

ORDINANCE 9

MEMBER INSTITUTIONS OF THE UNIVERSITY

1. The Statutes define a Member Institution as an educational, academic or research institution which is a constituent member of the University as listed in Appendix 1 of the Statutes and which has for the time being:
 - 1.1 the status of a college (being any institution listed in Appendix 1 of the Statutes which is not a university); or
 - 1.2 the status of a university.
2. The Statutes provide that:

Statute 16

 - 16.1 Each Member Institution is a self-governing incorporated body with its own legal identity separate from that of the University and the other Member Institutions.
 - 16.2 Each Member Institution shall be entitled to award degrees of the University, and (provided it has power to do so) may award its own degrees subject to any protocols that the Board of Trustees may establish.
 - 16.3 The Board of Trustees, having regard to any recommendations received from the Collegiate Council:
 - 16.3.1 may admit as a Member Institution any educational, academic or research institution; and
 - 16.3.2 may withdraw from a Member Institution the status of Member Institution, having considered any representations by that Member Institution;
 - 16.4 The Board of Trustees shall, at the request of a Member Institution, withdraw from it the status of Member Institution.
 - 16.5 An institution from which the status of Member Institution has been withdrawn by the Board of Trustees without that institution's consent may appeal against that decision to the Visitor.
 - 16.6 The Member Institutions are listed in Appendix 1. On the admission or withdrawal of a Member Institution to or from the University, the list shall automatically be amended to reflect the change.

UNDERTAKINGS OF MEMBER INSTITUTIONS OF THE UNIVERSITY

3. Each Member Institution shall abide by the Statutes, Ordinances and Regulations of the University of London.
4. A Member Institution shall confer the title of Professor or Reader of the University of London only in accordance with the Regulations approved by the Collegiate Council.
5. Member Institutions 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. The Board of Trustees may prescribe the manner, form and time of its provision.
6. Member Institutions shall inform the Board of Trustees of any substantial change in their circumstances, such as a merger, or prospective or actual insolvency.

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7. Member Institutions shall pay an annual subscription to the University for services listed in Ordinance 10.

Member Institutions Exercising Their Own Degree Awarding Powers

8. A Member Institution which holds, or acquires, the power to award its own degrees shall inform the Collegiate Council accordingly.
9. A Member Institution with the power to award its own degrees shall be entitled to use that power and to remain as a Member Institution, subject to the agreement of the Collegiate Council and the Board of Trustees. Any Member Institution wishing to award its own degrees, which should have regard to the provisions of the UK Quality Code for Higher Education, must comply with this Ordinance, with any agreed protocols, and with the requirement for such Member Institutions to submit annually the information specified below:
 - 9.1 a list of the programmes of study offered for each of the degrees it awards;
 - 9.2 a list of the general areas of research available for specialist doctorates and degrees of MPhil, PhD and MD(Res);
 - 9.3 information as requested about current issues and priorities for enhancement, particularly of systems for assuring standards and managing or enhancing academic quality; and information about any substantive changes to the Member Institution's academic and research degree regulations and quality assurance procedures;
 - 9.4 reports and communications received during the year from the Quality Assurance Agency following its reviews and the Member Institution's response to these;

and these shall be available to any other Member Institution of the University.

CHANGE OF CIRCUMSTANCES

10. 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 Member Institution continues to hold Member Institution status.

ADMISSION OF AN INSTITUTION AS A MEMBER INSTITUTION OF THE UNIVERSITY

Conditions for Admission as a Member Institution of the University

11. The Collegiate Council will formulate the strategic policy, criteria and process for admission of institutions as Member Institutions of the University for the consideration of the Board of Trustees.
12. The Board of Trustees will approve the strategic policy, criteria and process for admission of institutions as Member Institutions of the University.
13. The Board of Trustees, on receipt of a request from an institution for admission as a Member Institution, will ask the Collegiate Council to consider the application.
14. 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 Member Institution.

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15. The Collegiate Council will consider applications from institutions to become Member Institutions 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.
16. The Board of Trustees will consider the recommendations of the Collegiate Council and may admit as a Member Institution, 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.
17. An institution shall be admitted as a Member Institution if two-thirds of the members present and voting at a meeting of the Board of Trustees vote in favour.
18. Before admission as a Member Institution, 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

19. An institution applying to be admitted as a Member Institution shall undertake to meet all reasonable costs incurred by the University in considering its application. Member Institutions undertake to meet all reasonable costs incurred by the University as a consequence of withdrawal of Member Institution 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.

WITHDRAWAL OF THE STATUS OF MEMBER INSTITUTION AT THE MEMBER INSTITUTION'S REQUEST

20. Statute 16.4 provides that the Board of Trustees, at the request of a Member Institution, and having sought the recommendations of the Collegiate Council, may withdraw from it the status of Member Institution.
21. On receipt of the request the Board of Trustees will ask the Collegiate Council to consider the withdrawal. The Collegiate Council 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 Member Institution at the time when it would cease to be a Member Institution.
22. The Collegiate Council will make a recommendation to the Board of Trustees on the withdrawal of the Member Institution.

WITHDRAWAL OF THE STATUS OF MEMBER INSTITUTION BY THE BOARD OF TRUSTEES

23. Statute 16.3.2 provides that the Board of Trustees, having received any recommendations from the Collegiate Council, may withdraw from a Member Institution the status of Member Institution, having considered any representations by that Member Institution.
24. If issues arise in respect of a Member Institution failing either to abide by the terms of its admission, or to abide by the terms on which Member Institution status is held, or to remain qualified for Member Institution status, the Vice-Chancellor shall make a report to the Board of Trustees.

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25. The Board of Trustees may decide to initiate proceedings for consideration of the withdrawal of Member Institution status from the Member Institution.
26. The Board of Trustees shall put the information on which the opinion to initiate proceedings was based to the Member Institution, not less than two calendar months before the meeting of the Collegiate Council at which withdrawal of Member Institution status will be considered.
27. If the Member Institution 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.
28. The Board of Trustees will put to the Collegiate Council the information on which its opinion was based as it was presented to the Member Institution together with any representations by the Member Institution, and request its recommendations.
29. At any stage, should new information be introduced, the Member Institution must be notified and given two months to submit representations to the Vice-Chancellor.
30. The Board of Trustees, having received any recommendations from the Collegiate Council, may withdraw from a Member Institution the status of Member Institution, having considered any representations by that Member Institution, provided that two-thirds of members present and voting at a meeting of the Board of Trustees vote in favour.
31. If, in accordance with the Statutes, the Board of Trustees withdraws from the Member Institution the status of Member Institution 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.
32. The Collegiate Council may make appropriate arrangements 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 Member Institution.

7 March 2019