

THE WHITEBOOK

Student-related extracts from Ordinances 2018

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ORDINANCES

ORDINANCE B,XXI (depending from Chapter B,VIII)

Students – General Provisions

Admission of students

1. The Council shall approve policies for the admission of undergraduate students, within the framework of government regulations and University admissions policies. College policies shall be reviewed annually and shall include, *inter alia*:
 - (a) procedures for making final decisions on the admission of individual undergraduate students; and
 - (b) the delegation of authority to make such final decisions, to appropriate Officers and/or other persons holding appointments in the College, and/or to a committee or other body.
2. The Council shall approve policies for the admission of graduate students, within the framework of government regulations and University admissions policies. College policies shall be implemented by the Graduate Tutors, who shall have delegated authority to make final decisions for the admission of individual graduate students.

Residence of students

3. Residence requirements under University Regulations, for both undergraduate and graduate students, shall be met by residing in College or an approved residence, as prescribed by College Regulation. Failure to keep residence in accordance with this Ordinance may result in a student being ineligible to take an examination or to proceed to a degree.
4. Procedures for coming into residence, absence during Term, and going out of residence shall be prescribed by College Regulation.
5. A student who has been excluded from residence in the University (rustication¹, as defined in University Regulations), whether by the University or the College, and whether temporarily or permanently, shall not, for the period of that exclusion, reside in College or any residence approved by the College under clause [3].

¹ ‘Rustication’, or exclusion from residence within (the Precincts of) the University, either temporarily or permanently, may in certain circumstances defined under University and College Ordinances, be imposed as a sanction. Temporary rustication may affect a student’s standing in the University (see footnote 1, above). Permanent rustication equates to withdrawing a student from his or her course and causing his or her name to be removed from the University Student Register (see University Special Ordinance D(ii),3(d)).

Pastoral provision

6. For any period during which a student is temporarily out of residence in the University, as determined by University Regulations, such as any period where leave to disregard terms ('intermission') has been granted by the University following an application under College Ordinance C,XIII,11-12, the provision of pastoral care and support by the College shall be at the discretion of the Senior Tutor unless expressly provided for otherwise by Ordinance or Regulation. When a student completes the course of study for which he or she was admitted to the College, whether or not he or she is admitted to the related degree, or when a student withdraws or is withdrawn from his or her course, or when for any other reason he or she no longer appears on the University Student Register of persons pursuing a course of study in the University, any obligation of the College to provide pastoral care or support to that student shall cease.

College and University rules

7. Every student shall be deemed to be aware of the Statutes, Ordinances, Regulations and Notices of the College that are in force from time to time, as officially published on Sidnet. For the convenience of students, the College shall also maintain on Sidnet a compendium of relevant Statutes, Ordinances and Regulations known as the *Student White Book*, and such other *College Handbooks* for undergraduate and graduate students as it thinks desirable. Any document published on Sidnet shall also be available in hard copy in the Tutorial Office.
8. Every student shall further be deemed to be aware of the Statutes and Ordinances of the University that are in force from time to time, as published by the University. For the convenience of students, the College may provide links from Sidnet to relevant pages of the University website.
9. It shall be the responsibility of each individual student to make himself or herself familiar with the existence and contents of the documents referred to in clauses [7] and [8].
10. The Ordinances and Regulations of the College that apply to students shall be read with, and shall take effect in conjunction with, the Ordinances and Regulations of the University, and shall so far as reasonably practicable be interpreted and applied in a manner consistent therewith. Where any conflict arises between the Ordinances and Regulations of the College and those of the University, the Ordinances and Regulations of the University shall take precedence. Accordingly:
 - (a) no Ordinance or Regulation of the College shall at any time or for any reason be held to supersede or substitute for any requirement on a student to comply with the Ordinances and Regulations of the University; and
 - (b) where no College Ordinance or Regulation applies in particular circumstances, University Ordinances or Regulations may nonetheless be applicable.

ORDINANCE B,XXII
(depending from Chapter B,VIII)

Student Societies

SSCSU

1. There shall be a students' union of the College, which shall be known as the Sidney Sussex College Students' Union ('SSCSU').
2. The Council shall make such allocation of funds to SSCSU, and for such purposes, as the Council shall from time to time determine. The Council shall normally make an allocation annually, in the Lent Term. SSCSU shall present its annual accounts, and budget, to the Council for approval in the Michaelmas Term.
3. It is the duty of the College, under the *Education Act 1994* ('the Act'), section 22, to take such steps as are reasonably practicable to secure that SSCSU:
 - (a) operates in a fair and democratic manner, and
 - (b) is accountable for its finances.Accordingly, the activities of SSCSU shall be regulated by its Constitution, which shall be approved every five years by the Council, and by the College Code of Practice for SSCSU, which shall be prescribed by Regulation.
4. This Ordinance and Regulations made hereunder shall be published to all students in whatever manner is conventional in the College, and shall be drawn to the attention of all students by annual notification from SSCSU.

College clubs and societies

5. SSCSU shall be responsible for the annual allocation of funds to any student club or society whose members are members of the College, and for approving the constitution, list of officers and annual accounts for each such club or society.
6. The officers and members of a student club or society shall comply with any relevant Ordinances or Regulations and with any associated notice or other publication issued by the Council or under the authority of any College Officer. An officer shall be designated by each club or society (the 'designated officer') who shall, unless otherwise provided for, act as its representative in any communications or other dealings between the club or society and the Officers or staff of the College.
7. A club or society which receives an allocation of funds greater than ten per cent of the total funds allocated to all clubs and societies shall have a Senior Treasurer, who shall be a Fellow of the College or a person of similar standing, approved by the Senior Tutor. The Senior Treasurer shall:
 - (a) ensure the proper management of the financial accounts;
 - (b) provide general advice and assistance to the officers and members; and

- (c) promote discipline and good order by the members, and compliance with such Ordinances or Regulations as apply to the club or society, or its officers or members.

The Students' Bar

- 8. The Council shall determine from time to time:
 - (a) the Premises Supervisor for the College, who shall also be a Personal Licence Holder, in accordance with the requirements of the Local Licensing Authority; and
 - (b) the person(s) or body responsible to the Council for managing the Students' Bar.
- 9. The Premises Supervisor shall have responsibility for promoting compliance with licensing objectives by the College. Such objectives shall include the prevention of crime and disorder, public safety, prevention of nuisance and the protection of children. The Premises Supervisor shall have ultimate authority for the management of the Students' Bar and may authorise action on his or her behalf by the College Porters or other members of staff.
- 10. SSCSU shall be responsible for the day-to-day management of the Students' Bar, and shall therefore ensure that suitable management systems and personnel are in place, and oversee them, in accordance with Regulations made hereunder. SSCSU may delegate management to a Bar Committee or to appropriate SSCSU Officers, but shall at all times remain responsible to the Designated Premises Supervisor and the Council for the good management of the Bar.

Freedom of speech and related matters

- 11. Every student shall have such rights and obligations in regard to:
 - (a) freedom of speech and expression;
 - (b) freedom from unlawful discrimination;
 - (c) protection from radicalisation, understood as the attempt by others to gain the student's support for or promotion of terrorist activities; and
 - (d) any matters associated with or of a like nature to such rights;as are established by the Council from time to time, whether in Regulations or otherwise, in accordance with its responsibilities under *The Education (No. 2) Act 1986 section 43, The Equality Act 2010, the Counter-Terrorism and Security Act 2015*, and any subsequent applicable legislation.
- 12. Further to clause [11], SSCSU, every College club or society and every student shall comply with the Regulations, Notices or other policies or procedures established by the Council for the management of:
 - (a) College events, whether held on College premises or elsewhere, at which controversial views will or may be expressed; and
 - (b) visiting speakers, and their conduct, at meetings held on College premises.
- 13. In particular, SSCSU, every College club or society and every student shall:
 - (a) comply with the Code of Practice for Section 43 Meetings, as laid down in Regulations; and

(b) not attempt to deny any person, or body of persons, access to any premises of the College solely on the grounds of the beliefs or views, or the policies or objectives, which that person or body of persons holds or pursues; provided that the College reserves the right to refuse access to its premises where it reasonably believes that a visiting speaker, or the purpose of a meeting, is likely to give rise to the incitement of crime and/or to cause a breach of the peace.

ORDINANCE C,XII
(depending from Chapters B,VIII and C,VI)

Student Academic Progress

Study obligations

1. Further to Statute B,VIII,5(a), General Regulations on study obligations shall apply to any student who is placed under the supervision of a Director of Studies of the College, including:
 - (a) any undergraduate student;
 - (b) any student who is pursuing an undergraduate course, such as the Bachelor of Theology for Ministry;
 - (c) any graduate student who is pursuing a postgraduate qualification assessed by examination;
 - (d) if relevant, any graduate student pursuing a course of advanced study.
2. The study obligations of any graduate student who is pursuing a course of research or training for research, and any graduate student pursuing a course of advanced study to whom clause [1] does not apply, shall be as University Regulations require.
3. Further to Statute C,VI, any student who fails to comply with College Regulations on study obligations may be subject to review and to the imposition of sanctions, in accordance with this Ordinance and Regulations made hereunder.

Change of Tripos

4. An undergraduate student may be admitted into a course of study other than that for which he or she was admitted to the College, provided that:
 - (a) the student is of standing for Honours in the Tripos applied for, under University Regulations;
 - (b) any required consent by the University has been duly obtained;
 - (c) the Education Committee, or such other committee or body as the Council appoints for the purpose, consents.
5. A student shall normally be permitted to proceed into any Tripos course authorised by the Regulations of the Tripos for which the student was admitted to the College. In exceptional circumstances the Education Committee may refuse permission to proceed notwithstanding that the student satisfies the relevant requirements of the Regulations.
6. Procedures for the consideration of applications to change Tripos shall be made in Regulations. The procedures shall provide for:
 - (a) the circumstances in which a change of Tripos may be permitted;
 - (b) the relevant factors which shall or may be taken into account in giving or withholding consent;
 - (c) an appeal to an Academic Review Committee, as constituted by the Council under clauses 7(b) and [8] and Regulations made thereunder.

Unsatisfactory academic progress

7. Procedures for monitoring the academic progress of any student under the supervision of a Director of Studies shall be made in Regulations. The procedures shall make provision for cases of:
 - (a) serious failure to comply with College study obligations;
 - (b) unsatisfactory performance in University examinations;
 - (c) failure to be classed in, or failure to pass unclassified, University examinations.

8. In accordance with Statute C,VI,4, procedures for monitoring academic progress shall provide for:
 - (a) continuing review of compliance with study obligations, led by the Director of Studies and the Senior Tutor;
 - (b) review of examination performance;
 - (c) consideration by an Academic Review Committee constituted by the Council of any case referred to it by the Senior Tutor;
 - (d) the range of conditions or sanctions which may be imposed by an Academic Review Committee;
 - (e) an appeal to an Academic Appeal Panel constituted by the Council against any decision of an Academic Review Committee;
 - (f) co-ordination with related College procedures, according to the circumstances in a particular case.

9. An Academic Review Committee shall have jurisdiction to hear appeals from the decisions of other persons or bodies of the College, as provided for in Ordinances or Regulations.

ORDINANCE C,XIII
(depending from Chapter C,VI)*

Student Welfare

Equal opportunities: reasonable adjustments

1. It is the duty of the College to promote equality of opportunity for and avoid unlawful discrimination against all its members and staff. The scope of this duty shall extend only to matters within the powers of the College to provide, as an independent legal institution. For the avoidance of doubt, the scope of this duty shall not extend to any matters which fall entirely within the powers of another, legally independent, institution, in particular the University, and such matters shall not therefore be dealt with under this Ordinance or Regulations made hereunder.
2. Procedures made in Regulations shall provide for reasonable adjustments to be made to the normal arrangements of the College, where that is necessary to ensure that no student of the College who has a disability under clause [3] shall be placed at a substantial disadvantage, compared with students who have no such disability, in his or her access to the teaching and learning environment, or in the application to him or her of the modes of assessment used for academic progress. Separate procedures on reasonable adjustments shall be established for and applied to applications for admission as a student of the College.
3. A student shall be regarded as having a disability where he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to engage with his or her studies or undertake the modes of assessment normally required. A minor impairment that does not confer a substantial disadvantage shall not be the subject of procedures made under this Ordinance.
4. Procedures made under clause [2] shall provide for:
 - (a) the disclosure of a disability to the College;
 - (b) the assessment of disability;
 - (c) the determination of reasonable adjustments by the College to its normal provision for teaching, learning or assessment;
 - (d) an appeal against any such determination to an Academic Review Committee, under Ordinance C,XII,9.

Harassment and sexual misconduct

5. All members of the College community, whether students, Fellows or members of staff, shall treat all others with respect, courtesy and consideration, and, where relevant, professional responsibility. No member of the College community shall engage in any form of harassment, including sexual misconduct, as defined in Regulations.

* As amended by the Governing Body on 4 December 2019.

6. Procedures shall be made in Regulations to define the College's role in safeguarding students from any form of harassment by any member or members of the College or its staff, and in directing students to available advice on the options for making complaints concerning harassment and sexual misconduct, including under the relevant University procedures. Such procedures shall apply to any act or conduct in the course of any academic, sporting, social, cultural, or other activity within the College or the Precincts of the University, or anywhere else where the act or conduct takes place in the context of the complainant student's membership of the College or University.
7. [Deleted by the Governing Body's decision of 4 December 2019]

Fitness to study

8. The College has a general duty of care towards all its members, employees and visitors, which includes legislative duties for health and safety, mental health, equality and non-discrimination, and human rights. It shall be a condition of any student's continued residence in the College and University for the purposes of academic study that he or she is willing and able to fulfil the obligations arising under Statute B,VIII,5(b) and (c), and is in all respects fit to study.
9. Procedures shall be made in Regulations for assessing any question which may arise concerning a student's fitness to study. Questions of fitness to study may concern either fitness for personal academic work and/or fitness to engage in University and College life in all its aspects, including relationships with others in the College and University communities.
10. In accordance with Statute C,VI,4, procedures made under clause [9] shall provide for:
 - (a) inquiries into fitness to study where relevant circumstances arise;
 - (b) processes for informal support and action, where more than the normal provision of pastoral support for a student or students is required;
 - (c) processes for obtaining, assessing and taking appropriate action on medical information, where more substantial intervention and support is required;
 - (d) precautionary measures for serious or urgent cases, where there is evidence of a serious risk to the health or safety of the student concerned or some other person, or of substantial disruption to the life or work of the College or its members or staff;
 - (e) the range of actions, conditions or sanctions which may be required of or imposed on a student at any stage, including intermission or rustication, either temporary or permanent (see Ordinance B,XXI,3-5), and procedures for applying to return to studies;
 - (f) an appeal against any determination made under sub-clause (e) to an Academic Review Committee, under Ordinance C,XII,9;
 - (a) co-ordination with related College and University procedures, according to the circumstances in a particular case.

Disregarding Terms

11. A student who at any time, for medical reasons, mental or physical, or other grave cause:
 - (a) is likely to be or has been prevented from taking a University examination; or

(b) has missed part of, or has failed or underperformed in, such an examination; may apply under University Regulations either for leave to have terms disregarded for the purposes of academic standing, or for some other relevant examination allowance.

12. College procedures for making applications to the University under clause [11] shall be made in Regulations. The procedures shall provide for:
- (a) guidance on the meaning and practical implications of any application, as set out in or implied by University Regulations;
 - (b) administrative arrangements in the College for making applications;
 - (c) College decisions on whether to support or withhold support from any application, in particular an application to resume studies after a period of intermission;
 - (d) an appeal against any such decision to an Academic Review Committee, under Ordinance C,XII,8.

ORDINANCE C,XIV
(depending from Chapters B,VIII and C,VI)

Student Discipline

Obligations of students

1. As provided for in Ordinance B,XXI,8-10, every student shall be deemed to be aware of:
 - (a) the Statutes, Ordinances, Regulations and Notices of the College;
 - (b) the University Regulations on Discipline.

2. Further to Statute B,VIII, sections 4(a)-(b) and 5(b)-(e) and Statute C,VI, any student whose conduct constitutes or may constitute a breach of any obligation under the Statutes, Ordinances, Regulations or Notices of the College (a 'disciplinary incident') may be subject to review and to the imposition of disciplinary sanctions, in accordance with this Ordinance and Regulations made hereunder; provided always that any conduct or situation that falls under the provisions of some other Ordinance shall be dealt with in the first instance in accordance with that Ordinance.

3. For the avoidance of doubt, the College Statutes, Ordinances, Regulations and Notices for students shall apply to any conduct:
 - (a) within the precincts, or in or on the property, of the University or any College or any approved foundation or society;
 - (b) within the City of Cambridge;
 - (c) taking place in the context of any event arranged by or on behalf of the College or the University, or by or on behalf of any student society of the College or the University, wherever it takes place;
 - (d) bringing the College into disrepute, wherever it takes place.

Maintenance of College discipline

4. Procedures for maintaining College discipline shall be made in Regulations. In accordance with Statute C,VI,4, the procedures shall provide for:
 - (a) practical oversight of College discipline, led by the Dean;
 - (b) an initial investigation of any disciplinary incident;
 - (c) the range of conditions or sanctions which may be imposed by the Dean and upon whom, following an initial investigation;
 - (d) an appeal from any decision of the Dean to a Student Disciplinary Committee, constituted by the Council;
 - (e) consideration by a Student Disciplinary Committee of any case referred to it either by:
 - (i) the Dean, on the grounds that an appropriate sanction for the incident, if proven, is beyond the Dean's authority under sub-clause (c); or
 - (ii) the Master or the Senior Tutor, in any case where in the Officer's opinion an investigation by the Dean is inappropriate or unnecessary;
 - (f) the range of conditions or sanctions which may be imposed by a Student Disciplinary Committee, and upon whom;

- (g) an appeal to a Student Disciplinary Appeal Panel constituted by the Council, against any decision of a Student Disciplinary Committee;
- (h) co-ordination with related College and University procedures, and with any actual or potential proceedings under the criminal law.

ORDINANCE C,XV
(depending from Chapter C,VI)

Student Complaints

Scope

1. Further to Statute C,VII,5-6, and subject to clauses 2-3, procedures shall be made in Regulations for settling or redressing any complaint raised by a student of the College, either on his or her own behalf or as the nominated representative of a group of College students, respecting any matter of institutional provision by the College, whether academic or non-academic, which directly affects him or her.
2. A complaint regarding the implementation of any College procedure laid down in Ordinances or Regulations may not be raised unless the substance of the complaint falls outside any provisions for an appeal or review under those procedures. In particular, under no circumstances may a complaint be raised on a decision made on the merits of a case by the person or body having authority to make the decision.
3. Matters that fall outside the scope of this Ordinance shall include:
 - (a) any matter of academic judgment, as defined by the Office of the Independent Adjudicator (OIA), including judgments concerning academic progress or examination failure;
 - (b) any penalty or sanction imposed by any competent person or body under any other Ordinance or Regulation;
 - (c) any complaint respecting another, legally independent, institution, in particular the University;
 - (d) any personal dispute between students, whether individually or collectively: where a personal dispute falls within the scope of another procedure, such as harassment, discipline or fitness to study, a complaint may be pursued under those procedures;
 - (e) any matter falling within the scope of the criminal law, provided that:
 - (i) where the matter falls within the scope of another College procedure, such as harassment or disciplinary procedures, and the complainant does not raise a formal complaint with any external agency, it may be pursued under those procedures;
 - (ii) where the complainant raises a formal complaint with the police or another external agency, any College procedures shall apply only where and to the extent that the relevant Ordinance or Regulation permits;
 - (f) any complaint respecting an outside contractor of the College: such complaint may be raised with the Bursar or other relevant member of College staff;
 - (g) any matter of College policy.

Procedures

4. In accordance with Statute C,VII,6, procedures made under clause [1] shall provide for:
 - (a) processes for the informal resolution of complaints, led by a College Complaints Officer;
 - (b) the range of remedies that would normally be considered and applied under the procedures;

- (c) consideration by a Student Complaints Committee constituted by the Council of any case referred to it either by the student or the Complaints Officer;
- (d) an external review of any decision of a Student Complaints Committee;
- (e) termination of College complaints procedures and the preparation of a 'Completion of Procedures Letter' for the purposes of any further complaint made to the Office of the Independent Adjudicator for Students in Higher Education;
- (f) co-ordination with related College and University procedures, according to the circumstances in a particular case.

ORDINANCE D,XII
(depending from Chapter B,VIII and Chapters D,II and D,III)

Grants, Awards and Student Support

Trusts and funds

1. Further to Statutes D,II,13 and D,III,12, where the terms of any special trust or designated fund provide for any grant or award to be made to any Fellow or student of the College or any other person, financial Regulations shall specify:
 - (a) the eligibility of candidates;
 - (b) criteria for the selection of successful candidates, in particular:
 - (i) any required standards of academic merit;
 - (ii) whether the financial circumstances of candidates shall be taken into consideration, and if so in what manner;
 - (iii) any other relevant criteria.
 - (c) the nature, amounts, conditions of tenure, duration and payment of any financial benefit charged upon, or any other benefit associated with, the trust or fund;
 - (d) the persons by whom, the subjects for which, and the manner in which any grant or award is to be made, and any other matters relating to the administration of the trust or fund.

2. Save where any trust governing a particular fund or any Regulation made under Statute D,II,13 or Statute E,I expressly provides otherwise, the College reserves the right:
 - (a) not to make an award from a special trust in a given year, if in the opinion of the Council there is no suitable candidate; and
 - (b) to delegate the funds in a special trust, whether for a particular year or years or generally, and the making of awards therefrom, to an appropriate grant-awarding public authority in the UK, including the University.

3. The name of the founder of, or of any person commemorated in, any trust or fund shall normally be attached to any award granted out of it, and shall appear in any announcement concerning such award.

Scholarships, Exhibitions and Prizes

4. Scholarships, Exhibitions and Prizes shall be awarded by the Council in recognition of academic excellence and other forms of student achievement:
 - (a) for meritorious performance in University examinations, according to criteria determined by the Council from time to time, whether in Regulations governing a special trust or otherwise; and
 - (b) in recognition of achievement in extracurricular activities.

5. Scholars shall normally be admitted to the foundation in the presence of the Master at a formal ceremony held in the Michaelmas Term; provided that a student shall be admitted as a Scholar on no more than one occasion. In exceptional circumstances a Scholar may be admitted to the foundation in his or her absence.

6. The Council shall award such number of Organ or Choral Scholarships, in accordance with such selection procedures, as it shall from time to time determine, whether in Regulations or otherwise. Where there is more than one Organ Scholar, one of them shall be designated the Senior Scholar. An Organ or Choral Scholar shall not by virtue of such Scholarship be a member of the foundation of the College.
7. The tenure of an Organ or Choral Scholarship shall be for one year, renewable for a further year or years subject to satisfactory conduct, diligence and progress. The duties of an Organ or Choral Scholar may be prescribed by Regulation.

Student support

8. Further to Statute B,VIII, sections [7] and [9], and subject to the availability of funding, the College shall provide financial advice and support for students, in respect of:
 - (a) access bursaries, based on financial need, to enable eligible students who would otherwise be unable to accept an offer of admission, to do so;
 - (b) hardship bursaries, to mitigate financial problems arising after a student has been admitted to the College;
 - (c) study awards; and
 - (d) grants for extra-curricular activities, such as music and the arts, sport or travel.

Student Awards Committee

9. The Student Awards Committee shall be a standing committee of the Council appointed annually at the Annual Council Meeting. The members shall be the Senior Tutor (Chair), the Admissions Director and the Bursar. The Student Finance Manager (SFM) shall be in attendance and shall act as secretary. The Committee shall make an Annual Report to the Council in the Michaelmas Term.
10. The Committee shall manage the selection of individual students to receive awards, grants or bursaries under clauses 1-2, 4, 6 or 8, in accordance with any applicable Regulations or other relevant policy. The Committee may delegate selection to an appropriate person, or set of persons or body, according to the nature of the award or grant. In particular, it may delegate to the Graduate Tutors, or to the Admissions Committee, or to a suitable set of Fellows comprising Directors of Studies and/or undergraduate Tutors and/or Fellows in the relevant subject(s), or, where appropriate, to the SFM.
11. The SFM shall normally manage the administration of access and hardship funds, and the award of bursaries to students under clause 4(a) or 4(b) based on:
 - (a) the priority of respective students' needs, according to criteria determined from time to time by the Council;
 - (b) the amount of support necessary or desirable to respond to each student's needs;
 - (c) available funding in the College.
12. The College reserves the right to withhold payment of any award or grant, in particular any graduate Studentship or any Organ or Choral Scholarship, if the student concerned:

- (a) is not discharging the study obligations under Ordinance C,XII,1-3 and Regulations made thereunder; or
- (b) in the reasonable opinion of the Student Awards Committee ceases or fails to pursue diligently his or her course of graduate research; or
- (c) in any other respect ceases or fails to fulfil any specific conditions upon which the award is held or the grant made.

13. Any student who is dissatisfied with any decision of the Student Awards Committee, including any delegated decision, may raise a complaint under Ordinance C,XV.

ORDINANCE D,XIII
(depending from Chapter D,III)

Student Finance

Financial obligations

1. Further to Statute D,III,6, every student of the College shall be liable annually for the payment of his or her tuition fees, academic fees and non-academic fees, in accordance with this Ordinance and Regulations made hereunder; and in fulfilment of his or her offer of admission shall submit a financial undertaking to meet such liability.

Tuition fees

2. Tuition fees for undergraduate students shall comprise:
 - (a) the University undergraduate tuition fee, as charged in accordance with University Regulations from time to time; and, where applicable
 - (b) the College undergraduate tuition fee; as stated in the student's offer of admission.
3. Tuition fees for graduate students shall comprise:
 - (a) the University Composition Fee, as charged under University Regulations from time to time; and, where applicable
 - (b) the College tuition fee; as stated in the student's offer of admission.

Academic fees

4. Academic fees other than tuition fees shall comprise any charges for or relating to any academic services, facilities or expenditures of the College utilised or incurred in the course of a student's studies, such as field trips, equipment costs, printing costs, or library or computing fines or penalties.

Non-academic fees

5. Non-academic fees shall comprise any charges for or relating to any non-academic services, facilities or expenditures of the College utilised or incurred at any time, such as accommodation or room costs, meals or other catering costs, butchery bills, gymnasium or other sports fees, or disciplinary fines or penalties.

Settlement of financial liabilities

6. Oversight of student finance matters shall be led by the Bursar and managed by the Student Finance Manager (SFM). Procedures for the settlement of financial liabilities shall be made in Regulations, and shall provide for the due and timely payment of all fees by undergraduate and graduate students.

Failure to settle financial liabilities

7. Further to Statutes B,VIII and C,VI, a student who persistently fails to settle his or her financial liabilities shall be in breach of contract, and shall no longer be entitled to the provision of some or any relevant services by the College. Accordingly, the College may determine to withdraw academic and/or non-academic services, as laid down in this Ordinance and Regulations made hereunder.
8. Any withdrawal of services under clause [7] shall be proportionate to the nature and amount of the student's debt. Accordingly, academic services shall normally be withdrawn only for the non-payment of tuition fees under clauses 2-3 and not for the non-payment of academic and non-academic fees under clauses 4-5; provided always that the College reserves the right to withdraw academic services where the total amount of academic and/or non-academic fees owed is a substantial proportion of a student's total financial liabilities including both tuition fees and all other items.
9. In accordance with Statute C,IV,4, procedures made in Regulations under clause [7] shall ensure fair and reasonable treatment for all students, taking into account their individual financial circumstances, and shall provide for:
 - (a) fair and transparent administrative procedures for the timely settlement of financial liabilities;
 - (b) procedures for the control of student debt, including:
 - (i) initial management of individual cases, led by the SFM;
 - (ii) support mechanisms arranged by the SFM, such as instalment payment plans, practical limits placed upon incurring further liabilities, or applications for hardship bursaries under Ordinance D,XII,8(b);
 - (iii) further investigation of persistent debt, by the Bursar;
 - (c) the range of academic and non-academic services that may be withdrawn by the Bursar under paragraphs 7- 8;
 - (d) an appeal against any decision of the Bursar, to a Student Disciplinary Committee constituted by the Council under Ordinance C,IV, acting as a Student Debt Committee;
 - (e) consideration by a Student Debt Committee of any case referred to it by the Bursar, on the grounds that action falling outside the Bursar's authority under sub-clause (c) is likely to be required in the circumstances;
 - (f) the range of academic and non-academic services that may be withdrawn by a Student Debt Committee under paragraphs 7- 8;
 - (g) an appeal against any decision of a Student Debt Committee to a Student Disciplinary Appeal Panel constituted by the Council under Ordinance C,IV, acting as a Student Debt Appeal Panel;
 - (h) co-ordination with any related complaint against the College laid by a student under Ordinance C,XV.