



**UNIVERSITY
OF LONDON**

Federation Membership and Funding Federal Activities

Ordinance 5

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A. MEMBER INSTITUTIONS/ FEDERATION MEMBERS OF THE UNIVERSITY OF LONDON

1. Definition

1.1 Statute 1.32 defines “Member Institution” (As per the University of London Act 2018) or “Federation Member” or such other appropriate term as from time to time may be determined and agreed, to mean an educational, academic or research institution which is a constituent member of the University, and which has for the time being:

- (a) Legal status as an educational, academic or research institution but not as a university;
or
- (b) The status of a university.

1.2 The term ‘Federation Member’ will be used in this Ordinance.

2. Governance

2.1 Statute 8.8.8 empowers the Board to consider and approve the admission of Federation Members, and their continuing status as Federation Members.

2.2 Ordinance 2 requires that Collegiate Council:

- be consulted on and agree to the admission of Federation Members and their continuing status as Federation Members for recommendation to the Board of Trustees.
- be consulted on and agree to the strategy, criteria and process for admission of institutions as Federation Members for the consideration of the Board of Trustees.

3. Autonomy

3.1 Statute 12 provides that:

- Each Federation Member is a self-governing incorporated body with its own legal identity separate from that of the University and the Federation Members.
- Subject to any protocols the University may establish each Federation Member shall be entitled to award degrees of the University.
- The Board of Trustees shall, at the request of a Federation Member, withdraw from it the status of Federation Member.

3.2 Statutes 14.2 and 15.3 provide that:

- Each Federation Member shall have responsibility for all matters in relation to students registered with it.
- The Board of Trustees shall have no role in relation to staff employed by the Federation Members

4. Current Federation Members

4.1 Federation Members are listed in Appendix 1. On the admission or withdrawal of a Federation Member to or from the University, the list shall automatically be amended to reflect the change.

5. Undertakings of Federation Members

5.1 Each Federation Member shall abide by the Statutes, Ordinances and Regulations of the University of London where they are relevant.

5.2 A Federation Member shall confer the title of Professor or Reader of the University of London only in accordance with the Regulations of the University.

5.3 Federation Members shall be required to supply to the Board of Trustees any information the Board of Trustees shall reasonably require to enable it to perform its duties in relation to the Federation. The Board of Trustees may prescribe the manner, form and time of its provision.

5.4 Federation Members shall inform the Board of Trustees of any substantial change in their circumstances, such as a merger, or prospective or actual insolvency.

5.5 In view of any substantial change, or on any other matter, the Board of Trustees may from time to time seek written assurances on such other matters as the Board of Trustees considers necessary and may prescribe reasonable conditions on which a Federation Member continues to hold Federation Member status.

5.6 Federation Members shall pay an annual subscription to the University for services listed in Section B.

6. Federation Members exercising their own degree awarding powers

6.1 A Federation Member which holds, or acquires, the power to award its own degrees shall inform the University accordingly.

6.2 A Federation Member with the power to award its own degrees shall be entitled to use that power and to remain as a Federation Member

7. Federation Members awarding University of London degrees

7.1 A Federation Member awarding University of London degrees, even when it has its own degree awarding powers but has not exercised them will provide annual assurance to the University that the degrees meet all relevant quality requirements.

8. Admission of an institution as a Federation Member of the University

Conditions for Admission as a Federation Member of the University

8.1 The Collegiate Council, in consultation with the Executive, will formulate the strategic policy, criteria and process for admission of institutions as Federation Members of the University for the consideration of the Board of Trustees (*See Appendix A for current Policy and Procedure for the Admission of New Institutions to the Federation*).

8.2 The Board of Trustees will approve the strategic policy, criteria and process for admission of institutions as Federation Members of the University.

8.3 The Board of Trustees, on receipt of a request from an institution for admission as a Federation Member, will ask the Collegiate Council to consider the application.

8.4 The Board of Trustees may specify additional matters on which it must be satisfied and shall consider any comments by the Collegiate Council on these matters, before admitting an institution as a Federation Member.

8.5 The Collegiate Council will consider applications from institutions to become Federation Members of the University against the approved strategic policy and criteria, and against any additional matters specified by the Board of Trustees and make recommendations to the Board of Trustees on their admission or otherwise.

8.6 The Board of Trustees will consider the recommendations of the Collegiate Council and may admit as a Federation Member, an educational, academic or research institution provided that, in the opinion of the Board of Trustees, its admission is consistent with the agreed strategic policy and criteria for admission of institutions.

8.7 An institution shall be admitted as a Federation Member if two-thirds of the members present and voting at a meeting of the Board of Trustees vote in favour.

8.8 Before admission as a Federation Member, the governing body of an institution shall give to the Board of Trustees a written assurance that the institution shall abide by the undertakings set out above.

Costs

8.9 An institution applying to be admitted as a Federation Member shall undertake to meet all reasonable costs incurred by the University in considering its application. Federation Members undertake to meet all reasonable costs incurred by the University as a consequence of withdrawal of Federation Member status. The costs, if any, in either case shall be those assessed and approved by the Board of Trustees or the Vice-Chancellor on its behalf.

9. Withdrawal of the Status of Federation Member at the Federation Member's request.

On receipt of a request to withdraw from it the status of Federation Member:

- a) the Board of Trustees must satisfy itself that appropriate arrangements have been made in respect of the completion of their studies for any students registered for a degree or other

award of the University at the Federation Member at the time when it would cease to be a Federation Member.

- b) The Collegiate Council will need to be informed of the withdrawal and any impact this may have on the University federation.
- c) Any contracts, payments, commitments or services relating to Member status will need to be resolved as part of the withdrawal process.

10. Withdrawal of the status of Federation Member by the Board of Trustees

10.1 If issues arise in respect of a Federation Member failing either to abide by the terms of its admission, or to abide by the terms on which Federation Member status is held, or to remain qualified for Federation Member status, the Vice-Chancellor shall make a report to the Board of Trustees.

10.2 The Board of Trustees may decide to initiate proceedings for consideration of the withdrawal of Federation Member status from the Federation Member.

10.3 The Board of Trustees shall put the information on which the opinion to initiate proceedings was based to the Federation Member, not less than two calendar months before the meeting of the Collegiate Council at which withdrawal of Federation Member status will be considered.

10.4 If the Federation Member wishes to make representations, they must be received by the Vice-Chancellor not less than 10 clear working days before the meeting of the Collegiate Council.

10.5 The Board of Trustees will put to the Collegiate Council the information on which its opinion was based as it was presented to the Federation Member together with any representations by the Federation Member and request its recommendations.

10.6 At any stage, should new information be introduced, the Federation Member must be notified and given two months to submit representations to the Vice-Chancellor.

10.7 The Board of Trustees, having received any recommendations from the Collegiate Council, may withdraw from a Federation Member the status of Federation Member, having considered any representations by that Federation Member, provided that two-thirds of members present and voting at a meeting of the Board of Trustees vote in favour.

10.8 If the Board of Trustees withdraws from the Federation Member the status of Federation Member without the institution's consent, the institution may appeal against the decision to the Visitor provided that any appeal is lodged at the Privy Council Office not more than one calendar month after the meeting of the Board of Trustees.

10.9 The University must make appropriate arrangements with the Federation Member being withdrawn in respect of the completion of their studies for any students registered for a degree or other award of the University at the institution at the time when it ceases to be a Federation Member.

10.10 Any contracts, payments, commitments or services relating to the Federation Member's status will need to be resolved as part of the withdrawal process.

B. FUNDING FEDERAL ACTIVITIES: THE FEDERAL SUBSCRIPTION

1. The following federal services and activities shall be funded by annual subscription from Federation Members, and Institutes¹:
 - 1.1 full provision of corporate governance including the offices of the University Secretary, and the designated Chief Financial Officer;
 - 1.2 the offices of the Vice-Chancellor and the Deputy Vice-Chancellor;
 - 1.3 liaison with and support to the Chancellor;
 - 1.4 administrative support for the University as trustee;
 - 1.5 continuing legal and other liabilities on the University including as the degree-awarding body or in relation to Professors and Readers;
 - 1.6 other statutory functions not otherwise covered in 1.1-1.5 above;
 - 1.7 federal subscriptions to outside bodies;
 - 1.8 public, communal and ceremonial space;
 - 1.9 information services;
 - 1.10 public relations;
 - 1.11 federal initiatives and contingencies;
 - 1.12 functions and ceremonies; and
 - 1.13 direct and indirect overhead costs for the above.
2. The Collegiate Council shall annually recommend for the subsequent year for the consideration and approval of the Board of Trustees:
 - 2.1 the estimated subscription required to ensure the provision of the above federal services and activities; and
 - 2.2 the proportion of the total subscription required from each Federation Member and each Institute.
3. The financial statements of the University shall separately identify subscription income.
4. The provisions of this Ordinance shall form the basis of contracts between the University and each Federation Member, for the delivery of the federal services and activities listed at paragraph 1 above and the payment of the subscription referred to in paragraph 2 calculated on a standard basis. Failure by a Federation Member to agree or to abide by the contract shall be grounds for the Board of Trustees to initiate proceedings for the removal of the status of Federation Member from a Federation Member.

5. The list of services and activities under paragraph 1 above shall not be varied except for all subscribers at the same time.
6. This Ordinance shall not prevent the University and Federation Members at any time, agreeing the establishment or disestablishment of separately funded services and activities not included in paragraph 1 above.

C. APPENDICES

APPENDIX 1 List of Federation Members

- Birkbeck, University of London
- Brunel University London
- City St George's, University of London
- Courtauld Institute of Art
- Goldsmiths, University of London
- Kings' College London
- London Business School
- London School of Hygiene and Tropical Medicine
- Queen Mary University of London
- Royal Academy of Music
- Royal Holloway, University of London
- SOAS, University of London
- The Institute of Cancer Research, London
- The London School of Economics and Political Science
- The Royal Central School of Speech and Drama
- The Royal Veterinary College
- University College London



Policy and Procedure for admission of new institutions to the University of London Federation

Reference	<i>UX</i>
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Policy and procedure for admission of new institutions to the University of London Federation

Introduction

1. The University may from time to time consider admitting new institutions as Federation Members. The University Statutes provide that the Board of Trustees, having regard to any recommendations received from the Collegiate Council, may admit as a Federation Member any educational, academic or research institution.
2. The University's Ordinance 5 sets out some further detail on this process and specifies the role of the Board of Trustees and the Collegiate Council in considering admission of a new Federation Member.
3. The Ordinance states that 'The Collegiate Council will consider applications from institutions to become Federation Members of the University against the approved strategic policy and criteria, and against any additional matters specified by the Board of Trustees and make recommendations to the Board of Trustees on their admission or otherwise.'
4. The Ordinance also states that 'The Collegiate Council will formulate the strategic policy, criteria and process for admission of institutions as Federation Members of the University for the consideration of the Board of Trustees. The Board of Trustees will approve the strategic policy, criteria and process for admission of institutions as Federation Members of the University.'

Strategic criteria for new institutions seeking membership of the University of London Federation

5. Admission to the University of London Federation requires the institution seeking membership to demonstrate how it meets a set of broad strategic criteria relating to:
 - **Location:** The institution will be located broadly within the region of greater London and its immediate environs;
 - **Reputation:** The institution will have excellent standards of teaching and learning, student wellbeing, graduate outcomes, research, innovation and knowledge exchange;
 - **Strategic alignment:** The institution will demonstrate broad strategic alignment with the University of London and its Federation;
 - **Value proposition:** The institution will demonstrate how it will add value to the collective interests and values of the University of London Federation;
 - **Financial position:** The institution will be financially sustainable and be able to demonstrate a positive financial outlook;
 - **Compliance:** The institution will be compliant with relevant legal, statutory and regulatory requirements.

Expression of interest

6. Institutions seeking to be admitted as a Federation Member of the University should first write to formally express an interest in being admitted as a Federation Member of the University. The University will then notify the Collegiate Council and the Board of Trustees of this formal expression of interest. The University will then write to the applicant institution setting out the process, policy and timeline for the application.

Application Process

7. Institutions seeking to be admitted as a Federation Member of the University must submit a written application, accompanied by a written resolution of the institution's governing body.
8. The application must be accompanied by evidenced assurance that it meets the strategic criteria for admission as a Federation Member of the University of London.
9. The application for admission as a Federation Member should specify the reasons why the institution is applying for admission as an institution of the University Federation. The institution will also need to provide further assurance, evidence and information in relation to the points listed below.
 - (i) That joining the federation is or can be consistent with the charter, statutes or other instruments by which the institution is governed.
 - (ii) That the governance of the institution is consistent with both recommended good practice and regulatory requirements.
 - (iii) The current strategic plan and key underpinning strategies including those relating to learning and teaching, and to research.
 - (iv) The financial statements for the past three years, the most recent financial forecasts and the terms upon which it occupies its land and buildings. This should be supported by additional evidence that provides assurance of the financial sustainability of the institution and a positive financial outlook.
 - (v) Evidence of the quality of teaching and research, and positive graduate outcomes, including supporting data and examples. This should include the most recent TEF, KEF and REF submission and outcomes.
 - (vi) Assurance that the institution meets the current Conditions of Registration or other equivalent regulatory requirements.
 - (vii) Details of any current or recent legal or regulatory actions taken against the institution.

- (viii) Information on whether the institution will wish to exercise its own degree awarding powers and/or to award University of London degrees.
- (ix) Information on plans regarding name changes/changes to the trading name of the institution, changes to senior titles, or planned changes to the governing instruments, or if relevant the ownership or management of the Institution.
- (x) Information on plans regarding access to the Federal services, such as the Senate House Library, the Intercollegiate Halls of Residence, Federal University Housing Services, services provided by the Careers Group, engagement with provision offered through UoL Worldwide.

10. In considering an application, the University may undertake additional due diligence in respect to financial sustainability of the applicant institution.

Governance

- 11. On receipt of the application, the Board will refer the application for consideration by the Collegiate Council and may specify further matters, additional to the approved policies and criteria, on which it must be satisfied before admitting an institution as a Federation Member.
- 12. The application will be considered by the Collegiate Council against the approved policy and criteria and any additional matters specified by the Board of Trustees and will make recommendations to the Board on the admission of the institution or otherwise.
- 13. To assist in its consideration of the application a panel will be established to consider the application and to report with a recommendation to the Collegiate Council. The constitution and terms of reference and method of the panel shall be:

Collegiate Council Panel Terms of Reference

- 14. (i) To consider the application for admission as a Federation Member of the University against the approved strategic policy and criteria, and against any additional matters specified by the Board of Trustees or the Collegiate Council.
- (ii) To make a report to the Collegiate Council which will include recommendations on the admission or otherwise of the institution.

Collegiate Council Panel Constitution

- 15. The Deputy Vice-Chancellor (to chair the panel)
 - Up to four senior representatives from Federation Members at VC, DVC or PVC (or equivalent) level
 - One independent member of the Board of Trustees
 - A student from the University of London
 - A member of the University of London Senior Executive Team

Method of Working

16. The panel will review the application and documentation supplied by the institution in support of its application and may request additional information. It will be able to draw on advice from the University in relation to finance, human resources and other matters. It is expected that during the course of its deliberations the panel will visit the institution and will meet with representatives of the governing body; the Head of the institution; members of the senior executive team; and student representatives
17. The panel should seek the views of the Executive of the University prior to making any recommendation to Collegiate Council.
18. The panel will submit its report to the Collegiate Council who will consider it and will make a recommendation to the Board of Trustees on the admission or otherwise of the institution.
19. The Board of Trustees will consider the recommendations of the Collegiate Council and will then, if in its opinion its admission is consistent with the strategic policy and criteria, admit the institution as a Federation Member of the University. To be admitted two-thirds of those members present and voting must vote in favour.
20. Admission as a Federation Member will be subject to receipt by the Board of Trustees of a written assurance from the governing body of the institution to abide by the undertakings set out in Ordinance 9.

Changes to the Policy and Procedure for admission of new institutions to the University of London Federation

21. Any changes to the Policy and Procedure for admission of new institutions to the University of London Federation will require the endorsement of the Collegiate Council and formal approval by the Board of Trustees.

February 2024