An appeal on that decision shall be referred to the University Secretary for resolution according to the Code of Practice established by the University in compliance with the 1994 Education Act.

2. Referendum

If 5% of the member students of AUSA request a referendum on an issue, then the SRC shall organise one.

3. Finance

The SRC shall produce such information regarding finances as may be required by the University Court, in compliance with the Code of Practice established by the University, in compliance with the 1994 Education Act.

4. Sabbatical Terms of Office

No AUSA student shall hold a sabbatical post for more than two years in total.

5.1 Affiliations

The SRC shall make provision for the publication of a list of bodies to which they have affiliated, together with details of any subscriptions, fees or donations. This list shall be made available at least annually to the University Court and upon request to all matriculated students of Aberdeen University. If there is a decision to affiliate to an external body, the SRC shall publish notice of its decision stating the name of the organisation and details of any subscription or donation and that notice shall be made available to the University Court and, upon request, to all matriculated students.

5.2 Procedures for the review of all affiliations shall be by referendum as noted in 2 above.

Aberdeen University Students' Charities Campaign

1. There will be an organisation known as Aberdeen University Students' Charities Campaign.
2. The purpose of the Charities Campaign shall be to raise funds for charity.
3. The Charities Committee will consist of:
 - (i) four Executive members, President, Vice-President, Honorary Secretary and Honorary Treasurer;
 - (ii) Conveners of individual events;
 - (iii) Ordinary members as the Executive see fit.

Voting rights will be permitted after attendance at two meetings.
4. The President shall be elected from and by Committee at AGM to be held in third term.

The term of office shall run from 1 July to 30 June.
5. Disbursement will be by the current Executive, in consultation with the previous Executive where available and with the President of the Council.
6. Charities Campaign debts may be incurred only by Campaign Officials appointed by the Executive. The Council will accept no responsibility for unauthorised accounts.

Student Newspaper

1. Whenever possible, the SRC shall publish a student newspaper. The SRC President shall be responsible for the content of articles.
2. The Editor(s) shall be elected by the newspaper's staff to serve a period of office as deemed appropriate by the staff of the paper.
3. The Editor(s) shall have editorial control over the paper unless the SRC President has to act under 1 above.
4. The Editor(s) shall appoint such Sub-Editors as they consider appropriate.

POWERS AND DUTIES

All persons and committees referred to in this Law will be responsible to AUSA for all actions taken by them in the course of their work under AUSA.

1 Delegates

1.1 (a) An NUS Policy-Making Conference delegation elected under Laws II and attending ex-officio, shall be collectively responsible through the JVP(NUS) for submitting a written report of the conference. Such a report will be submitted to the first Council Meeting following the conference.

(b) The Council Meeting will vote on acceptance of the conference report and may censure any delegate/observer by a two-thirds majority of those present and voting. Under special circumstances Council may recommend the report be submitted to the next General Meeting for consideration.

1.2 A delegate appointed by the Council to attend a University Committee shall, where the Council considers it appropriate, inform the next General Meeting of the business discussed at that committee.

2. Representatives

2.1 All members of the Council (except ex-officio members, under Laws I), will be ultimately responsible to the General Meeting as the supreme body of the SRC, for actions taken by them for or on behalf of the SRC.

2.2 Where any member is removed from office under the provisions of Laws III, the election of a successor will be by the same method as is ordinarily used for that post.

3. OfficeBearers

3.1 The President will regulate the work of the Council by having such financial powers as are authorised by the Laws and such procedures as the Council may from time to time adopt. Before demitting office, the President will prepare a written report on the work done by the Council during his/her term of office. The report will be presented to the first meeting in the Winter term.

- 3.2 The following provisions will govern the Secretary:
- (a) The Secretary will call the Meetings of the Council and keep the Minutes thereof, manage the correspondence and bring to its notice, in proper order, motions and business and shall transmit any business relating to the Committees to the Conveners thereof.
 - (b) The Secretary will post notices of the Meetings of the Council and of the business to be transacted thereat, on the Council's noticeboards, two clear days before such Meetings.
 - (c) The Secretary will send such reports of Meetings to 'Gaudie' or to the press, as the Council may direct.
 - (d) The Secretary will send a report of each Council Meeting to 'Gaudie'.
- 3.3 Delegates may be mandated by the Council or the General Meeting; when not so mandated, they will be entitled to act as they themselves see fit, always bearing in mind that they are representatives of AUSA and are responsible to it.
4. Executive Committee
- 4.1 The Executive Committee of the Council will have the power to deal with any business on behalf of the Council and will be fully responsible to it.
- 4.2 It will, at its earliest opportunity, report to the Council on all business transacted by it.
- 4.3 The President or the Secretary, acting on his/her own initiative or on a requisition signed by three other members of the Executive Committee, may call a Meeting of the Committee and will notify members of the Agenda.
- 4.4 Six members of the Executive Committee will constitute a quorum.

FINANCIAL ADMINISTRATION

1. The financial year of the Council will terminate on the 31st day of July of each year.
2. At the last Meeting of the Council in the Summer term, the Treasurer will present a Financial Report showing all the assets and liabilities of the Council to the nearest date. The Treasurer's Report will also include a statement of liabilities to be incurred before the end of the financial year. Where this Report and the estimates have been approved by the Council, the Treasurer will later present a financial statement and a balance sheet showing all the assets and liabilities of the Council at the end of the financial year, 31st July, to the first Meeting of the Council in the Winter term. Where the financial statement and balance sheet have been approved by the Council, the Treasurer will send a copy of the same to the University Court. At the same Meeting, the Treasurer will report to the Council all details of expenditure made from the beginning of the new financial year, 1st August to the nearest date.
3. At the last Meeting of the Council in each term and at the last Meeting of the retiring Council, the Treasurer will report to the Council on its financial position. The report shall be in compliance with the Education Act 1994: see Laws VIII.
4. No recurrent expenditure may be incurred without the permission of the President or Senior Vice-President in consultation with the Treasurer and no other expenditure may be incurred without the permission of the Council or the Executive Committee.
5. All money payable to the Council will be paid to the Treasurer and all money to be paid by the Council will be disbursed by the Treasurer, President, or Senior Vice-President, subject to the provisions of this Law.
6. All cheques must be signed by the Administrative Assistant/Officer and by one other who shall be the President, Senior Vice-President, or Treasurer. During the month of July, the President-Elect, or Senior Vice-President-Elect, may act as signatories in the absence of the President, Senior Vice President and Treasurer.
7. The Finance Committee will meet at least once a term to review expenditure and to advise the President on the drawing up of the Annual Budget. At the first meeting of the Winter term it will ensure that the Treasurer's Account Books have been audited.

8. No student will receive gratuities or honoraria for work undertaken on behalf of or in the name of the Council, except with specific prior permission from the University Court, but this will not be held to apply to such expense allowance as the Council may authorise.
9. In accordance with Laws II, the Treasurer will reimburse Presidential Candidates for certain election campaign expenses, the amount to be determined in the budget for the relevant year.

APPENDIX TO MINUTE 138

ABERDEEN UNIVERSITY DEBATER:
REVISION OF CONSTITUTION

*[For technical reasons, the text is not yet available to be included here.
A copy is on file in the Court Office, University Secretariat, ext 2093.]*

APPENDIX TO MINUTE 140

SIGNING AUTHORITIES FOR RESEARCH
APPLICATIONS AND AWARDS

[The procedures form part of the Service Level Agreement between the University and AURIS.]

In the absence of IPR issues, the following procedure will be followed for signing applications and awards for the University of Aberdeen:

For funding up to a value of £200,000 - to be signed by the AURIS Research Business Executive for the appropriate Faculty *or*, with the approval of AURIS, the University's Research Financial Services Manager.

For funding up to £350,000 - to be signed by the Chief Executive of AURIS *or* the AURIS Research Contracts Division Manager.

For funding between £350,000 and £500,000 - to be signed by the Chief Executive of AURIS *or* the AURIS Research Contracts Division Manager
together with the appropriate Dean of the Faculty
and the University Secretary *or* the University Finance Director.

For funding in excess of £500,000 - to be signed by the Principal *or* Senior Vice-Principal as counter-signatories to the Chief Executive of AURIS
and the AURIS Research Contracts Division Manager
and the University Finance Director *or* the University Secretary.