



SOMERVILLE
COLLEGE
UNIVERSITY OF OXFORD

By-Laws

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Contents

The Governing Body.....	3
The College Seal	3
Committees of the Governing Body	4
Education Committee	4
Equality and Diversity Working Group	4
Finance Committee.....	4
Remuneration Committee.....	5
Finance Sub-Committee	6
IT Committee	6
Nominations Committee	6
Standing Committee	7
Development Committee	7
Officers of the College	7
Administration of the College.....	8
Provisions relating to Junior Members.....	8
Somerville Association.....	9
Conflicts of interest.....	10
1. Background	10
2. Conflicts Register	10
3. Conflicts of Interest Statements	11
4. Procedure at meetings	11
Staff.....	11
Provisions relating to Academic Employees	11
Stage 1 - Redundancy Procedure.....	12
Stage 2 - Redundancy Procedure.....	12
Stage 3 - Decision on Redundancy.....	13
By-Law on Professorial Fellows.....	24
By-law on Quinquennial Reviews	24

The Governing Body

1. There shall be a Stated Meeting of the Governing Body at least twice a term. A third meeting may also be scheduled each term but need not take place unless business requires.
2. Not less than five days before the date of any Meeting, the Secretary shall send to every member of the Governing Body an Agenda for the Meeting
3. A supplementary Agenda may be circulated not less than two days before the Meeting.
4. The Agenda for Governing Body is divided into two parts: Part A and Part B, the latter containing Reserved Business. The JCR President and Treasurer, and the MCR President and Treasurer, may attend for Part A.
5. Questions of which notice has not been given in the Agenda or supplementary Agenda shall not normally be considered except with the unanimous consent of those at the Meeting.
6. The Minutes of all College Committees which have met since the previous Meeting shall normally be circulated to all members of Governing Body before each of its Meetings.
7. As provided for in the College Statutes, the Governing Body may act and its proceedings shall be valid notwithstanding the absence of any of its members provided that no business shall be transacted unless at least forty per cent of members are present. Members of the Governing Body are expected to attend Governing Body meetings.
8. Where the members of the Governing Body are prevented from meeting in person by an event beyond the reasonable control of the College, a meeting of the Governing Body may be held by telephonic, televisual, electronic or virtual means of communication provided that that all persons participating in the meeting can be identified and can understand and communicate with each other simultaneously. Participation by such means shall be deemed to constitute presence in person and decisions taken at a meeting so held shall be as effective for all purposes as those taken at a meeting of the Governing Body held with the members of the Governing Body physically present.
9. Suspension, alteration or repeal of by-laws: none of these by-laws shall be altered, suspended or repealed, except by resolution of the Governing Body at a Stated Meeting, notice of the proposed alteration, suspension or repeal having been given at a previous meeting.

The College Seal

1. In pursuance of Statute I, II, the Principal, Vice-Principal, and the Treasurer shall be jointly responsible for the safe custody of the Common Seal of the College.

Committees of the Governing Body

The following Committees have been established by Governing Body. Governing Body may establish new Committees as the need arises.

Education Committee

1. This is composed of the Principal, Senior Tutor, Treasurer, Librarian and all Tutorial Fellows are automatically members of Education Committee. In addition, each honour school may also nominate one lecturer to serve on the committee. It is intended that every honour school will be represented in each meeting of the committee by at least one member attending but it is not necessary for every member of the committee to attend every meeting.
2. The Agenda is divided into two parts: Part A and Part B, the latter containing Reserved Business. The MCR and JCR Academic Affairs representatives may attend for Part A only. The Undergraduate Officer (or equivalent) shall act as Secretary unless the Governing Body shall determine otherwise. The Committee normally meets at least twice a term to consider such educational questions as may from time to time arise and in particular:
 - a. policies relating to teaching and learning
 - b. the progress, industry and conduct of undergraduates and graduates
 - c. the awarding of Scholarships, Exhibitions and Prizes from the appropriate funds, and carrying out an annual review of award holders
 - d. examination results
 - e. ratification of awards of course and travel grants from the appropriate funds
 - f. the initiation of the formal stages of the College's academic disciplinary procedures in cases of students who are not making the academic progress expected by their Tutor.

Equality and Diversity Working Group

This is composed of a Fellow/s with an interest and involvement in College equality and diversity matters as Chair/co-Chairs, the Principal, the HR Manager (also acting as Secretary), a Governing Body Equality and Diversity Champion, the Development Director, the Welfare Support and Policy Officer, a Junior Research Fellow representative, the Communications Officer and other such members of academic and support staff as may from time to time wish to participate. Membership may also include representation from the JCR and MCR presidents, disability officers, welfare officers, LGBTQ+ and BAME representatives. The group meets twice a term to initiate and review equality and diversity programmes and monitor policies and progress against action plans.

Finance Committee

1. This is composed of the Principal (in the Chair), the Vice-Principal, the Senior Tutor, Domestic Bursar, and Treasurer who shall, unless otherwise provided, act as Secretary to the Committee and (normally) four members of Governing Body who normally serve for two years. The Governing Body may co-opt not more than three specially qualified persons, whether alumni or not. The Agenda is divided into two parts: Part A and Part B, the latter containing Reserved Business. The JCR President and Treasurer, and the MCR President and Treasurer, may attend for Part A. The Committee normally meets at least twice in each term to consider such financial questions as may from time to time arise, and in particular:
 - a. To scrutinize the annual and management accounts, and financial reports presented by the Treasurer;

- b. At such times as may be agreed upon, to approve a forward estimate of revenue and expenditure for each financial year;
- c. To review twice each year the state of the college's investments and properties;
- d. To authorize exceptional expenditure from revenue and to make recommendations to Governing Body in respect of capital expenditure;
- e. To keep under review the terms and conditions of administrative and domestic appointments; and
- f. To consider other financial issues, as appropriate.

Remuneration Committee

1. This Committee is composed of four external members (of whom one or two might be the former head of an Oxford College), and two members of Governing Body (who must be a Professorial or Additional Fellow, not in receipt of salary or other material benefits from the College, other than dining rights). The Vice-Principal will be in attendance (but have no vote) and be responsible for convening the meeting. A member of the College might be in attendance to provide administrative support.
2. The external members are normally alumni (not emeritus fellows) with experience of the review of senior salaries in the public or private sectors.
3. Membership of the committee is proposed by Nominations Committee (who will be responsible for recording periods of service) and is to be approved by Governing Body. Members are appointed for not more than three years at a time, and may be reappointed for additional three year terms, but for not normally beyond a total of 9 years. The chair will be selected by Nominations Committee in consultation with the outgoing chair, and a deputy chair will be identified in consultation with the current chair.
4. To be quorate 4 members of the committee must be present; if a vote is taken then a minimum of 4 members must support the motion.
5. The committee normally meets once each year (with scope for minor matters to be resolved by circulation), for the following purposes:
 - a. To draft procedural or other guidelines to govern decisions about remuneration of Fellows, Principal, Treasurer, head of development and other posts as requested by Governing Body, for approval by Governing Body
 - b. At two-yearly intervals, or otherwise as may be determined by Governing Body from time to time, to review and recommend to Governing Body (on the basis of procedures previously agreed by Governing Body, and notified to those concerned) the remuneration package of those Fellows or College Officers within its purview whose salaries are not governed by standard scales. Recommendations are to be accompanied by a general (but not arithmetic) description of the factors that have contributed to the recommendations.
 - c. To approve terms and conditions for new appointees, to senior administrative positions, or any Governing Body position, when these are not covered by well defined existing conventions. The Committee should be involved at an early stage: it should be asked to approve the advertisement and further particulars, and then be informed in relation to negotiations with the individual selected.
 - d. To make recommendations about any other matters relating to the remuneration of Fellows or other employees of the College or any other matters on which members of Governing Body experience a conflict of interest which College Officers, Standing Committee or Governing Body may refer to it from time to time.
6. The committee may do business by correspondence, and all recommendations agreed by correspondence must be agreed by a two-thirds majority of members.

7. If Governing Body dissents from the committee's recommendations, it shall state its reasons to the committee; members of the committee who are non-beneficiaries or who do not experience a conflict of interest will then consider whether the Governing Body has made a convincing case for its proposed line of action or whether they wish in their turn to object. Governing Body will not reject the considered advice of the committee except after very serious consideration of the interests of the College and Governing Body members' own responsibilities as trustees.
8. All meetings of the committee are required to be reported to Governing Body. Recommendations on the remuneration packages of individuals are reported by the Vice-Principal to Closed Business of Governing Body. In this context, the committee's recommendations will have an annexe on which the detailed salary increases (exact figures) are recorded. This annexe will be not be circulated, but will be made available to any member of GB who wishes to see it. This embodies a compromise between the wish of those concerned to have a measure of privacy, and the need for Governing Body to be able to exercise informed oversight. Proceedings under such Closed Business of Governing Body must be fully minuted.

Finance Sub-Committee

Finance Sub-Committee is composed of the Principal, Vice-Principal and Treasurer. The sub-committee shall be convened when required to discuss important issues, and issues of sensitivity.

IT Committee

1. This is composed of Principal (Chair), Treasurer, Senior Tutor, IT Fellow plus one other Fellow, Head of Information Services, a representative of University IT Services, IT Systems Manager (in attendance), IT Systems Officer (secretary in attendance). The committee normally meets once a term to:
 - a. develop and recommend to Governing Body an IT strategy for both senior and junior members of the College, to include all administrative systems;
 - b. develop and consult upon standards of IT and AV service provision and its delivery, to support teaching, learning and research, as well as the management and administration of the College; to consider and recommend to Governing Body, in liaison with Finance Committee, appropriate levels of annual expenditure on IT and AV, including that on staff, considering cost effectiveness of provision, and possible benefit from exploiting services provided by IT Services and UAS;
 - c. consider best practice in similar institutions, and use benchmarks from them to judge the strengths and weaknesses of Somerville's provision, and make recommendations to Governing Body accordingly; to consider the strength of the College's information security environment, monitor compliance with the University's information security recommendations and report to Governing Body on information security risks identified; and
 - d. review other areas that may come under the umbrella of IT provision as and when they arise.

Nominations Committee

Nominations Committee is composed of the Principal (in the Chair), the Vice-Principal, and those former Vice-Principals who are members of Governing Body. The Committee shall meet as required to advise Governing Body on nominations for college offices and membership of college committees.

It may, where appropriate, discuss other matters of particular sensitivity or complexity relating to Fellows' appointments, for instance, a request to work part-time.

Standing Committee

1. This is composed of the Principal (in the Chair), Vice-Principal, Treasurer, Senior Tutor, the Secretary to Governing Body, together with four Tutorial Fellows, who will ideally represent one of the four Divisions of the University, although this is not a requirement. Those other members of the Governing Body who wish to attend should advise the Senior Tutor beforehand of their intention to do so. Heads of Departments not already represented on the Committee may be invited to attend for discussions of issues of particular interest.
2. The Standing Committee is not a decision-making body but may be asked by Governing Body to take on a delegated authority for operational decisions when the constraints of the timetable of Governing Body meetings require this, or where Governing Body grants delegated authority for specific types of decision, such as routine academic appointments.
3. The Committee normally meets twice a term to:
 - a. agree the agenda for meetings of Governing Body;
 - b. develop academic and other strategies for the College, and to monitor decision-making, and developments that bear on these strategies;
 - c. consider academic appointments and bids for association with University posts
 - d. consider requests for buy-outs and leave, with particular attention to their impact on teaching resources;
 - e. receive the reports of ad hoc working groups;
 - f. discuss items which by reason of their complexity and difficulty are beyond the remit of other committees, or which need further attention beyond that given to them in a specialized committee, ; and
 - g. give close consideration to policy issues within the wider University, and external bodies, in preparation for consultation with Governing Body.

Development Committee

1. This is composed of the Principal (in the Chair), Development Director, Senior Tutor, Treasurer, Librarian and 3-4 tutorial Fellows with a number of members of the Development team in attendance.
2. The Committee normally meets twice a year and reports back into Governing Body.
3. The purpose of the group is to discuss and review activities pertaining to fundraising, alumni relations and communications. Fellows act as a liaison to the overall fellowship to relay key developments, events and projects which are being delivered in line with the College strategy.

Officers of the College

1. The Stipends of Tutors, together with their allowances, shall be determined from time to time by the Governing Body.
2. Stipends for College Officers (as appointed by Governing Body in accordance with clause 7 of Statute I) shall be determined by the Governing Body from time to time.
3. The remuneration and benefits of lecturers shall be determined by the Governing Body.
4. The Principal, Fellows, and Administrative Officers are eligible to be members of the U.S.S. Pension scheme. Governing Body may at its discretion supplement the U.S.S. pensions of the Principal, Fellows and Administrative Officers; each case is considered on its merits.

5. Tutors and Administrative Fellows of the College are required to be available to carry out their duties throughout the twenty-four weeks of Full Term.
6. Sick leave, maternity leave, paternity leave, adoption leave, shared parental leave and compassionate leave will normally be in line with the terms currently in force in the University.
7. The seniority of each Fellow of the College shall be determined by the order of their admission to the Fellowship unless otherwise provided for by the Governing Body in any particular case on admission.
8. Research Fellows may undertake a limited amount of teaching by leave of the Governing Body. The maximum number of hours in each case shall be determined by the Governing Body.
9. Any powers of the Principal as set out in these By-Laws may be exercised instead by an alternate or other appropriate officer and references to the Principal shall, throughout these By-laws, be construed as including references to the alternate.

Administration of the College

1. The College Accounts: The banking accounts of the College shall be kept in the name of Somerville College, at such bank or banks as shall be, from time to time, determined by the Governing Body. Instructions shall be given by the Governing Body to the bankers of the College to honour spending approved by the following: the Principal, the Vice-Principal, the Treasurer, and such other officers as may from time to time be authorized by the Governing Body.
2. The College Chapel:
 - a. The Principal, in consultation with the Fellows, shall be responsible for the conduct of contemplations in the Chapel, and for the maintenance of the nonsectarian character of the worship traditional to the college.
 - b. Attendance at services in the Chapel shall be voluntary.
 - c. The Chapel shall always be open to members of the College for prayer and meditation.
 - d. The use of the Chapel for other purposes may be sanctioned at the discretion of the Principal and Fellows following the College Code of Practice on Meetings and Events, which forms part of its Freedom of Speech Policy.
3. The Use of College and Hall:
 - a. Permission to use the College for Vacation Conferences shall be dealt with in accordance with the College Code of Practice on Meetings and Events, which forms part of its Freedom of Speech Policy; and
 - b. Permission to use the College Hall for all purposes including public meetings and entertainments shall be dealt with in accordance with the College Code of Practice on Meetings and Events, which forms part of its Freedom of Speech Policy.

Provisions relating to Junior Members

1. Admissions: Junior Members are those individuals who have been presented by the College for matriculation or who have migrated to the College and are engaged in an approved course of study within the University or who have been admitted to the College to pursue an approved course of study. Undergraduate and graduate students shall be admitted in accordance with the University's admissions procedures.
2. As at other universities, a person accepting admission to the College thereby accepts an obligation to obey the rules of the College and those of the University and to pay such fees, dues and charges as the College or University may lawfully determine. The undertaking to obey these rules forms part of the Somerville College Student Contract, which all students are required to sign before entering.

3. Those who have accepted a College place but have to withdraw for any reason should give at least three months' notice. Failing this, they will be expected to cover the reasonable expenses of the College associated with their withdrawal. The same applies to any Junior Member withdrawing after beginning their course. In the case of absence through illness for long periods, a partial remission of maintenance charges may be made.
4. Any Junior Member who, in the course of their academic career, is planning or experiences any material change in their personal circumstances must discuss it with their Personal Tutor and with the Principal, Treasurer, or Senior Tutor.
5. Academic work must have the first claim on the time and effort of all Junior Members; students are expected to work to the best of their ability, to attend all academic appointments, and to produce all required written work punctually.
6. If a Junior Member fails to make academic progress or is suspected of having breached the College Rules, the applicable College procedure may be invoked. These, together with appropriate complaints and appeal procedures, shall be kept under review by the Governing Body and promulgated by means of the College Handbook, web-site and other appropriate media.
7. Any undergraduate standing for a JCR Executive post must consult their tutor in advance of the election. No undergraduate on probation for their place may seek election to the JCR Executive or to a similar office in a student organization. Undergraduates on report may not seek election to the JCR Executive without their tutor's permission.
8. Undergraduates in their first year are expected to live in College during Full Term. Any exception to this must have the approval of the undergraduate's Tutor and of the Principal.
9. An undergraduate or graduate room in College is for single occupancy by the Junior Member to whom it is allocated. Hence Junior Members must strictly observe the limits on the number of occasions when they may entertain a guest overnight, given in the Deans' Regulations.
10. All Junior Members have an obligation to keep themselves informed by checking regular means of communication, including but not limited to checking their pigeonholes and their College e-mail daily, and checking for notices in the Porters' Lodge, in the Front Hall, and on the College web-site www.some.ox.ac.uk
11. It is the responsibility of all students, undergraduate and graduate, to make sure that they can be easily contacted at any time. When not in Oxford, therefore, Junior Members have an obligation to inform the College authorities in advance if they cannot be contacted within three or four weeks over the Vacation and to inform the Lodge when not in College.
12. Student Awards
 - a. Undergraduates: Scholarships, Exhibitions and Prizes may be awarded to undergraduates for good work on the recommendation of their tutors to Education Committee.
 - b. Scholarships and Exhibitions shall be reviewed annually by Education Committee in Trinity Term, and may be suspended or withdrawn.
 - c. Graduates: Scholarships may be awarded to graduate students following College procedures in force from time to time.
 - d. The value of these awards shall be determined from time to time by Governing Body
13. Student Fees: Fees for undergraduate, graduate and visiting students shall be confirmed from time to time by the Governing Body having regard to the central University and national legislation and regulation.

Somerville Association

1. The College shall maintain an Association of former members.

2. The Somerville Association (the Association) shall have the power to draw up and amend its own constitution according to procedures determined by it. The constitution thus drawn up, and subsequent amendments to it, must be approved by Governing Body.
3. The following points in this by-law (items 'd' through 'h') shall be incorporated into the constitution.
4. An Annual General Meeting of the Association shall be held at the College for the election of the Association's officers and Committee members and the transaction of other business.
5. Two fellows of the College shall be nominated by Governing Body to serve on the SA Committee.
6. The Association shall be entitled to submit to the Governing Body resolutions of which due notice shall have been given and which have been passed by a two-thirds majority of those present and voting at a General Meeting of the Association.
7. The College, after due consideration with the Association's President, shall appoint an SA Secretary who shall maintain the records of the Association, coordinate its activities, and be responsible for the circulation to members of an Annual Report. The Association's Secretary shall be a paid officer of the College and ex officio a member of the Association's Committee.
8. The Treasurer of the College shall exercise overall responsibility for the finances of the Association, and disburse such sums as may be required to meet its ordinary administrative costs. The Association shall not commit the College to any extraordinary expenditure without prior consultation with the Treasurer, who may be asked to attend the Committee for the discussion of matters involving expenditure.

Conflicts of interest

1. Background

- 1.1 It is good practice for charities to keep a register of trustees' interests and also to adopt a procedure for dealing with the conflicts of interest (if any) of trustees.
- 1.2 In part this obligation stems from the fact that any decision by the Governing Body to enter into a transaction ought to be determined only by the consideration of the College's interests. It is also a requirement of the Statutes of the College that the Governing Body should take responsibility for the regulation and management of conflicts of interest. Accordingly, any interest of members of the Governing Body (who are the trustees of the College), and other people holding certain positions within the College, which could be seen as, or which could give rise to a conflict of interest, ought to be disclosed.
- 1.3 The Governing Body has resolved to meet this obligation and also to deal with conflicts of interests by adopting this policy and the rules set out in it.

2. Conflicts Register

- 2.1 The College's Conflicts Register will be kept in the form of a loose-leaf file maintained by the Treasurer. It will contain the original Conflicts of Interest Statements made pursuant to this policy.
- 2.2 The Conflicts Register will be available to members of the Governing Body and such other persons as the Governing Body shall approve.

3. Conflicts of Interest Statements

- 3.1 The following persons shall be required to complete a Conflicts of Interest Statement (CIS):
- 3.1.1 members of the Governing Body;
 - 3.1.2 Heads of Department;
 - 3.1.3 members of committees of the Governing Body;
 - 3.1.4 members of the board of directors of all companies in which the College holds a majority of the shares; and
 - 3.1.5 such other persons as the Governing Body shall require to complete a CIS
- 3.2 A person required to complete a CIS shall do so within one month of their appointment and at the end of each financial year of the College.
- 3.3 A copy of the College's CIS is set out in Schedule 1 below. The guidance notes set out in Schedule 2 below shall be reproduced on all CIS.

4. Procedure at meetings

- 4.1 Each member of the Governing Body and other individuals participating (in whatever capacity) in any meeting of the Governing Body or of any committee of the Governing Body:
- Should declare at the beginning of the relevant item of business any matters in which s/he is interested or in which a member of their family is interested (for example, by reference to their CIS)
 - Must withdraw from the meeting whilst that matter is discussed unless expressly invited to remain solely in order to provide information
 - May not vote on or be present during any vote on that matter
- 4.2 All decisions in respect of which there is a conflict of interest will be recorded by the relevant secretary of the meeting and reported in the minutes.
- 4.3 In the case of grave or repeated conflicts of interest between the College and a member of the Governing Body that makes it impossible to undertake their role effectively it may be that, in the best interests of the College, the Governing Body will need to consider the position of the individual and their membership of the Governing Body.

Staff

- 5.1 Conflicts of interest for other members of the College's staff will be addressed as part of their contract of employment.

Provisions relating to Academic Employees

Part I

1. Application This By-Law shall apply to all members of the Governing Body employed by the College to carry out teaching or research; and to any person employed or appointed by the College to carry out teaching or research who are teaching four or more hours per week for the College and

that anyone who is teaching less than four hours per week is not to be included; and to the Principal as indicated in clause 3(1)(c) of Statute XII.

Part II

Stage 1 - Redundancy Procedure

1. Governing Body Meeting

- 1.1 In the event that a reduction in academic staff or activity is contemplated for any reason whatsoever, the Principal shall call a special meeting of the Governing Body to consider and determine upon the matters set out in Part II Statute XII relating to Academic Staff.
- 1.2 If any member is unavoidably unable to attend and reasonably considers that they may be personally affected by a decision, for example because the Governing Body may be considering deleting a subject altogether, they shall be entitled to seek a postponement of the meeting by written notice to the Principal to be delivered to them at least three days prior to the date set for the meeting.
- 1.3 Prior to the special meeting, the Principal shall cause a detailed memorandum of information to be prepared on a confidential basis for the Governing Body. The memorandum shall contain all relevant available information including financial and academic matters, setting out in detail the position of the College and the matters to be considered both in favour of and against making any reductions in general terms and in so far as possible without reference at this stage to the position of any individual members of academic staff who may be affected.
- 1.4 The memorandum shall put all considerations forward fairly and shall not make recommendations for any specific course of action. The memorandum shall evaluate as far as possible the impact of any reduction on the principles established by Clause 1 of Statute XII.
- 1.5 To provide members with an opportunity to consider, and respond to, the memorandum of information, it shall be circulated at least seven days before the relevant meeting of the Governing Body and representations shall be invited. Any representations which are received in the Principal's Office by 12 noon on the second day before the day of the meeting shall be circulated to all members of the Governing Body.
- 1.6 Prior to making any decision under Clause 10(2) the Governing Body shall consider the impact of such a decision and shall consult with the relevant University bodies. Such consultation may be commenced at any stage by the Principal (or the Principal's delegate).

Stage 2 - Redundancy Procedure

Initial Stage

- 2.1 Once a decision has been reached in principle under Clause 10(2) of the Statute, the Governing Body shall appoint a Redundancy Committee ('the Committee') unless it determines that it will carry out the task of handling any redundancies itself.
- 2.2 Members of the Committee shall be selected in accordance with the provisions of Clause 11 of the Statute. However no members who appear to be personally affected or likely to be so affected shall be chosen. No-one on a fixed-term appointment shall be eligible for selection and no-one to whom the Statute applies shall be eligible for selection unless they have been employed by the College for at least two years. The Chair of the Committee shall be expressly so appointed by the Governing Body.
- 2.3 In the case of potential collective redundancies the Governing Body shall, and in all other cases may, consider and establish appropriate procedures for consultation with representatives of the members of staff potentially affected. Such consultation shall generally be carried out by the

Redundancy Committee or, if none is appointed, the Governing Body itself. Such consultation shall be either with a recognised trade union or specially elected "workplace" representatives as defined by any relevant legislation currently in force, and shall commence in good time with a view to reaching agreement in relation to the matters set out in any legislation in force for the time being.

- 2.4 The Redundancy Committee (or if none is appointed, the Governing Body) shall meet as soon as is reasonably practicable to establish a timetable for consideration of the issues. The Committee shall consider the identification of those who are potentially at risk of redundancy and shall seek to identify any alternatives to redundancy to avoid redundancy and/or to mitigate the effects. It shall also consider, where applicable, selection criteria for the determination of who is to be chosen from among those who are at risk of redundancy.
- 2.5 No decision shall be taken upon any of the relevant matters without the Committee's ensuring that there has been full and proper opportunity for consultation with the affected persons and their representatives. For this purpose, and prior to any decision being made, the Committee shall ensure that each person is afforded an opportunity to meet with members of the Committee (accompanied by a representative if they wish), to be provided with relevant information and to make representations on any aspect of the case.
- 2.6 After having considered all relevant matters the Redundancy Committee shall meet to formulate its recommendations together with the reasons for them. A written report of the recommendations and reasons for them shall be provided to the Governing Body and to the affected person or persons as well as their representative(s).

Stage 3 - Decision on Redundancy

- 3.1 Upon receipt of the report and recommendations of the Redundancy Committee a special meeting of the Governing Body shall be convened to consider the matter further.
- 3.2 Any member whose dismissal on grounds of redundancy is recommended by the Redundancy Committee shall be permitted at least two weeks between the date of the Committee's report and the special meeting of the Governing Body to prepare and submit any representations they consider appropriate to the Governing Body. Any representations which are received in the Principal's Office by 12 noon on the second day before the day of the meeting shall be circulated to all members of the Governing Body.
- 3.3 In addition to submission of written representations, the member of staff shall have the opportunity to make oral representations to the Governing Body at the special meeting prior to any decision being made and shall be entitled to be accompanied and/or represented by a person (who may be a colleague and/or trade union representative) of their choice.
- 3.4 The Governing Body may request a member of the Redundancy Committee (where appointed), being the Chair or their delegate, to attend the Governing Body formally in that capacity to present the Committee's recommendations and to answer questions from the Governing Body and/or the person or persons concerned. If the Governing Body so determines, the Redundancy Committee may be asked to carry out further consultation with affected members or any other appropriate person.
- 3.5 No meeting of the Governing Body at which a decision to dismiss under Part II is taken shall be quorate unless at least 50% of those members of the College entitled to attend are present and no vote shall be effective unless at least two thirds of those attending vote in favour.
- 3.6 Prior to making any decision to dismiss in accordance with recommendations of the Redundancy Committee, the Governing Body shall specifically canvass any alternative employment opportunities or any other means of avoiding a dismissal for redundancy. In addition the Governing Body shall ensure that it has been fully appraised of any USS options which the person affected may be able to exercise in the event of redundancy.

- 3.7 In the event that the Governing Body accepts the recommendations of the Redundancy Committee and votes to dismiss any member on grounds of redundancy, a written note of the decision of the Governing Body together with a copy of the procedures establishing a right of appeal shall be provided to the person affected and their representative. In the event of an appeal, no decision shall be implemented until after this has been determined under Part V.
- 3.8 If the Governing Body decides upon the dismissal of any member on grounds of redundancy, it shall ensure that provision is made to assist the member of staff with financial and career planning, with reasonable expenses to be met by the College.

Part III: Disciplinary Procedure

1. Informal Stage

- 1.1 Where it appears to the Principal that the conduct or performance of a member of academic staff is falling below an acceptable standard, the Principal may arrange to meet with that person on an informal basis to explore the situation and to consider what action can be taken to improve their conduct or performance. The Principal may appoint a colleague (being a Fellow or Emeritus or Honorary Fellow of the College) to conduct the informal discussions with the member of staff either with the Principal or alone. The informal discussion shall not be viewed as a disciplinary act but as an opportunity to explore together any problems that appear to have arisen and consider solutions that may be available. A record of this initial meeting may be kept, provided the member of staff agrees and a copy of any record is made available to them. If the member of staff prefers, the discussion may be kept confidential at this stage.

2. Disciplinary Warnings

- 2.1 In any case where it seems to the Principal that the performance and/or conduct of a member of academic staff appears not to meet acceptable standards but where the circumstances do not appear to raise prima facie grounds for dismissal (for example, after investigation of a complaint submitted to the Principal under Clause 14(1) which is not to be referred to an Academic Disciplinary Panel), the Principal may convene a meeting with the individual for the purpose of considering the matter and any appropriate sanction. No disciplinary sanction shall be imposed unless the member of staff has had reasonable notification of the allegations made against them and an opportunity to respond and until the matter has been properly investigated by or at the behest of the Principal.
- 2.2 Prior to the disciplinary meeting, the member of staff shall be provided with written notification of the date and nature of the meeting and the matters to be considered, together with copies of any relevant statements. The member of staff shall have the opportunity to be accompanied or represented by a colleague or representative from any professional body or trade union of which they are a member such as the UCU. The individual shall not normally be permitted legal representation at this stage.
- 2.3 In the event that it appears to the Principal that the individual's conduct and/or performance has fallen below acceptable standards, and depending on the gravity of the situation and all the circumstances of the case, the Principal may issue an oral or written warning.
- Oral Warning: The oral warning is the first stage of the disciplinary procedure. It shall state clearly that it comprises the first stage of the disciplinary process. The reasons for the warning shall be specified, together with any agreed plan of action for improvement, where applicable. The oral warning shall be recorded in a dated written note, a copy of which shall be provided to the individual. The note shall be kept in the file of the member of staff and shall be regarded and marked as spent after one year.
 - Written Warning: In the event that the individual's conduct and/or performance does not improve or gives further cause for concern whether of a similar nature or not, within the

twelve month period during which the oral warning remains live, and in any case where the seriousness of the matter so merits, the disciplinary action which the Principal may take short of dismissal is a written warning. The written warning shall specify the reason and set out the improvement required and the time for achieving it. It shall be dated and a copy shall be provided to the individual as well as being kept in the file of the member of staff. A written warning remains “live” for a period of two years after which it shall be regarded and marked as spent.

- 2.4 In the event that either an oral or a written warning is issued, the member of staff shall be notified of their right of appeal under Clause 13(4) of the Statute.

3. Dismissal

In any case before the Principal, whether on a complaint under Clause 14(1) or otherwise, the Principal shall consider all the circumstances of the case including the outcome of any enquiries instituted under Clause 14(2) and any comments from the member of staff invited under Clause 14(3). If, after such consideration, it appears to the Principal that there are prima facie grounds for dismissal for good cause as defined in Clause 5 of the Statute, the Principal may call on the Governing Body to appoint an Academic Disciplinary Committee to consider and report on the case in accordance with Clauses 15-19 of the Statute. The Principal may suspend the member of staff at this stage in accordance with Clause 14(3).

- 3.1 Upon receipt of a request under Clause 15 of the Statute from the Principal, the Governing Body shall appoint the Academic Disciplinary Committee as soon as reasonably practicable and shall inform the person to be charged by written notice that the Academic Disciplinary Committee has been appointed to consider any charge or charges to be brought. The written notice shall include the names of the three members of the Academic Disciplinary Committee and shall enclose a copy of this By-Law. At the same time the Governing Body shall appoint a suitable person to formulate charge(s) and to conduct or arrange for the conduct of the hearing. The Governing Body shall appoint one of the three members to chair the Academic Disciplinary Committee.
- 3.2 Subject to the provisions of the Statute and any provision to the contrary in this By-Law, the Academic Disciplinary Committee shall have power to regulate its own proceedings. In the event that any member of the Academic Disciplinary Committee is unable to attend for any period of time, the Academic Disciplinary Committee shall be discharged and a new Academic Disciplinary Committee shall be appointed in accordance with the provisions of the Statute. The Academic Disciplinary Committee shall be entitled to appoint a secretary to support it in discharging its function at any time and to take notes of evidence at any hearing.
- 3.3 The person appointed to formulate the charge or charges (“the advocate”) shall notify the person charged of the date and time set for the hearing of the charge or charges.
- 3.4 The person charged shall notify the advocate of any representative they have appointed to act for them and any further communications shall be addressed to the person charged and to any representative appointed by the person charged. Any fees or expenses payable to the representative (other than reasonable travel costs and out of pocket disbursements) shall be at the expense of the person charged.
- 3.5 The Chair of the Academic Disciplinary Committee may make any interlocutory directions they consider necessary for the fair conduct of the hearing, including but not limited to any directions as to the hearing date(s), whether at the request of either party or otherwise of their own motion. The Chair may also remit any matters to the Principal for further consideration and has power to join further parties to the case if they consider it appropriate to do so upon notice to the parties of such joinder. The Chair of the Academic Disciplinary Committee shall set the date, time and place for the hearing and may also set appropriate

time limits for each stage (including the hearing), to the intent that any matters be heard and determined expeditiously. If the Chair considers it appropriate in all the circumstances of the case they may request the Principal to consider the suspension of the person charged under Clause 14(3).

- 3.6 At least 21 days before the date set for the hearing, the advocate shall forward the following to the Academic Disciplinary Committee and person charged and any other parties to the hearing: (a) the charge or charges; (b) copies of any documents specified or referred to in the charge or charges; (c) a list of witnesses to be called by the advocate; (d) copies of statements containing the witnesses' evidence.
- 3.7 At least seven days before the date set for the hearing, the person charged shall forward to the advocate copies of any documents on which they wish to rely, a list of witnesses and copies of their statements of evidence. The advocate shall ensure that copies of all these are prepared and forwarded to the Academic Disciplinary Committee as soon as practicable.
- 3.8 The jurisdiction and power of the Academic Disciplinary Committee shall not be restricted by the fact that the person charged has been, or is liable to be, prosecuted in a court of law in respect of any act or conduct which is the subject of proceedings before the Academic Disciplinary Committee. The Academic Disciplinary Committee may postpone or adjourn a hearing, if it considers it appropriate, to enable a prosecution to be undertaken.
- 3.9 Subject to the consent of the Academic Disciplinary Committee, both the advocate and the person charged may introduce new evidence at the hearing save that in the case of the advocate such new evidence shall not be admitted except for good reason. In the event that new evidence is admitted, the other party shall have the right to an adjournment to allow time to consider the evidence and its effect on the case and may then submit further evidence in response, provided that the Academic Disciplinary Committee consents, such consent not to be unreasonably withheld.
- 3.10 The Academic Disciplinary Committee may proceed with the hearing in the absence of any party but shall not do so in the absence of the person charged or that person's representative unless it is satisfied that it is reasonable to do so in all the circumstances of the case or unless the person charged agrees or so requests.
- 3.11 Subject to the right of the person charged, their representative and the advocate to be present throughout the hearing, the Academic Disciplinary Committee may decide whether to admit any persons to, or exclude them from, the hearing or any part of it.
- 3.12 Each party to the proceedings shall be entitled to give evidence at the hearing, to make an opening statement, to call witnesses, and to question any witness. Closing statements may be made by the advocate first and then any other parties, with the person accused being given the opportunity to speak last.
- 3.13 Without prejudice to the Academic Disciplinary Committee's general power to regulate its own conduct, it shall specifically have the power to set time and other limits on the evidence to be called for each side consistent with providing a fair opportunity for each party to present its relevant evidence whilst ensuring that the charge is heard and determined as expeditiously as is reasonably practicable. The Academic Disciplinary Committee shall have power to adjourn the proceedings from time to time as it sees fit.
- 3.14 The Academic Disciplinary Committee shall ensure that its secretary or some other appropriate person is present throughout the hearing so that a full and accurate record of the evidence may be taken.
- 3.15 It is for the advocate to prove the charge or charges. In determining whether the charges or any of them are proved the Academic Disciplinary Committee shall consider the evidence and decide whether on balance it considers that good cause for dismissal within the meaning of Clause 5 of the Statute has been proved in respect of each charge before it.
- 3.16 If the Academic Disciplinary Committee decides that a charge has been proved, it shall give each party an opportunity either orally or in writing at the option of the Committee to

- address it on the question of penalty and/or mitigation prior to determining any recommendations that it may make to the Principal.
- 3.17 The decision of the Academic Disciplinary Committee shall be recorded in a document in which the Academic Disciplinary Committee's findings of fact, its reasons for the decision and any recommendations as to penalty are contained. The document shall be signed by the Chair of the Academic Disciplinary Committee and at least one other member. The document shall be sent directly by the secretary of the Academic Disciplinary Committee to the person charged and to that person's representative in addition to the other parties specified in Clause 19 of the Statute.
- 3.18 Where any charge has been upheld and the Academic Disciplinary Committee has recommended dismissal, the Principal or the Principal's delegate shall inform and consult the Governing Body prior to making any decision as to penalty. The Principal shall arrange for a special meeting of the Governing Body for this purpose and shall keep the person charged informed as to the process. The person charged shall have the right to make further representations to the Principal at this stage.
- 3.19 If the Principal decides to dismiss the person charged they may do so forthwith or upon such terms as they consider fit. If the Principal decides not to dismiss, the actions the Principal may take are as set out in Clause 20(2) of the Statute. Any warning given under Clause 20(2)(c) shall be recorded in writing and shall remain live for two years. In all cases the Principal's decision shall be communicated to the person charged in writing as well as to the Governing Body.

Part IV: Procedure for Removal on Medical Grounds

1. Preliminary Stage

- 1.1 Where from the conduct or performance of a member of academic staff it appears to the Principal that there may be cause for concern about that person on medical grounds, and any case where the member of staff has been absent on medical grounds for an aggregate period of six months in any twelve month period, the Principal shall meet with the individual concerned and consider the circumstances of the case. The consultation shall be on a confidential basis if the member of staff so wishes, but the Principal may appoint an informal panel of two or three individuals, including one who is medically qualified, to advise and assist the Principal, provided that the member of staff concerned is informed of this.
- 1.2 At this stage the purpose of the meeting and any subsequent investigations is to elucidate the nature of the problem and to consider ways of assisting the member of staff to resume their full contractual duties. If the Principal considers it advisable, the Principal shall seek the member of staff's consent to disclosure of the latter's medical record. The Principal may also, with the consent of the member of staff, arrange for them to be examined by an occupational health physician or other medical practitioner to assess inter alia the prognosis for a return to work and any available treatment. Any fees payable in relation to such examination shall be borne by the College.
- 1.3 The Principal shall consider with the member of staff, and other concerned people as required, ways of ensuring that students and others for whom the individual has contractual responsibilities have their teaching, pastoral and other needs, as may be, met by a rearrangement of resources or other arrangements. In all cases, and especially where third parties are consulted, the Principal shall do all that is reasonably practicable to respect the confidentiality of the member of staff if the member so wishes. The Principal shall also consider whether counselling or other assistance shall be offered to the member of staff at the expense of the College.

2. Medical Incapacity

- 2.1 If it appears to the Principal that the situation is unlikely substantially to improve within a reasonable period of time, or in any case where the condition of the member of staff or any mental or physical quality affecting the member of staff is such as substantially to interfere with the performance of their duties, the Principal shall consider the removal of the member of staff in accordance with the provisions of Clauses 23 and 24 of the Statute. Prior to taking any action under this section, the Principal shall consult with the individual and/or any representative(s) nominated by the individual as to the steps to be taken and their likely outcome. The consultation shall specifically include consideration of the person's condition and likely future state of mental or physical capacity, and whether the person wishes to seek early retirement or a reduction of duties and hours (with a commensurate reduction in stipend). The wishes and needs of the member of staff shall be balanced against the tutorial or other relevant requirements of the College. If the Principal suspends the member of staff under the provisions of Clause 23(1)(b) the Principal shall ensure that the member of staff has adequate access to materials and/or colleagues to enable them to participate effectively in the consultation process.
- 2.2 The consultation process shall also include consideration of any adjustments which could reasonably be made to the duties of the employment and/or the physical features of the premises and/or any arrangements made by or on behalf of the College so as to facilitate the continued employment of the member of staff. The Principal shall not consider the removal of the member of staff from their office or employment without first obtaining advice and assistance as to any facilities that may be available to assist the person. In general the Principal shall have regard to the provisions of the Equality Act 2010 and associated Codes of Practice, as appropriate.
- 2.3 The Principal shall seek to obtain a medical report concerning the member of staff from the medical practitioner who has had clinical care of them and shall notify the member of staff to that effect in writing, seeking the member's consent in writing.
- 2.4 At all stages the member of staff shall be able to nominate a friend, professional colleague or other representative to assist and advise them. Provided that clear notification is given to the Principal, such a representative may be given authority to act instead of the member of staff if the latter so wishes and may give such consents, agreements etc as the member of staff would be able to give. Such authority shall include, but not be limited to, a power of attorney, including an enduring or lasting power which has been duly registered with the Court of Protection or the Office of the Public Guardian.
- 2.5 In the event that the member of staff does not apply for medical retirement, or does and is rejected, the Principal shall consider all the circumstances of the case, including any available medical information, and shall determine in particular whether the case should be forwarded to a Medical Board or an Academic Disciplinary Committee.

3. Medical Board

- 3.1 If after considering all the circumstances of the case the Principal concludes that the removal of the member of staff on medical grounds should be considered, the Principal shall so inform the member of staff. The notification shall be provided in writing and shall be presumed to have reached the member of staff two days after being sent. The Principal shall notify the member of staff that a Medical Board (the Board) is to be appointed to consider whether they shall be removed from office on medical grounds, and shall request the member of staff to nominate someone to sit on the Board. If, within a reasonable period of time (one month), the

- member of staff fails to nominate a person who is willing and able to sit on the Board reasonably expeditiously, the Principal shall presume a default and shall nominate someone.
- 3.2 At the same time as notifying the individual, the Principal shall also convene a special meeting of the Governing Body to consider the matter confidentially and shall request the Governing Body to nominate a member to sit on the Board. The Governing Body shall canvass and propose the names of two medically qualified people to the member of staff to chair the Board. For this purpose the Governing Body may seek the advice of the College Doctor or any other suitable person on a confidential basis. In the event that agreement cannot be reached between the Governing Body and the member of staff as to the appropriate person to chair the Board, the Governing Body shall request the President for the time being of the Royal College of Physicians to nominate a Chair. The Governing Body shall nominate an appropriate person who is unconnected with the case to act as secretary to the Board.

4. Procedures for a Medical Board Hearing

- 4.1 Where a Medical Board has been appointed to determine a case referred to it under Clause 23(3) of the Statute, the Chair shall appoint the time, date and place for the hearing and the secretary shall notify all parties in writing. The Board shall have power to adjourn the hearing from time to time as it sees fit.
- 4.2 At least 21 days before the hearing, the Principal shall refer whatever relevant evidence they have in confidence to the Board and shall make the evidence available to the member of staff and/or any representative the member of staff has nominated to act for them, except for information for which a medical practitioner has claimed exemption from disclosure.
- 4.3 The Principal shall consider the case and, if the Principal thinks it necessary, may appoint someone to present the case for removal as well as the relevant oral and documentary evidence to the Board. Witnesses may be called by the person presenting the case, in which case copies of their statements shall be made available to the Board and the member of staff at least 14 days prior to the date set for hearing.
- 4.4 The member of staff shall be entitled to an oral hearing before the matter is determined by the Board. The parties to the hearing shall be the member of staff (including any person appointed to act for or instead of them), any one appointed to present the case for removal and any other party which the Board may join at its own discretion. The secretary to the Board, the member of staff and/or their representative and the person presenting the case shall be entitled to remain throughout the hearing; otherwise it shall be for the Board to determine who may be present at any time.
- 4.5 The member of staff shall be entitled to present whatever evidence they consider relevant, subject to the overall right of the Board to regulate its own conduct of the hearing. At least 7 days before the hearing, the member of staff shall provide the secretary to the Board with copies of any evidence, including medical evidence, on which they wish to rely. The secretary to the Board shall be responsible for ensuring that copies are made available to Board members and other parties as soon as possible. The member of staff and the person presenting the case for removal may each call one expert witness whose statement(s) shall first be presented in writing to the other parties.
- 4.6 Any party may produce additional evidence during the hearing subject to the Board's consent and subject to any adjournment that may be required to give the parties time to consider and respond.
- 4.7 Each party to a hearing shall be entitled to give evidence at the hearing, to make opening and closing statements (either personally or through a representative) and to call witnesses and to question any witness concerning any relevant evidence. Subject to the provisions of this By-Law and of the Statute, the Board may regulate its own procedure and shall ensure that the case is heard and determined as expeditiously as is reasonably practicable.

- 4.8 The Board may proceed with the hearing in the absence of any party but shall not do so in the case of the member of staff and/or their representative unless it is satisfied that it is reasonable to do so in all the circumstances of the case or the member of staff agrees or so requests. If at any time a member of the Board is unable to continue, the Board shall be discharged and a new one appointed in accordance with the procedure set out above.
- 4.9 The person presenting the case for removal shall specifically draw the attention of the Board to the provisions of the Equality Act 2010 and provide the Board with information as to what adjustments have been considered to avoid the removal of the member of staff from employment, together with information as to cost and effectiveness of the adjustment(s).
- 4.10 At any stage before making its decision the Board may call for additional information including requiring the member of staff to undergo medical examination by a medical practitioner chosen or agreed by the Board, at the College's expense. In the event that the member of staff fails to undergo any medical examination required by the Board, or if the medical evidence is inconclusive, the Board shall exercise its judgement on the basis of the evidence available to it.
- 4.11 The Board's decision shall be recorded in writing and shall contain its findings on the main facts and on the medical evidence available to it, as well as its conclusion as to whether the member of staff should be required to resign on medical grounds. The Board shall specifically record the matters it has taken into consideration in determining whether any reasonable adjustments can be made to enable the member of staff to remain in employment. If the Board concludes that the member of staff should be required to retire on medical grounds it shall clearly so state and, in the case where the member of staff is a member of the USS, confirm that in its opinion they are suffering from permanent ill-health or infirmity.
- 4.12 It is the responsibility of the Board secretary to ensure that the Principal and all the parties to the hearing receive a copy of the decision. The decision document shall be sent to the member of staff as well as their representative, except in the case where it is clear that the representative has authority to act in place of the member of staff, or in any other case with the consent of the member of staff.
- 4.13 The member of staff shall have the right to make further representations to the Principal provided that this is done within 14 days of receipt of the decision document by the member of staff. Upon receipt of the Board's decision and any further representations from the member of staff, the Principal shall decide whether to terminate the employment of the member of staff on medical grounds. But prior to any decision to so terminate, the Principal shall first consult the Governing Body, respecting medical confidentiality in so far as this is possible. The Principal shall arrange for a special meeting of the Governing Body for this purpose and shall keep the member of staff and/or their representative informed as to the process. Secondly, depending on the circumstances of the case, including the length of time taken, the Principal shall afford the member of staff an opportunity to retire on medical grounds in accordance with the rules of the USS where applicable.
- 4.14 In the event that the Board does not determine that the member of staff should be required to retire on medical grounds, for example because it is not satisfied that the member of staff is incapacitated on medical grounds, the Principal shall consider the position and, if they so determine, may invoke the Disciplinary Procedure at any stage including requesting the Governing Body to appoint an Academic Disciplinary Committee.

Part V: Appeals Procedure

- 5.1 A Notice of Appeal against any decision under Parts II (Redundancy), III (Discipline, Dismissal and Removal from Office), IV (Removal for Incapacity on Medical Grounds) of the Statute must be served on the Principal within 20 working days of the decision. The Principal shall bring the fact that an appeal has been made to the attention of the Governing Body and

- inform the appellant that this has been done. The Principal shall consider any appropriate action, including suspension that may be required in relation to the appellant and/or the appellant's position in the College pending the outcome of the appeal.
- 5.2 The Governing Body shall appoint a person to hear the appeal in accordance with Clause 29 of the Statute who shall be called the Chair, and the two further persons in accordance with Clause 29(4) of the Statute who shall sit with the Chair if the Chair so decides under Clause 4 below.
 - 5.3 In the event that the notice of appeal is not served in time in accordance with Clause 28 of the Statute, the Chair shall consider the circumstances of the case including the length and the reason for the delay and the grounds of appeal and shall determine whether justice and fairness require that the appeal shall be permitted to proceed.
 - 5.4 The Chair shall consider whether to sit alone or with two other persons. In the event that the Chair decides to sit with two other persons, they shall be the persons appointed by the Governing Body in accordance with Clause 2 above and the body so constituted shall be referred to as the Appeal Body, which term shall also refer to the Chair in the event that the Chair sits alone.
 - 5.5 The Chair shall appoint a date, time and place for the hearing and shall make such other directions for the disposal of the case as appear to them appropriate including the joinder of other parties, and any directions that may be required to clarify the grounds of appeal. The Appeal Body shall have power to adjourn the hearing from time to time as it sees fit.
 - 5.6 Notice of the date, time and place and any directions made by the Chair shall be served on all parties to the appeal at least 14 days before the date appointed and the appellant shall be notified that the appellant has the right at their own expense to be represented by another person who may, but need not, be legally qualified. The appellant and any other party shall also be notified of their right to call witnesses with the consent of the Appeal Body.
 - 5.7 Any committee, board or other body shall, if joined as a party to the appeal by the Chair, appoint one or more persons either from among their number or otherwise, who may, but need not, be legally qualified, to prepare and present the response to the appeal, such response to be served on the Appeal Body, the appellant and any other parties at least seven days before the day appointed for the hearing of the appeal.
 - 5.8 Any hearing of the appeal may be adjourned or postponed at the discretion of the Chair. The Appeal Body may dismiss the appeal for want of prosecution. However, no decision to dismiss in such circumstances shall be made without first having provided the appellant with an opportunity to make representations whether orally or in writing.
 - 5.9 Except as provided in Clause 8 above no appeal may be determined without an oral hearing, due notice of which has been served on the appellant and any persons appointed by the appellant to represent them.
 - 5.10 Each party to the hearing shall be entitled to make a statement and to address the Appeal Body. Witnesses may be called with the consent of the Appeal Body. Leave to adduce fresh evidence and/or the calling of witnesses examined at first instance shall only be given if the Appeal Body is satisfied that it is necessary or expedient in the interests of justice.
 - 5.11 Subject to the provisions of the Statute and this By-Law, the Appeal Body shall determine its own procedure. The Chair may at their discretion set time limits at each stage of the proceedings to the intent that any appeal shall be heard and determined as expeditiously as is reasonably practicable having regard to the principles of justice and equity.
 - 5.12 In accordance with the provisions of Clause 30(3) of the Statute the Appeal Body may allow or dismiss an appeal in whole or in part or remit the appeal in such manner and for such purpose as it sees fit within the provisions of Clause 30(3) of the Statute. In the event that the Appeal Body remits the appeal in accordance with Clause 30(3)(a)-(d) the Chair may set such time limits for further consideration as they consider appropriate.

- 5.13 The reasoned decision of the Appeal Body, including any decision under Clause 30(3)(a)-(e), shall be recorded in writing and shall be sent to the Principal and to the parties to the appeal.
- 5.14 The Chair may, by an appropriate certificate in writing, correct any accidental errors and/or any omissions in documents recording the decisions of the Appeal Body.
- 5.15 As set out in the Statute, for the purpose of appeals by the Principal against removal from office, the provisions of this Part shall have effect, provided that the Vice-Principal shall perform any duty or exercise any power there assigned to the Principal.

Part VI: Grievance Procedures

1. Bringing a Complaint

- 1.1. A member of academic staff to whom this Statute applies may bring a complaint under Clause 34(1) of the Statute about the matters specified in Clause 33 provided that they have exhausted any other relevant avenues of complaint.
- 1.2. Any complaint should be addressed in the first instance to the Principal and should be made in writing. The complainant should specify whether they wish any aspect of the matter to be kept confidential at this stage.

2. Investigating a Complaint

- 2.1. The Principal (which expression includes anyone appointed to act instead of the Principal) shall consider any complaint made under paragraph 1 of this By-Law as quickly as they reasonably can and shall take steps to investigate the matter. At this stage the Principal may appoint one or more people to investigate the issues on their behalf but shall whenever possible meet with the complainant for the purpose of considering the
- 2.2. complaint generally and agreeing or establishing the further steps which may be taken. In any case where the complaint relates directly to the conduct of the Principal, the latter shall appoint one or more alternates to act in their stead, such alternate to be the Sub-Principal and/or a senior Emeritus Fellow.
- 2.3. The Principal shall consider in the first instance whether other remedies available to the complainant have been exhausted and may, if in all the circumstances of the case it seems right, discuss with the complainant other appropriate channels for resolution of the complaint prior to taking any further action.
- 2.4. If in any other case other than an appeal against a disciplinary warning the Principal forms the prima facie view that the complaint should be dismissed or that no further action should be taken for the reasons set out in Clause 34(2) of the Statute, the Principal shall so inform the complainant and invite the complainant's views before taking further action. Upon receipt of the complainant's response, or in the event that no response is received within 21 days, the Principal shall consider the matter further and shall take such action as seems right including dismissing the complaint. The Principal shall notify the complainant and the Governing Body of the decision at the earliest opportunity.
- 2.5. Provided that they act within 7 days of receiving the decision of the Principal under Clause 2.3 above, the complainant may refer the matter to the Governing Body. If a majority of the Governing Body so determines, it may appoint a Grievance Committee to hear the complaint notwithstanding it has been dismissed by the Principal.
- 2.6. In any case where, upon due consideration, the Principal is satisfied that the subject matter of the complaint may properly be considered with, or forms part of, a complaint under Part III, or a determination under Part IV or an appeal under Part V of the Statute, they shall so inform the complainant and defer any further action on it until such time as the complaint, determination or appeal has been heard or the time for instituting has passed.

3. Informal Resolution

- 3.1. In any case where the Principal does not dispose of the appeal or defer it under Clause 34(3) of the Statute or under the provisions of this procedure, they shall consider whether it may be capable of informal resolution. The Principal shall take into consideration the nature and ambit of the complaint and the wishes of the complainant and have particular regard to the interests of justice and fairness. Before attempting informal resolution the Principal shall consider whether the complainant or any other person may benefit from the assistance of a third party in connection with the complaint.
- 3.2. If the complainant objects to informal resolution the Principal shall consider whether to refer the matter to a Grievance Committee or take any other action as they see fit.
- 3.3. In any attempt at informal resolution the Principal shall have regard to confidentiality as far as possible and shall ensure that the interests of the parties to the matter are considered at all stages.

4. Grievance Committee

- 4.1. In any case where the complaint has not been disposed of by the Principal, or where an appeal is made under Clause 13(3) of the Statute, the Principal shall refer the matter to a Grievance Committee ("the Committee") established in accordance with the provisions of Clause 36 of the Statute. The Governing Body shall appoint one of its members to act as Chair. The Principal shall notify the Committee of the nature of the complaint or appeal and shall provide the Committee with copies of any statements or other relevant documents which they consider will assist in the fair disposal of the matter.
- 4.2. Any appeal under Clause 13(3) of the Statute shall be in writing and shall specify with sufficient detail the grounds of appeal and any supporting information.
- 4.3. The Principal shall notify the individual concerned that the matter has been referred to the Committee and shall provide the individual concerned with copies of the documents which they have provided to the Committee.
- 4.4. The Committee shall meet as soon as is reasonably practical to consider the matter on a preliminary basis. At this stage, the Committee may appoint someone to act as secretary or clerk to assist in all aspects of the grievance hearing or appeal and the preparatory steps. The Committee may call for written statements from the individual concerned or any other person and may cause such investigations to be conducted as appear appropriate, if necessary by an independent person specifically appointed for the purpose. The Committee shall appoint a time for the matter to be heard and may make such arrangements as it considers fit for the fair and just hearing of the matter. The Committee may appoint its Chair to act in its stead in all preliminary matters. The Committee shall have power to adjourn the proceedings from time to time as it sees fit.
- 4.5. The matter shall not be disposed of without an oral hearing at which the individual concerned, and any person against whom the grievance or appeal lies, shall be entitled to be heard and to be accompanied by a friend or representative. Save that the hearing may proceed in the absence of the individual concerned or any other party who fails to attend without reasonable cause.
- 4.6. Provided that due regard is had to the interests of justice and fairness, the conduct of the hearing and any associated matters may be determined by the Committee. In particular, the Committee may determine whether and to what extent oral examination of witnesses shall be permitted, whether any evidence may be taken in the absence of the individual concerned (or the person against whom any complaint is made) and whether and what time limits shall be set for the proceedings.
- 4.7. The reasoned decision of the Committee as to whether the complaint or appeal is well-founded shall be notified in writing to the individual concerned and any person against whom any

complaint is made, as well as to the Governing Body. In the event that any part of the grievance or appeal is upheld, the Committee shall also notify the Governing Body of its recommendations as to the proper redress for the individual concerned and any other recommendations as it sees fit.

4.8. No appeal lies from the decision and/or recommendations of the Committee.

By-Law on Professorial Fellows

The Governing Body should aim to include two Professorial Fellows from each of the Divisions of Humanities; Mathematical, Physical and Life Sciences (MPLS); Medical Sciences, and Social Sciences as far as possible at all times. This number of Professorial Fellows should not normally be exceeded in any division at any time but it is recognised that there will be periods when the number falls short of this target. Governing Body should seek opportunities to attract Professorial Fellows in divisions where the number of Professorial Fellows is below the target number.

By-law on Quinquennial Reviews

Each Tutorial Fellow will report to Governing Body on their teaching and research activities at least every five years, although the interval between reports on occasions may be shorter if this allows the Fellow to combine the report to Governing Body with a report of a similar nature required by their Faculty or Department. Governing Body receives these reports for information only.

Independently of this process, statutes may require Governing Body to renew the tutorships of Fellows formally every five years but this is unconnected with the reporting process.

APPENDIX I

SPECIAL FUNDS ADMINISTERED BY THE COLLEGE¹

INDEX

No:	FUND
101	Ruth ADLER Fund, 1995
120	ALCUIN Fund for History 2011
112	C.A.J. ARMSTRONG Fund, 1998
119	Carys BANNISTER Fund 2012
126	Kate BARLOW (Harold Giles) Fund, 2015
	Christine BARRATT – see FOUNDERS AND BENEFACTORS
21	Emma Clarke BEILBY Scholarship Fund, 1936
116	Maria and Tina BENTIVOGLIO Scholarship and Travelling Fund, 1998
3	Sir William BOUSFIELD Scholarship Fund, 1910
93	Rita BRADSHAW Fund, 1990
123	Anne BRAZELL Memorial Scholarship Fund 2015
124	Anne BRAZELL Memorial Teaching Fund 2015
78	Vera BRITTAIN Fund, 1982
48	Monica BRITTON Fund, 1982
87	Frances BROWN Memorial (Prize) 1987
34	Alice BRUCE Fund, 1952
25	James BRYCE Memorial Fund, 1940
42	The Herbert BULL and Ethel Mary Bull Fund, 1959
107	BURSARY Fund, 1996
81	BYRNE Fund, 1984
4	Rosalind, Countess of CARLISLE Fellowship, 1912
44	CARLISLE and Constance Ann lee Fellowship Fund, 1961
65	CENTENARY Fund, 1975
74	CENTENARY LIBRARY Fund, 1980
62	E.P.A. CEPHALOSPORIN Fund, 1972
20	Maud Violet CLARKE Fund, 1936
33	Alice COBB Research Fellowship Fund, 1952
61	Ann COBBE Memorial Fund, 1972
72	Ann and Winifred COBBE Fund, 1979
1	Edith COOMBES Memorial Fund, 1901
6	A.J. COOPER Memorial Fund, 1920
103	Barbara CRAIG Biological Sciences Fund, 1992
77	The James and Barbara CRAIG Fund, 1982, 1989

¹ The capital of these Funds has been transferred to the Trusts Fund in exchange for shares in accordance with the Financial Schemes made in 1947 and 1960 in pursuance of the Universities and College (Trusts) Acts, 1943

102	Margaret Ursula CRAIG Fund, 1990
94	Wilma CROWTHER Fund, 1992
58	The Marya Antonina CZAPLICKA Fund, 1971
27	Helen DARBISHIRE Holiday Fund, 1946
115	Weldon and Norma DALRYMPLE-CHAMPNEYS Fund, 1998
54	The DOWNS Fund, 1965
46	Samuel DUKINFELD Darbshire Fund, 1961
45	EDWARDS Fund, 1961
9	ENDOWMENT Fund, 1921
83	ERNEST COOK Research Fellowship Fund, 1985
31	Mary EWART Trust Fund, 1948
66	Vera FARNELL Memorial Fund, 1977
35	FELLOWSHIP Endowment Fund, 1962
117	Monica FOOKS Memorial Lecture Fund 2006
15	FOUNDERS and Benefactors Fund, 1930
53	Margery FRY Trust Fund, 1964
63	Dame Catherine FULFORD Fund, 1973
84	Indira GANDHI Fund, 1985
88	GEIRINGER Travel Fund, 1987
24	W.M. GELDART Fund, 1938
10	H.T. GERRANS Fund, 1922
7	Eileen GONNER Memorial Fund, 1920
132	Dr Elizabeth GOULDING Memorial Fund 2021
51	Rose GRAHAM Fund, 1964
41	HANSELL Fund, 1957
13	Vernon HARCOURT Scholarship Fund, 1928
95	Barbara HARVEY Fund, 1994
50	Edith HAYNES Scholarship Fund, 1963
67	Isobel HENDERSON Memorial Fund, 1977
71	Alan HODGE Travelling Fellowship, 1979
98	Dorothy Mary Crowfoot HODGKIN Fund, 1995
23	Winifred HOLTBY Fund, 1936
37	Alice HORSMAN Fund, 1953
16	Rosa HOVEY Scholarship Fund, 1930-31
43	HOWELL Fund, 1960
128	Catherine HUGHES Fund 2017
32	Florence HUGHES Scholarship Fund, 1950
114	Archibald JACKSON Fund, 1998
109	Penelope JESSEL Fund, 1998
75	Ethel E. JONES Centenary Fund, 1980
97	Lotta Minna LABOWSKY Fund, 1991
8	Constance Anne LEE Fund, 1920
82	The LEVICK Sisters' Research Fund for Philosophy & Philology, 1985
38	The John Hunter LEWIS Memorial Fund, 1954
100	Mary Doreen LOBEL Fund, 1995
47	Hilda LORIMER Fund, 1961
90	Margaret MACBETH Travelling Scholarship, 1988
22	Dorothy McCALMAN Fund, 1936
79	May McKISACK Fund, 1982
96	Lisa MINOPRIO Memorial Fund, 1994

113	Elizabeth MITCHELL Fund, 1998
127	Anna MORPURGO DAVIES Classics Fund 2015
39	Gilbert MURRAY Fund, 1957
64	NATURAL Sciences Fund, 1973
30	Georgina Hailburton NICHOLSON Fund, 1948
122	Patricia NORMAN Fund 2015
28	Lord NUFFIELD Scholarship Fund, 1946
118	Daphne OSBORNE Fund 2007
60	Princess Ashraf PAHLAVI Fund, 1971
69	PALMER Fund, 1979
91	Elizabeth Chambers PATTERSON Fund, 1989
111	Margaret PELLY Fund, 1998
11	Dame Emily PENROSE Fund, 1926
49	The PENSION Fund, 1964
18	Margaret POLLOCK Scholarship Fund, 1933
40	M.K. POPE Memorial Fund, 1957
5	Eleanor Grace
52	PUBLICATIONS Fund, 1964
92	May QUINCHE-BERTHOUD Travelling Scholarship Fund, 1990
121	RHABANUS MAURUS Fund for Modern Languages (2014)
76	Agatha RAMM Fund, 1981
36	Harriet F. RICHARDSON Fund, 1953
104	G.M.A. RICHTER Memorial Fund, 1977
105	Christina ROAF Fund, 1992
110	Christina and Douglas ROAF Fund, 1998
56	Elizabeth ROBINSON Scholarship Fund, 1970
108	Eva ROBSON Fund, 1997
129	The RYNIKER-LLOYD Scholarship Fund 2018
86	R.A. & O.L. SAYCE Fund, 1986
68	SCIENCE Library Fund, 1978
12	SCHOLARSHIP Endowment Fund, 1926
131	The SCOLLAN Fund 2018
17	Margaret Irene SEYMOUR Scholarship Fund, 1933
2	Madeleine SHAW Lefevre Fund, 1906
14	Sarah SMITHSON Fund, 1928
73	Mary SNOW Tutorial Fellowship in Biological Sciences, 1979
19	Mary SOMERVILLE Research Fellowship Fund, 1935
130	Gopal SUBRAMANIAM Graduate Scholarship Fund 2019
57	Enid STARKIE Memorial Fund, 1970
89	Audrey SUNDERLAND Memorial Fund, 1987
55	Dame Janet VAUGHAN Fund, 1967
99	Myra VERNEY Fund, 1995
80	Vera WADDINGTON Fund, 1982
26	Janet WATSON Fund, 1943
106	WOLFSON Fund for Natural Sciences, 1976
70	Rosemary WOOLF Memorial Fund, 1979
29	Katherine & Leonard WOOLLEY Fund, 1946
59	Dorothy Evan de ZOUCHE Fund, 1971
125	Mary de ZOUCHE Fund, 2015
85	Diana & Michael ZVEGINTZOV Library Fund, 1986

APPENDIX I

1. EDITH COOMBS MEMORIAL FUND, 1901, founded in memory of Edith Anna Coombs (1881-85) who lost her life in rescuing the children in her charge from burning school buildings during the Boxer rising in 1900. The income is used to provide:
 - (i) an Open Scholarship or Scholarships.
 - (ii) an Open Exhibition or Exhibitions.
 - (iii) two Prizes, one in Modern History and the other in English Language and Literature, to be awarded on terms agreed by the Education Committee.
(Council Minutes I, 367, 375, IV, 108, VI, 50, VI, 133)When these purposes have been satisfied any further income is used at the discretion of the Governing Body. (Minutes of Governing Body 22.iv.72.)
2. MADELEINE SHAW LEFEVRE FUND, 1906, founded by gift of Lady Wantage to commemorate the Principalship of Miss Shaw Lefevre (1879-89) and subsequently augmented by a legacy under the Will of Miss E.O. Shaw Lefevre. The income is used to provide two awards:
 - (i) to an undergraduate who has resided for not less than one academic year.
 - (ii) to a graduate who has taken her Final Schools in the year of the award or in the previous year.

It is within the discretion of the Education Committee

 - (i) to determine the conditions attached to the awards;
 - (ii) to make more than one award in either category should the income of the Fund permit;
 - (iii) to determine in accordance with merit whether the undergraduate holder of the award shall have the status of Scholar or Exhibitioner.
(Council Minutes, I, 507, 513. IV, 214. VI, 49)
3. SIR WILLIAM BOUSFIELD SCHOLARSHIP FUND, 1910, established by bequest of Sir William Bousfield subject to the life interest of Lady Bousfield who died in 1932. The bequest provides for a Scholarship to be awarded to a pupil or former pupil of one of the High Schools of the Girls' Public Day School Trust, who has spent at least one year at the School and whose work in the Scholarship Examination reaches at least Exhibition standard. The terms of the award were agreed with the G.P.D.S.T. Council who make the award on the recommendation of the Education Committee. The emolument may be offered without enquiry into financial circumstances.
(Council Minutes II, 40. IV, 238, 252)⁸
4. ROSALIND, COUNTESS OF CARLISLE FELLOWSHIP, 1912, founded by the Dowager Lady Carlisle to provide a Research Fellowship and augmented in 1932 by a bequest from Dame Bertha Philpotts (first lady Carlisle Research Fellow, 1913-19) including the royalties on two of her published works the Elder Edda and Edda and Saga.
 - (i) The Fellow is elected by the Governing Body, with or without special examination, with a view to research or the pursuit of learning in one or more of the following subjects: Latin and Greek Language and Literature, Classical Archaeology, Ancient History, Mental, Moral and Political Philosophy, Medieval History, Modern History, Economic History, Economic Theory, Natural Science, and Mathematics.
 - (ii) While preference shall be given to a woman who shall fulfil the conditions prescribed by the Will of the late Rosalind, Countess of Carlisle, the Fellowship is open to all women graduates who are judged by the Governing Body to be likely to contribute to scholarship in one of the above-mentioned subjects.

- (iii) It is tenable for a period of five years and is renewable for another period of five years, or less. It may, however, at the end of any year be terminated if the Governing Body judges that the objects of the Fellowship are not being satisfactorily carried out.
- (iv) If, on the occasion of a vacancy, no thoroughly suitable candidate presents herself, the Fellowship shall remain vacant.
- (v) Except by special dispensation of the Governing Body, the Fellow shall
 - (a) reside in College during at least four academic years out of the five,
 - (b) shall not engage in regular teaching or other professional work.
- (vi) Until such time as the income of this Fund is sufficient independently to support a Fellow, it shall be used in conjunction with part of the income from the Constance Ann Lee fund, the income from the Powell Fund and the income from certain bequests hitherto invested in the Scholarship Endowment Fund¹ in order to provide for a Carlisle and Constance Ann Lee Research Fellow (see Appendix I, para. 44).
(Council Minutes II, 134. IV, 228. VI, 134 and 139 and Ordinary Meeting of the Governing Body, 8 March 1961)

¹ Mrs. Turner; E.M. Holme; O.R. Harris; Lady Evans; Mrs. Macfarlane; Mrs Edwards.

5. ELEANOR GRACE POWELL FUND, 1913, established by gift of Eleanor Grace Powell (1884-86), tutor in Modern History (1886-92) and Member of Council (1896-1902). In accordance with the donor's wish the gift remained anonymous during her life-time, when a Scholarship was offered, called the Students' Scholarship. The capital of the Fund was subsequently augmented by a bequest under Miss Powell's Will. The income from the Fund is now transferred annually to the Carlisle and Constance Ann Lee Fellowship Fund. (Appendix I, para. 44.) Ordinary Meeting of the Governing Body, 8 March, 1961.
6. A.J. COOPER MEMORIAL FUND, 1920, established in memory of Miss A.J. Cooper, Headmistress of Edgbaston High School and member of Council (1891-1915) to provide grants for former pupils of the School in residence at Somerville College. The income is used to provide a single grant of £25 to be given to any undergraduate who has previously been educated for not less than one year at Edgbaston High School, the grant to be made at the beginning of the second year and to be conditional upon satisfactory reports of work and conduct.
Accumulated income not required for the above purpose is paid into the Scholarship Endowment Fund. Should any pupil of Edgbaston High School be awarded a College Scholarship or Exhibition on the results of the Scholarship Examination, the award may be named the A.J. Cooper Scholarship or Exhibition.
(Council Minutes II, 302, 342. IV, 232. VI, 491)
7. EILEEN GONNER MEMORIAL FUND, 1920, founded in memory of Eileen Nancy Gonner (1916-20) to provide a grant or grants to be awarded to an undergraduate in need of financial assistance. The donors stated that 'The selection of students who may benefit from the Fund shall not be determined solely by their intellectual attainments but also on the ground that they have proved themselves valuable members of the College'. When the main purpose of the Fund has been satisfied any further income is used at the discretion of Governing Body (Minutes of Governing Body 22.iv.72)
(Council Minutes II, 482)

8. CONSTANCE ANN LEE FUND, 1920, established by a legacy under the Will of Miss C.A. Lee. The use of the income is now determined as follows:-
 - (i) The over-riding general condition covering any award from the Fund is the furtherance of academic studies.
 - (ii) No one appointed by the Governing Body and engaged in teaching or research is regarded as ineligible.
 - (iii) A Fellowship may be awarded in cases where leave of absence is granted by the Governing Body for the purpose of (i) above. This Fellowship shall normally carry a stipend of £75 per term. In deciding on the award of a Fellowship and on the amount of the stipend any other remuneration which the prospective Fellow may expect to receive during her leave may be taken into consideration.
 - (iv) Subject to (i) above, grants normally of less than £75 may also be made in other circumstances, e.g., for vacation travel. If sufficient income is available for these purposes in any one year, the Revenue Account will make up the necessary sum.
 - (v) £250 from the income of this Fund is now transferred annually to the Carlisle and Constance Ann Lee Fellowship Fund.
 - (vi) Income not used for any of the above purposes in any one year shall be allowed to accumulate until it is required unless the Governing Body shall otherwise determine.
(Council Minutes II, 550. V, 39. VI, 53. Ordinary Meeting of the Governing Body, 8 March, 1961, Stated Meeting of the Governing Body 20th February, 1963)
9. ENDOWMENT FUND, 1921, established in connection with the Appeal made on behalf of the Oxford Women's Colleges in that year and subsequently augmented (i) by unallocated benefactions and (ii) by transfers from revenue. The use of the capital and income of the Fund is at the discretion of the Governing Body.
10. H.T. GERRANS FUND, 1922, established by a legacy under the will of Mr H.T. Gerrans to provide for the purchase of books for the Library. The use of the income is determined by the Library Committee.
(Council Minutes II, 550)
11. DAME EMILY PENROSE FUND, 1926, established to commemorate the Principalship of Dame Emily Penrose (1907 –26) as an eleemosynary fund incorporating the Poor Students' Fund and the Exhibition Fund and subsequently augmented by anonymous donations. Its primary object is to provide assistance for students in unforeseen financial need in order to enable them to complete their degree course. The Fund is administered by the Penrose Fund Committee who may also make grants or loans or, on the recommendation of Tutors or the Education Committee, travelling grants to students in need of financial assistance, provided (a) that no grant or loan be made or renewed to any student who has not received a satisfactory report as to industry and conduct, and (b) that except in circumstances of unforeseen difficulty, or in unusual cases requiring special consideration, no grant shall be made to any student until she has completed one year of residence.
The word 'student' is to be understood to mean any member of the College in statu pupillari working for a degree or diploma course whose name is on the list of students in residence.
(Council Minutes, III, 422. IV, 194)
12. SCHOLARSHIP ENDOWMENT FUND, 1926, founded by resolution of the Governing Body on the receipt of an anonymous donation for Scholarships and augmented from time to time by unallocated gifts or by benefactions intended for the provision of Scholarships or Exhibitions but insufficient to provide the endowment of a special fund. The income contributes towards the provision of College Scholarships and Exhibitions, to which the names of benefactors to the College may from time to time be applied. The following names are used in this connection:

Helen Rushton Needham	(1931) History or P.P.E.
Isabel Llewellyn Rhys	(1941) History
Nellie Gray Henderson	(1944) English
H.T. Gerrans	(1946) Mod. Langs (German)
Susan Whedon	(1946)
Lord Lindsay (for P.P.E. in first instance)	(1952)
A.F. Davies	(1960)

The Fund provides the Kirkaldy Prizes for undergraduates reading biological and physical sciences and contributes to the provision of Bursaries and college Prizes. (Minutes of Finance Committee, 16 November, 1960)

In accordance with Statute XV of the Statutes of the College the Fund also provides a McCalman Scholarship or Exhibition whenever a Scholar or Exhibitioner fulfilling the conditions laid down in the will of Winifred Holtby for a McCalman scholar is elected, or financial help for a suitable Commoner fulfilling these conditions.

13. VERNON HARCOURT SCHOLARSHIP FUND, 1928, given in memory of Mr and Mrs. Vernon Harcourt by their children. The income is used to provide a graduate Scholarship or Scholarships. They are awarded to students who have taken their Final Schools in the year of the award or in the previous year, for some course of study approved by the Education Committee without limitation as to subject.
(Council Minutes III, 528. IV, 186)

14. SARAH SMITHSON FUND, 1928, established by a legacy under the Will of Mrs. Sarah Smithson for the promotion of the study of Modern Languages. The income is used to provide:
 - (i) a Prize in Modern Languages to be awarded on conditions agreed by the Education Committee.
 - (ii) Travelling grants to enable senior or junior members of the College to go abroad in vacation for the study of Modern Languages.
 - (iii) A contribution towards the cost of Modern Language teaching including the stipend of a Sarah Smithson Lecturer.
 (Council Minutes III, 528, 542. IV, 310. Minutes of Finance Committee 22 February, 1961)

15. FOUNDERS AND BENEFACTORS FUND, 1930, established (i) from the proceeds of the Jubilee Gift Fund, (ii) by transfer from the trustees of Canon Gamble who directed that his estate should be used for the promotion of the higher education of women, (iii) by bequest from the estate of Christina Barratt (Somerville 1920-24).
The income of the Fund is used:
 - (i) To contribute towards the cost of the stipend of the Tutor in Ancient History, to be known as the Christina Barratt Fellow.
 - (ii) To provide a prize called the T.H. Green prize to be awarded to each undergraduate who gains a First Class in Classical Honour Moderations.
 - (iii) To provide a prize called the Canon Gamble prize to be awarded to an undergraduate reading Philosophy, Politics and Economics on conditions agreed by the Education Committee.
 (Council Minutes IV, 90-91. VI, 130, 132)

16. ROSA HOVEY SCHOLARSHIP FUND, 1930-31, established by two gifts from Miss Rosa Hovey. The income is used to provide Scholarships (known during the donor's life-time as R.H. Scholarships):
 - (i) A graduate Scholarship or Scholarships. These awards are made to students who have taken Final Honour Schools in the year of the award or in the previous year, for some course of study approved by the Education Committee without limitation of subject.
 - (ii) Entrance Scholarships.
 (Council Minutes IV, 117-18, 218)

17. MARGARET IRENE SEYMOUR SCHOLARSHIP FUND, 1933, established by a legacy under the Will of Mrs. Margaret Irene Seymour to endow a Scholarship 'for proficiency in music, painting, sculpture, mathematics, classics or natural science'. The income is used to provide entrance scholarships for candidates offering music, mathematics, classics or natural science.
(Council Minutes, IV, 218)
18. MARGARET POLLOCK SCHOLARSHIP FUND, 1933, established by Deed of Trust by Viscount Buckmaster in memory of his daughter Margaret Pollock. The fundamental purpose of the Trust is to assist each year some poor student of ability who is in financial need to spend either the year immediately after or any year within the first three years after she has qualified herself for a degree, in a manner as truly beneficial as possible, and in particular to help to give her the best possible start in life. The tenure of each holder of the scholarship shall not exceed one year. The fund is administered by a Standing Committee, consisting of the Principal and the Vice-Principal for the time being and a representative of the Official Fellows who shall be elected for a period of three years and shall not be immediately eligible for re-election. The student selected must (i) be of limited means and either (ii) have reached the last term of her course for the B.A. degree and shown evidence of such ability and attainment as to satisfy the Committee that she has a reasonable chance of being placed in the First or Second Class of a final Honour School, or (iii) have been placed in the First or Second Class of a Final Honour School or have been in the opinion of the Committee qualified to be so placed although prevented by sickness or other inevitable cause.
(Council Minutes IV, 346)
19. Mary SOMERVILLE Research Fellowship fund, 1935. The capital of the Fund, which has been subscribed since 1903 by past students and other friends, has been transferred to the College for investment on behalf of the Donors. It is augmented from time to time by further contributions towards the endowment of the Fellowship received from the Hon. Treasurer. The stipend of the Fellow is paid by the Treasurer of the College from the income of the Fund, any balance outstanding being met by the College. Elections to the Fellowship are made by the Governing Body upon the recommendations of a Selection Committee consisting of: the Principal and three members of the Governing Body, elected by it, of whom at least two shall be Tutorial Fellows, and the Secretary for Research Fellowships. The Selection Committee shall have power to co-opt further specialist members where necessary. The Fellowship shall be open to graduates of any University. The Fellowship is tenable for three years, and may be renewed by the Governing Body for one or more years on the recommendation of the Selection Committee. The Mary Somerville Fellow is entitled to residence in College throughout the tenure of the Fellowship. (Ordinary Meeting of the Governing Body, 25 April, 1961). The Fellow elected is required to devote herself or himself to some line of study to be approved by the Selection Committee. She or he is further required:
- (i) To undertake no paid work during her or his tenure without the permission of the Governing Body.
 - (ii) To present to the Selection Committee an annual report on the progress of her or his work. The Selection Committee keep themselves informed of the work of the Fellow, and report upon the same to the Governing Body from time to time.
- (Council minutes IV, 415. VI, 96)
- Rider "Should the income of the Fund be surplus to the requirement of providing for the Fellow, it may also be used to make grants or to provide an additional Fellowship. The conditions governing such grants or additional Fellowship shall be determined by the Governing body from time to time, subject to the requirement that they be used to promote scholarship in any subject".
(GB 27.v.98 Item 27)

20. Maud Violet CLARKE Fund, 1936, founded in memory of M.V. Clarke, Tutor, Fellow and Vice-Principal (1919-34) for the promotion of historical research. The income is used:
- (i) To provide a graduate scholarship awarded to a graduate who has taken her Final Schools in the year of the award, or in the previous year, for some course of historical study agreed by the Education Committee.
 - (ii) To provide grants to senior or junior members of the College for travel, books, for publication or for any other purpose that comes within the scope of historical research.
(Council Minutes V, 13)
21. Emma Clarke BEILBY Scholarship Fund, 1936, established by a provision in the Will of Lady Beilby. The income is used to provide entrance awards which may be held either as Scholarships or as Exhibitions, first preference being given to candidates in Natural Science and second to those in Mathematics. If no suitable candidates in either of these subjects present themselves the awards may be made in any other subject.
(Council Minutes V, 27, 31, 50. VI, 184)
22. Dorothy McCALMAN Fund, 1936, established by a provision in the Will of Winifred Holtby (1917-21) bequeathing to the College the profits on any manuscripts unpublished at the time of her death, which should subsequently be published. Since 1936 profits from the sale of works published during her lifetime have been dealt with in the same way as benefits accruing from the unpublished manuscripts. In accordance with her wish the income from money thus received was used in the first instance to endow a scholarship commemorating the name of Dorothy McCalman (1922-25), limited to candidates who had been earning their living for a period of three years or more before applying for admission to the college, and who could not enter without financial assistance. The income from the Fund was also used to provide grants to Commoners fulfilling these conditions. In accordance with Statute XV of the Statutes of the College the income of the Fund is now used to contribute towards the stipend or stipends of a tutorial Fellow or Fellows in History and/or Politics and called the Dorothy McCalman Fellow or Fellows.
(Council Minutes V, 14, 21, 72)
23. Winifred HOLTBY Fund, 1936, established from the further proceeds of the sale of the works of Winifred Holtby unpublished at the time of her death or published in her lifetime. The Fund originally provided exhibitions offered in the first instance to candidates who had been earning their living for a period of three years or more before applying for admission to the College and could not enter without financial assistance. Since, owing to changed circumstances, such candidates can now be well provided for by other means, the income of the Fund is at present used to contribute towards the stipends of tutorial fellows and lecturers known as Winifred Holtby Fellows or Lecturers. The present Winifred Holtby Fellow holds a tutorship in Modern History.
(Council Minutes V, 72. VI, 43. VII, 62)
24. W.M. GELDART Fund, 1938, established by a bequest under the Will of Mrs. Geldart, in memory of her husband, in order to buy books (at the discretion of the Principal or someone deputed by her) for students who cannot afford all they need.
(Council Minutes V, 72)
25. JAMES BRYCE MEMORIAL FUND, 1940. A bequest under the Will of Lady Bryce in memory of Viscount Bryce has been used to endow a biennial lecture known as the James Bryce Memorial Lecture.
(Council Minutes V, 127. VI, 130)

26. JANET WATSON FUND, 1943, established in memory of Janet Watson (1926-29) by Deed of Gift of Mary Katharine Moor, by a donation from Miss Helen Darbishire and by gifts from other friends. The general purpose of the Fund is to provide opportunities of inter-change between English and American students, and of professional training in social service. The income may be used:
- (i) To assist a student from the U.S.A. by Scholarship, Bursary or Grant to come to Somerville College for the purpose of study, or alternatively, to assist a graduate or senior member of the College to visit the U.S.A. for the purpose of study.
 - (ii) To assist a graduate of the College by bursary or grant to take a course of training either in House Property Management or in some other form of social service.
- (Council Minutes V, 178-9, 184. VI, 50)
27. HELEN DARBISHIRE HOLIDAY FUND, 1946, established on her retirement by Miss Helen Darbishire (1900-03), Tutor (1908-31), Fellow (1922-31), Principal (1931-45), and subsequently augmented by an anonymous donation. The object of the Fund is to provide grants for students in need of a holiday.
(Council Minutes VI, 5)
28. LORD NUFFIELD SCHOLARSHIP FUND, 1946, established by gift of Lord Nuffield to provide a medical Scholarship subject to the following conditions;
- (i) The Scholarship, to be awarded without a means test, is open to women (whether coming into residence or already in residence) intending to become medical students, and may be held until the end of the normal undergraduate course.
 - (ii) In the case of women who desire to specialise in obstetrics, gynaecology or ophthalmology, the Scholarships may, at the option of the College, be renewed for the period of the clinical course if taken in Oxford, but may not be held for more than seven years in all. Its tenure during the clinical period is subject to satisfactory reports from the Head of the appropriate clinical department.
 - (iii) A second Scholarship or Exhibition will be offered to an undergraduate reading science. This award will also be called a Nuffield Scholarship or Exhibition. No means test will be attached to it.
(Council Minutes VI, 21. VI, 184)
 - (iv) Income not used to provide Scholarships or Exhibitions will be diverted to support the reaching of students reading medicine.
29. Katharine and Leonard WOOLLEY Fund, 1946, established by a bequest under the Will of Lady Woolley (K.E. Menke 1910-12) for the provision of a Scholarship or Fellowship to be awarded for archaeological work relating to the Near or Middle East, the Mediterranean generally or the Far East. The holder of the Scholarship or Fellowship is expected to use some part of the award in travel for purposes of study. The award is open to graduate or undergraduate members of the College, including in that expression persons who have not, at the time of the award, their names on the book of the College, but should no suitably qualified member of the College offer herself or himself, the Scholarship or Fellowship may, at the discretion of the Governing Body, be awarded to a candidate of outstanding merit who is from outside the College. The income of the Fund may be used each year for the above purposes, or, at the discretion of the Governing Body, be used to augment the capital endowment of the fund.
(Council Minutes, VI, II, 53)
(Minutes of Governing Body, 4.x.1995 – Item 25).
30. Georgina Haliburton NICHOLSON Fund, 1948, founded by gift of Miss Nicholson in memory of her sister Georgina Haliburton Nicholson (1880-83). The income is used to provide the College prize in Mathematics (Minute of Finance Committee, 16 November 1960) and a prize to be awarded to each undergraduate reading Mathematics who gains First Class Honours in Honour Moderations.
(Council Minutes, VI, 40)

31. Mary EWART Trust Fund, 1948. The capital of the Fund, established in 1911, has been transferred to the College to be invested on behalf of the Mary Ewart Trustees. The income is paid annually to the Trustees who are responsible for its administration. The income is used:
- (i) to provide scholarships and travelling grants, candidates being selected by the Trustees on the recommendation of the Education Committee.
 - (ii) to pay the stipend of the Mary Ewart Fellow, who shall
 - (a) devote herself or himself to some study to be approved by the Mary Ewart Trustees and the Governing body
 - (b) reside in College during her or his tenure, unless her or his work requires a period of study elsewhere, or unless permission is given by the Trustees for this condition to be waived.
 - (c) undertake no paid work during her or his tenure without the permission of the Governing Body
 - (d) present an annual report on her or his work to the Mary Ewart Trustees and the Governing Body.
 The tenure of the Mary Ewart Fellowship shall normally be for a period of three years.
 (Council Minutes VI, 42. Ordinary Meeting of Governing Body, 26.iv.1961) (Ordinary Meeting of Governing Body, 5.x.1994)
32. Florence HUGHES Scholarship Fund, 1950, established by a legacy provided under the Will of Miss Florence Hughes for the purpose of founding Scholarships for women tenable for a period of three years, to be called the Florence Hughes Scholarships to be awarded to candidates studying with the view of entering upon a professional career in preference to other students.
 (Council Minutes VI, 52)
33. Alice COBB Research Fellowship Fund, 1952. The capital of the Fund was given by Miss C.V. Chapman in fulfilment of the wishes of her sister, Mrs. Cobb, to found a research fellowship in Philosophy. The income of the fund shall be used to provide the emolument for a research Fellow in Philosophy. The Fellow, who shall be elected in accordance with the usual College procedure, may concurrently hold a College tutorship or Lectureship, provided that her hours of teaching do not exceed a limit to be determined from time to time by the Governing Body.
- The Governing Body may, at its discretion, suspend the award of the Fellowship until the income shall be deemed sufficient for the above purposes or may alternatively resolve to use accumulated income for the purpose of augmenting the capital endowment of the Fund.
 (Council Minutes, VI, 84)
34. Alice BRUCE Fund, 1952. The capital of the Fund was bequeathed to the College by the Hon. Alice Moore Bruce, Vice-Principal (1898-1929) and Honorary Fellow (1929-1952). By resolution of the Council it was determined that the income of the fund should be used in the first instance to provide an Organ Bursary to be known as the Alice Bruce Bursary. The Governing Body may from time to time determine the emolument to be attached to the Bursary, within the limits of the income available, and may at their discretion transfer to the Scholarship Endowment Fund any surplus of income not required for the above purpose.
 (Council Minutes VI, 109)
35. FELLOWSHIP Endowment Fund, 1952. The Fund was established by resolution of the Council for the purpose of building up a general endowment of Official Fellowships. Unless the Governing Body shall otherwise determine, the annual income of the Fund shall be used to contribute to the cost of Fellows' stipends.
 (Council Minutes VI, 109)

36. Harriet F. RICHARDSON Fund, 1953. The capital of the Fund was given by the Reverend R.D. Richardson of Concord, U.S.A., in memory of his mother Harriet F. Richardson. The Fund shall be used to contribute towards the stipend of a Tutorial Fellow in History, or towards the general expenditure of the Library. While the Fund is being built up, one quarter of the annual income shall be used to augment the capital.
(Council Minutes VI, 96)
37. Alice HORSMAN Fund, 1953, established by a gift from Miss Alice Horsman (1908-1913) for the provision of a Travelling/Development Fellowship, to be awarded when the income justifies it and suitable candidates are available. The object of the Fellowship is to give graduates of Somerville, opportunities to travel at such time in their careers as may be of most value to them, either by enabling them to broaden their experience of other countries and their peoples, to carry out research, or to support them in a significant career change.
Any income not required for this purpose may be used to support the research of early career academics or Somerville's Tutorial Fellows.
The Fellowship should be tenable for any period up to two years. Selection should be made by a Committee of the Principal and Fellows of the college with power to co-opt. The Fellow should be asked to prepare a written report or to deliver a lecture at the end of her/his tenure of Fellowship.
(Council Minutes VI, 99) (Amended GB01 1920 B2.2)
38. The John Hunter LEWIS Memorial Fund, 1954, established by a bequest under the Will of Mrs. Spedan Lewis. The title of the Fund commemorates at Mrs. Lewis's request her elder son who died in childhood. The income of the Fund shall be used to contribute towards the stipend of a Tutorial Fellowship in English Literature to be known as the Beatrice Lewis Fellowship.
(Council Minutes VI, 109, 133)
39. Gilbert MURRAY Fund, 1957, established by a gift from Professor Murray. The income of the Fund is used to provide Scholarships or Exhibitions for post-graduate or undergraduate study; when offered for undergraduate study the awards may be given on the results of the Entrance Examination or at any time during and undergraduate's Honour course on the recommendation of the Education Committee. If given for undergraduate study the amount of the award shall be the minimum approved by the Ministry of Education as qualifying for the supplementation by the State; if given for post-graduate study the amount of the award shall be determined on each occasion by the Governing Body. At the discretion of the Governing Body the income of the Fund may be allowed to accumulate, either to increase the value of the award or for the purpose of augmenting the capital endowment of the Fund.
(Council Minutes VI, 151, 152)
40. M.K. POPE Memorial Fund, 1957, established by a legacy under the Will of Professor Mildred K. Pope (1872-1956), augmented by a Fund subscribed by the Association of Senior Members, and by other gifts from friends and former colleagues and pupils, for the promotion in College of studies in French or the other Romance languages. The income is used:
- (i) To provide grants for senior or junior members of the College for a period of study at a foreign University or Institute.
 - (ii) To defray expenses incurred by graduates of the College engaged in research (a) in the pursuit of research abroad, (b) in obtaining reproductions required for their work, (c) in copying and/or publishing the results of their research.
 - (iii) To contribute towards the cost of any special lecturing or tuition required in French or other Romance languages of undergraduates reading Modern Languages in the College.
 - (iv) To provide from time to time an entrance Scholarship or Exhibition.
- The Fund is administered by the Governing Body, which shall determine on each occasion the amount of any grant made under (i) and (ii); the amount of one made under (iii) shall be the minimum

approved by the Ministry of Education as qualifying for supplementation by the State. At the discretion of the Governing body the income may be allowed to accumulate, either to increase the value of the grants that can be made, or for the purpose of augmenting the capital endowment of the Fund.

(Council Minutes VI, 155. VII, 7)

41. HANSELL Fund, 1957, established by a legacy under the Will of Geraldine Arsinella Hansell in memory of her father, Edward Arthur Hansell, some-time Scholar of Pembroke College, to provide a travelling scholarship, for either undergraduates or graduates of the College, preferably for short periods, in connection with their own studies or with international affairs. Under exceptional circumstances a woman from another College might be considered eligible.

The Fund is administered by the Governing Body, which shall determine on each occasion the amount of the grant. At the discretion of the Governing Body the income may be allowed to accumulate.

(Council Minutes VI, 193)

42. The Herbert BULL and Ethel Mary BULL Fund, 1959, established by a legacy under the Will of Ella Angela Bull. The income of the Fund is used in the first instance to provide a Scholarship or Exhibition in Classics and a Scholarship or Exhibition in English. If these awards cannot be made, the income may be used at the discretion of the Governing Body to provide grants for research for resident or for non-resident graduate members of the College.

(Council Minutes VI, 197)

43. HOWELL Fund, 1960, established by a gift from Miss M.E. Howell. The income and capital of the Fund is used to assist an undergraduate of the College to train for some form of social work. The Fund is administered by the Governing Body, which shall determine on each occasion the amount of the grant. At the discretion of the Governing Body the income may be allowed to accumulate.

(Council Minutes VII, 7)

44. CARLISLE and Constance Ann Lee Fellowship Fund, 1961, established by combining:

- (i) certain bequests invested in the Scholarship Endowment Fund up to 1 January 1961 and represented at that date by 317 shares in the Trusts' Pool, and used up to that date for the provision of awards to undergraduates;
- (ii) an annual sum which should not be more than £250 from the Constance Ann Lee Fund;
- (iii) the annual yield of the Powell Fund;
- (iv) the annual yield of the Rosalind, Countess of Carlisle Fellowship Fund.

The income from the Fund shall be used, together with a contribution from the Research Reserve Fund, to defray expenses arising from a grant of special leave from college teaching to a Fellow, to be called the Rosalind Lady Carlisle and Constance Ann Lee Fellow (e.g. to pay for the appointment of a Stipendiary Lecturer.) The opportunity to take such special leave, for one term in the case of tutorial fellows other than University lecturers, two terms in the case of University lecturers, shall be offered to the Fellows in turn, on a basis agreed by Governing Body from time to time.

(Stated Meeting of Governing Body: 4.xii.1991)

45. EDWARDS Fund, 1961, established by a legacy under the Will of Mrs. A.M. Edwards. The income of the Fund shall be used to contribute towards the stipend of a Tutorial Fellowship in English Language and Mediaeval Literature, to be known as the Alice Maria Edwards Fellowship.

46. Samuel DUKINFELD Darbishire Fund, 1961, established by a legacy under the Will of Helen Darbishire, in memory of her father Samuel Dukinfield Darbishire and her brother Arthur Dukinfield Darbishire, to provide for the advancement, maintenance or benefit of students of Medicine and/or Natural Science and/or Music, whether by Scholarships or otherwise.

47. Hilda LORIMER Fund, 1961, established from donations in memory of Miss H.L. Lorimer, and from royalties from her book Homer and the Monuments which she bequeathed to the College. The income of the Fund is used to provide a prize for good work in Classical honour Moderations, or in Homeric Archaeology; and grants to assist undergraduates who are reading or have read Classical Honour Moderations in the purchase of books or to travel in Greece or in Magna Graecia.
No means test is applied. The Prizes shall be known as the Lorimer Prizes.
48. The Monica BRITTON Fund, 1963, established by a gift of Mr. & Mrs. J.H. Britton. The income of the Fund is used annually to defray, wholly or in part, the costs of travel and of study abroad for an undergraduate or graduate member of the College working in the fields of either Modern Languages or Greek and Roman Studies. When other considerations are equal, preference is given to a candidate studying French.
49. The PENSION Fund, 1964, established by capital transferred from the Endowment Fund. The income of the fund is used to contribute towards the cost of providing pensions for retired members of the College and domestic staff. The capital of the Fund may be used at the discretion of the Governing Body.
50. Edith HAYNES Scholarship Fund, 1963. The general purpose of the Fund is the promotion and encouragement of the educational work of the College. The income is used to provide scholarships known as the Edith Haynes Scholarships, which are awarded either to resident undergraduates or to graduates of the College at the discretion of the Governing Body. If no applicant from these categories comes forward, the term graduate may be understood to include graduates of another University, members of the College, reading for a further degree or diploma in Oxford. The scholarships may be used for any course of study at home or abroad approved by the Governing Body. If no candidate of sufficient merit should present herself/himself in any one year, no scholarship is awarded and the income is added to the capital of the Fund. The income from the Fund may be used to establish a further scholarship or scholarships after its capital value has been sufficiently increased by such additions.
51. Rose GRAHAM Fund, 1964, established by a legacy under the Will of Dr. Rose Graham. The Fund shall be used to establish a Fellowship whose purpose shall be the encouragement and furtherance of research in European or English History prior to 1700. The conditions governing the appointment to the Fellowship are at the discretion of the Governing Body except that it shall consider in the first place graduates of Oxford or Cambridge. The Fellowship shall be known as the Rose Graham Fellowship. The income of the Fund, after it has provided the stipend of the Fellow, shall be used for the benefit of the College Library by the purchase of books relating to the study of the humanities.
52. PUBLICATIONS Fund, 1964, established by a legacy under the Will of Dr. Rose Graham. The income of the Fund shall be used to assist the publication of contributions to learning undertaken by members of the College.
53. Margery FRY Trust Fund, 1964, established by the Governing Body from the residue money in the Margery Fry Building fund after the building of the graduate house. The income is used:
- (i) To provide bursaries for graduate students.
 - (ii) To meet the cost or part of the cost of such alterations, structural repairs or additions to the graduate house as are required from time to time.
 - (iii) To provide such equipment for the graduate house as may be required from time to time.
 - (iv) When any needs under (i) to (ii) have been met for any particular year, to provide a Graduate Scholarship, to be awarded by the Education Committee to a member of Somerville College, a graduate of Oxford, to enable her to pursue any course of study approved by it. If no candidate of

sufficient merit presents herself, the Education Committee may award the Scholarship to a graduate of another University, reading for an advance degree or diploma at Oxford, as a member of Somerville College.

54. The DOWNS Fund, 1965, established by the transfer to the College of The Downs School Old Girls' Club Golden Jubilee Fund on the closure of the school. The income is used to provide at the discretion of the Governing Body: a graduate scholarship to be known as The Downs School Seaford, Scholarship or Exhibition. In making the award, preference is given in the first instance to daughters of former pupils of The Downs School, and, in the second instance, to former pupils of independent schools. A graduate in History is preferred if one applies.
55. Dame Janet VAUGHAN Fund, 1967, established on the retirement of Dame Janet Vaughan as Principal of the College to mark both a wish to commemorate her contribution to the scientific work of the College and her own wish to found a new Fellowship in Science. The primary purpose of the Fund is the endowment of a new Fellowship in any one of the Natural Sciences not otherwise provided for. It shall be known as the Janet Vaughan Fellowship. The Fund, so long as it is not sufficient to support a Fellow, may be used to enable the College to make any new appointment in furtherance of scientific studies in the college (Minutes of the Stated Meeting of the Governing Body, vol. VIII, page 14).
56. Elizabeth ROBINSON Scholarship Fund, 1970, established by a bequest under the Will of Miss Elizabeth Robinson (1933-35). In accordance with the wishes of the testatrix the income of the fund is used annually 'to provide financial assistance to a needy and deserving student of the College'.
57. Enid STARKIE Memorial Fund, 1970, established by a legacy under the Will of Dr. Enid Starkie (1898-1970) and by donations from her friends, colleagues and pupils. The income of the Fund is used to enable a Fellow or other Senior Member or graduate of the College of any age or seniority to go to France to engage in research in French Literature, or to assist her in undertaking any other travel or study related to that literature. The income of the fund may also be used, on the recommendation of the Tutor in French and subject to the consent of Education Committee, to enable (or assist) an undergraduate reading French to attend a course at a French university or other educational institution in France. The user of the income of the Fund for the time being shall be known as the Enid Starkie Student. If in any one year the income of the Fund is not used, it may be added to the capital.
58. The Marya Antonina CZAPLICKA Fund, 1971, established by a legacy under the Will of Mrs. Barbara Aitken (B.W. Freire-Marreco 1909-13) in memory of Miss Czaplicka (1911-12). The income of the Fund is used to assist any student of the Ancient World, anthropologist or scientist who may wish to attend a conference or similar meeting abroad or for any other purpose related to the study of the Ancient World, to anthropology or to the Natural Sciences.
59. Dorothy Eva DE ZOUCHE Fund, 1971, established by a bequest under the Will of Miss de Zouche (1905-09). The income of the fund is used at present to contribute towards the stipend of a Tutorial Fellow in Classics. It may be used for any other academic purpose at the discretion of the Governing Body. Miss de Zouche's name is associated with any sue to which the income of the Fund is put.
60. The Princess Ashraf PAHLAVI Fund, 1971, established by a gift of the Princess to the College for the purpose of furthering the study of the Social Sciences. The income of the Fund is at present used to contribute towards the stipend of the Tutorial Fellow in Economics.

61. Anne COBBE Memorial Fund, 1972, established on the death of Anne Cobbe by contributions from her friends, colleagues and pupils. The purpose of the Fund is to provide opportunities for undergraduates reading mathematics, physics or engineering such as public money or other College Funds cannot provide.
62. E.P.A. CEPHALOSPORIN Fund, 1972-77, established in recognition of Professor Hodgkin's association with Somerville College by a gift in 1972, augmented by donations in 1975 and 1977, from the Trustees of the E.P.A. Cephalosporin Fund for furtherance of research and education. The Fund shall be used for the provision of a Tutorial Fellowship, in the medical or biological or chemical sciences in such manner as the Governing Body sees fit. The use of the capital and income is otherwise at the discretion of the Governing Body.
63. Dame Catherine FULFORD Fund, 1973, established with capital from the residue of the Estate of Dame Catherine Fulford as augmented by a separate anonymous donation to the College. The Fund may be used in further support of such Research Fellowships as the College may from time to time maintain. Its disposal is otherwise entirely at the discretion of the Governing Body. Accumulated income may be used, also at the discretion of the Governing Body, to augment the capital endowment of the Fund.
64. NATURAL SCIENCES Fund, 1973, established for the endowment of teaching in the Natural Sciences, particularly Physics, after an appeal addressed to industrial, educational and charitable trusts.
65. CENTENARY Fund, 1975, established in connection with an Appeal addressed to Senior Members, educational and other Trusts, and to the Public for the further endowment of the College to mark its centenary. The use of the capital and the income of the Fund is at the discretion of the Governing Body. One of the uses of the Fund is to defray in part the stipend and other costs to the College of a Tutorial Fellow in any subject, the choice of subject being decided from time to time by the Governing Body.
66. Vera FARNELL Memorial Fund, 1977, established from a covenant and a bequest left by Miss Farnell. The income of the fund is used by the Librarian, with the approval of Library Committee, for the improvement and embellishment of the Library.
67. Isobel HENDERSON Memorial Fund, 1977, established by contributions from her colleagues, pupils and other friends. The income of the Fund is used at the discretion of the Library Committee for the purchase of books for the Library in subjects of especial interest to Isobel Henderson, in particular for books on music and the fine arts.
68. SCIENCE LIBRARY Fund, 1978, established in connection with the Centenary Appeal. The income of the Fund is used to provide books and other requirements for the Library in science subjects (including mathematics) at the discretion of the Tutors in the relevant subjects.
69. PALMER Fund, 1979, established by a bequest under the Will of Mrs. Palmer (G.D.M. Proctor, 1913-1917). The income of the Fund is used to provide a prize for an essay showing awareness of the historical treasures of Oxford. The competition for the prize shall take place in Michaelmas Term and be open to all undergraduates of Somerville and the members of the College who have taken their Final Honour School in the previous June.
70. Rosemary WOOLF Memorial Fund, 1979, established on the death of Rosemary Woolf by contributions from her family, friends, colleagues and pupils. Part of the income of the Fund is set aside annually for the purchase of books for the College Library on mediaeval Latin and vernacular languages and literature, mediaeval history and archaeology, theology, art history and iconography. The remainder of the income is used to provide grants for needy graduate students who are members of the College and

working in the field of mediaeval studies, preference being given to those working on mediaeval English Language and Literature.

71. Alan HODGE Travelling Fellowship, 1979, established by gifts from his family, the Financial Times and Longman. The income of the Fund is used annually to defray, wholly or in part, the cost of travel and study in the United Kingdom or abroad, for a graduate or undergraduate member or members of the College working in the field of history, broadly interpreted. The Fellow is expected to make a written report at the end of her tenure of the Fellowship.
72. Anne and Winifred COBBE Fund, 1979, established by the Governing Body from a bequest to the College under the Will of Miss Winifred Cobbe. Part of the Fund is used to contribute towards the stipend or other costs to the College of a Tutorial Fellow in Mathematic, Computation and Computer Science. (Amended GB01 0910 B1.3)
73. Mary SNOW Tutorial Fellowship in Biological Sciences, 1979, established by a donation from the Mrs. C.M. Snow Charitable Trust. The fund is used to contribute towards the stipend of a Tutorial Fellow in the Biological Sciences.
74. CENTENARY LIBRARY Fund, 1980, established from gifts made to the Library in connection with the Centenary Appeal. The income of the Fund is used to provide books and other requirements for the Library.
75. Ethel A. JONES Centenary Fund, 1980, established by gift to the College from former pupils, colleagues and friends of Miss E.A. Jones (1880-1966), headmistress of Clapham County School, 1919-1938. The income of the Fund is used to provide a scholarship, known as the Ethel A. Jones Scholarship, awarded by the College either on the results of the Scholarship and Entrance Examination or at the recommendation of the Education Committee to an undergraduate of the College reading English. The scholarship is tenable for up to three years. Any surplus income of the Fund not required in any year to provide such scholarships is invested to increase the capital value of the Fund.
76. Agatha RAMM Fund, 1981, established by a gift from Dr. Ramm on the occasion of her retirement. The income of the Fund is used, at the discretion of the Principal, for the provision of flowers for the chapel and plants for the College garden.
77. The James and Barbara CRAIG Fund, 1982, 1989, established by a gift to the College from Barbara and James Craig. The income of the Fund is used to contribute towards the cost of travel and of study abroad for an undergraduate or resident graduate member of the College working in any field of
 - (a) Ancient Greek and Roman Studies, including the application of scientific tests to ancient materials, and
 - (b) Ancient Near Eastern Studies, or
 - (c) may be used for the benefit of the Library, at the discretion of Librarian, subject to the approval of the Library Committee.
78. Vera BRITAIN Fund, 1982, established by a legacy under the Will of Vera Britain. The income of the Fund is used to provide a non-stipendiary fellowship for an established scholar visiting Oxford under such conditions as the Governing Body shall from time to time decide.
79. May McKISACK Fund, 1982, established by a legacy under the Will of Professor McKisack. The income of the fund is used in the first instance for the support of the Mary Somerville Research Fellowship. Further income is used for the support of College teaching in history.

80. Vera WADDINGTON Fund, 1982, established by a donation from Christina Roaf in memory of her mother, the artist Vera Waddington (1876-1954). The income of the Fund is used at the discretion of the Keeper of the College pictures to defray the cost of exhibitions in College (including the expenses of private viewings).
81. BYRNE Fund, 1984, established by donation in memory of Muriel St. Clare Byrne, O.B.E. to provide an annual bursary for any student currently enrolled at the College who proposes to embark on or has embarked on a further degree course, but lacks the funds that would make beginning, continuing or completing such a course possible. The award to be at the discretion of the Governing body of the College.
(Minutes of Governing Body 14.xi.84 Item 24 (ii) refers)
82. The LEVICK sisters' Research Fund for Philosophy and Philology, 1985, established by gift of Jenny Teichman (Mary Somerville Research Fellow 1957-69) to commemorate her mother Madeleine Levick (Mrs Jorgensen) and aunts Phyllis Levick and Joan Levick (Mrs Gramlick), the orphan daughters of L.T. Levick, Scholar of Pembroke College, and his wife Constance. The income of the Fund shall be used to support for one, two or three years, a graduate scholar working for a post-graduate degree or diploma in Philosophy or Philology, to be interpreted widely so as to include, inter alia, Ancient Philosophy, Sanskrit, and Old Norse.

Any graduate admitted to the college to read for a post-graduate degree or diploma is eligible for support.

If no suitable scholar presents herself, the income from the Fund may accumulate or, at the discretion of the Governing Body, be used to help support (i) a Research Fellow working in Philosophy or Philology or (ii) a graduate student in any other arts subject. The money shall be awarded at intervals of one, two or three years by the Governing Body or a sub-committee appointed by it.

83. The Ernest COOK Research Fellowship Fund, 1985, established by benefaction from the Ernest Cook Trustees to endow a Research Fellowship in Environmental Studies. It shall be applied to the support of the Fellowship.
It may also be used from time to time at the discretion of the Governing Body to fund a lectureship normally for not more than three years at any one time.
The Fellowship shall be open to graduates of any university and is normally tenable for up to three years. The Fellow shall be elected by the Governing Body, upon the recommendation of a Selection Committee consisting of the Principal and two or three Fellows, a Trustee or other nominated representative of the Ernest Cook Trust, and if necessary, assessors from the appropriate University Departments.
The Fellow shall be elected with a view to research in any one of the following areas of Environmental Studies.
Plant Ecology, Animal Ecology, Behavioural Ecology, Conservation and Wildlife Management, Pest and Disease Control, Agriculture (Environment aspects), Forestry, Geology, Human Geography, Human Ecology, Ecological Genetics, Marine Biology, Agricultural Economics, Lower Atmosphere and Climate;
and any other such aspect of Environmental Studies as the Governing Body in consultation with the Ernest Cook Trust may designate from time to time.
The Ernest Cook Fellow shall be entitled to reside in College throughout the tenure of the Fellowship, and shall be required to present to the Governing Body an annual report on the progress of his or her work which shall be forwarded to the Ernest Cook Trustees. (Amended GB03 0405 B5.1)

84. Indira GANDHI Fund, 1985, established by Governing Body with a gift from the Indira Gandhi Memorial Trust and contributions from friends, to commemorate the College's connection with India by making grants to undergraduates and graduate students toward travel to, from and within India; supporting research on India by graduates at the College; helping Indian graduates and undergraduates at the College; supporting such other projects as may from time to time be determined by the Governing Body.
85. Diana and Michael ZVEGINTZOV Library Fund, 1986, established by a gift to the College from Barbara Craig in memory of Diana and Michael Zvegintzov (Diana Lucas, 1926-9), and augmented by gifts from friends and former pupils. The income of the Fund is used to provide extra money, over and above the normal allocation, for books for Greek, Latin, Chemistry and Russian, with some preferences for the first three subjects, to be selected by the appropriate tutors and approved at Library Committee.
86. R.A. and O.L. SAYCE Fund, 1986, established by a gift from Mrs. O.L. Sayce in memory of her husband and to mark her long association with the College. The income of the Fund is used to provide grants towards travel for purposes of their work for undergraduates of the College reading Modern Languages, or a Modern language in a Joint School, or graduates attached to the College studying for a graduate degree in the field of Modern Languages. Grants to be made by Penrose and Special Grants Committee.
87. Frances BROWN Memorial (Prize), 1987, established by a gift from Richard Brown in memory of his daughter Frances Brown (1985-86). The gift is to be used to provide an annual grant (prize) to an undergraduate, who has proved herself to be a valuable member of the College in need of financial assistance to participate in sporting events.
88. The GEIRINGER Travel Fund, 1987, established by the benefaction of Alfred Geiringer in memory of his daughter, Jane Frances Geiringer (PPE 1961-1964) who was also gifted musically. The income from the Fund is to be used at the discretion of the Governing Body to pay wholly or in part the cost of travel and study in the U.K. or abroad for undergraduates of the College each year. The awards would be offered annually, in the first instance to undergraduates reading for the Final Honour School in Politics, Philosophy and Economics (PPE) and to undergraduates reading Music or participating in musical events. Grants or awards from the income may also be available from time to time for a graduate of the College to do postgraduate training in the U.K. or abroad in journalism or in some aspect of international affairs, or for a graduate proceeding to postgraduate work in music in the U.K. or abroad. When other considerations are equal, preference will be given to travel applications in the field of politics and international affairs.
89. Audrey SUNDERLAND Memorial Fund, 1987, (A.W. Cleobury, 1945-48), established by a gift from her family. The income of the Fund is used for the Audrey Sunderland Travelling Fellowship to defray, wholly or in part, the cost of travel and study in the United Kingdom or abroad, for a graduate or undergraduate member or members of the College working in the field of English Literature, broadly interpreted. The Fellow is expected to make a written report at the end of her tenure of the Fellowship.
90. Margaret MACBETH Travelling Scholarship, 1988, established in memory of Margaret Macbeth (M.R. Macdonald 1922-25) by contributions from her family. The income from the Fund may be used annually to defray wholly or in part, the cost of travel and study, for a member of the College in *statu pupillari* reading for a degree in Economics. The award to be made at the discretion of the Principal and Fellows, without formal examination. The Principal and Fellows may withhold the award in any year if no worthy candidate presents herself.

91. Elizabeth CHAMBERS PATTERSON Fund, 1989, established by gifts to the College in memory of Elizabeth Chambers Patterson, biographer of Mary Somerville. The income of the Fund is used for:
- a. the provision of books on Natural Sciences and the History of Science for the Library.
 - b. the encouragement of U.S. graduate students of Somerville, at the discretion of Governing Body; for example, to pay for travel in connection with research, or other research expenses.
92. May QUINCHE-BERTHOUD Travelling Scholarship, 1990, established by a bequest of May Quinche-Berthoud (M.V.M. Berthoud, Modern Languages 1922-5). The income of the Fund is used to contribute to the costs of travel to and in France or Switzerland of an undergraduate reading French, whether in the School of Modern Languages or in a Joint School including Modern Languages, or of a graduate student of the College reading for a graduate degree in French.
93. Rita BRADSHAW Fund, 1990, (Rita Shaw, Modern Languages 1939-42), established by a gift from her family. The income of the Fund is used to provide a travelling scholarship(s) for undergraduates or graduates of the College.
The Fund shall be used in the first instance for medical students. If funds permit, undergraduates and graduates in all subjects may be considered eligible. The Governing Body may exercise complete discretion in the disposal of funds.
94. Wilma CROWTHER Fund, (1992), established in memory of Wilma Crowther (Wilma George), Lecturer in Zoology (1959-1977) by contributions from her colleagues and pupils. The income of the fund is to be used to provide support for undergraduates and graduate participating in expeditions or travel which have an aim related to the biological sciences, human sciences or geography broadly interpreted.
95. Barbara HARVEY Fund, 1994, established by gift by Barbara Harvey (scholar 1946-9; tutor 1955-93; official fellow 1956-93; emeritus fellow 1993-). The purpose of the Fund is the purchase of books in History, and in the first instance in Medieval History, for the Library.
The income of the Fund may be used each year for the above purpose, or may be used to augment the capital endowment of the Fund, at the discretion of Library Committee.
96. Lisa MINOPRIO Memorial Fund, 1994, founded in memory of Lisa Minoprio (Mrs. Anthony Higgins) (1973-1976) to provide a Bursary fund to be given to an undergraduate in need of financial assistance. The donors stated that the selection of students who may benefit from the Fund shall not be determined solely by their intellectual attainments, but on the grounds that they need help in order to benefit from their membership of the College.
The donors would prefer that a woman was appointed in the first instance. The income of the Fund may be used for the above purpose or to augment the capital and this may be at the discretion of Governing Body.
97. Lotte Minna LABOWSKY Fund, 1991, established by a bequest under the Will of Dr. Lotte Labowsky. The fund is to be used for general charitable purposes for the benefit of Somerville College.
Dr. Labowsky wished the bequest to benefit a Fellowship in English Language and Literature to commemorate Rosemary Woolf, Fellow and Tutor in Medieval English 1961-1977, and to be known as the "Rosemary Woolf Fellow".
98. Dorothy Mary Crowfoot HODGKIN Fund, 1995, founded in memory of Dorothy Mary Crowfoot Hodgkin 1928-1994. Commoner, Tutor, Fellow, Professorial Fellow. The Fund shall be used for the promotion of the Sciences and to support undergraduates, graduates, and senior members of the College working in these fields.
The use of the income shall be determined by the Governing Body, who may resolve to use the accumulated income for the purpose of augmenting the capital endowment of the Fund.

99. Myra VERNEY Fund, 1995. The capital of the Fund was bequeathed to the College by Miss Kathleen Irene Myra Verney (1925-29). By resolution of the Governing Body it was determined that the income of the Fund should be used to support the general revenue of the College.
(Minutes of Governing Body 15.ii.1995 – Item 22)
100. Mary Doreen LOBEL Fund, 1995. The capital of the Fund was bequeathed to the College by Mary Doreen Lobel (Librarian 1946). By resolution of the Governing Body it was determined that the income of the Fund should be used to support the general revenue of the College.
(Minutes of Governing Body, 15.ii.1995 – Item 22)
101. Ruth ALDER Fund, 1995, established by gift from the family of Ruth Adler, to be used to establish and maintain a graduate scholarship to be called the Ruth Adler Scholarship to support advanced study or research in fields of Philosophy, Law or subjects related to social work. The income of the Fund may be used each year for the above purposes, or at the discretion of the Governing Body may be used to augment the capital of the Fund. The scholarship to be held by a graduate student at Somerville College.
From time to time, the College will award a graduate bursary from its graduate awards to be known as the Ruth Adler Bursary.
102. Margaret Ursula CRAIG Fund, 1990, established by Governing Body on receipt of bequests from Margaret Ursula Craig (M.U. Sharp 1920) and her husband Col. Vernon Francis Craig. The income of the Fund, which is at the discretion of the Governing Body, is used to support a Fellow in Chemistry.
(Minutes of Governing Body, 15.ii.89 – Item 18)
(Minutes of Governing Body, 8.iii.89 – Item 2)
(Minutes of Governing Body, 8.xi.95 – item 25)
103. Barbara CRAIG Biological Sciences Fund, 1992, established by a gift in memory of Wilma Crowther from Barbara Craig, so that the interest could provide books in the Biological Sciences for the Library.
(Minutes of Governing Body, 22.v.96)
104. G.M.A. RICHTER Memorial Fund, 1977, established by a bequest from Miss G.M.A. Richter, to be used in the first instance for the purchase of books for the Library relating to Miss Richter's own interests. Governing Body minute GB 24-xi-76 Item 12 (ii) "Legacy of Miss G.M.A. Richter. It was agreed that a fund should be created with this money, to be named after Miss Richter, and that the income should be used, in the first instance, for the purchase of books for the Library related to Miss Richter's own interests".
(Minutes of Governing Body, 22.v.96)
105. Christina ROAF Fund, 1992, established by a gift from C. Roaf. The income should be used, in the first instance, for the purchase of books in Italian studies for the Library.
(Minutes of Governing Body, 22.v.96)
106. WOLFSON Fund for Natural Sciences, 1976, established with money given by the Wolfson Foundation. The fund shall be used to endow a Tutorial Fellowship in the Natural Sciences, especially Physics, the holder to be called the Wolfson Fellow. The Trustees of the Wolfson Foundation would wish to be consulted about the holder of the Fellowship.
(Minutes of Governing Body, 22.v.96)

107. BURSARY Fund, 1996, established to provide bursaries to undergraduates in need of financial assistance. The income of the Fund may be used for bursaries which might be awarded either before entry or during the course.
(Minutes of Governing Body, 9.x.96 – Item 26)
108. Eva ROBSON Fund, 1997, established by gift from Barbara Craig with further contributions from friends in memory of Eva Robson (successively Principal's Secretary and College Secretary 1950-1979) to provide book grants and other forms of assistance to undergraduate members of the College.
(Minutes of Governing Body, 3.xii.1997 – Item 25)
109. Penelope JESSEL Fund, 1998, established by contributions from her family and friends in memory of Dame Penelope Jessel (Blackwell, 1937) President of the ASM 1991-4. The income of the Fund shall be used at the discretion of the Governing Body to support the study and/or teaching of Classics by means of a named fellowship, scholarship, bursary or prize.
(Minutes of Governing Body, 21.i.98 – Item 26 (i))
110. Christina and Douglas ROAF Fund, 1998, established by gift from Christina Roaf (University Lecturer in Italian 1954-79). The income of the Fund shall be used at the discretion of the Governing Body to support the study and/or teaching of Modern Languages.
(Minutes of Governing Body, 21.i.98 – Item 26 (i))
111. Margaret PELLY Fund, 1998, established by contributions from her husband, family and friends in memory of Margaret Pelly (Lambert 1949). The income of the Fund shall be used to support a graduate research scholarship in the fields of Medicine, Bio-Medical Sciences, or Psychology, to be known as The Margaret Pelly Research Scholarship, tenable at Somerville and associated in the first instance with the Oxford Project for the Investigation of Memory and Ageing (OPTIMA).
(Minutes of Governing Body, 11.iii.98 – Item 25)
112. C.A.J. ARMSTRONG Fund, 1998, established by gift of Elizabeth Armstrong in memory of her late husband. The income of the Fund is to be used:
- (i) to contribute towards the stipend of a Tutorial Fellowship in History, preferably in Medieval or Renaissance History,
 - (ii) when any needs under (i) have been met, to contribute towards the stipend of a Tutorial Fellowship in Modern Languages, Ancient History, English or Classics,
 - (iii) when any needs under (i) and (ii) have been met, to contribute to the Fellowship Endowment Fund,
 - (iv) in the last instance, it may be used for the general educational purposes of the College.
- (Minutes of Governing Body, 11.xi.1998 – Item B18)
113. Elizabeth MITCHELL Fund, 1998, established by gift of Elizabeth Manuel Mitchell (English, 1938). The income of the Fund is to be used:
- (i) to contribute towards the stipend of a Tutorial Fellow in English,
 - (ii) when any needs under (i) have been met, it may be used at the discretion of the Governing Body for the general purposes of the College.
- (Minutes of Governing Body, 11.xi.1998 – Item B18)

114. Archibald JACKSON Fund, 1998, established by gift of Mrs. Betty Elfreda Offler (Jackson, 1936) in memory of her father Archibald Jackson. The income of the Fund shall be used at the discretion of the Governing Body to support graduate studies, preferably in the Humanities, by means of a named scholarship, bursary or prize.
(Minutes of Governing Body, 2.xii.1998 – Item B16)
115. Weldon and Normal DALRYMPLE-CHAMPNEYS Fund, 1998, established by bequest of Lady Dalrymple-Champneys (Norma Hull Lewis, 1921, Librarian 1952-69). The income of the Fund shall be used at the discretion of the Governing Body to promote the study of Music in the College.
(Minutes of Governing Body, 2.xii.1998 – Item B16)
116. Maria and Tina BENTIVOGLIO Scholarship and Travelling Fund, 1998, established by bequest of Mrs F.R. Baldeschi (Marie Bentivoglio, 1922). The income of the Fund shall be used at the discretion of the Governing Body to support undergraduate or graduate studies in the Arts or Sciences by means of scholarships or travel grants.
(Minutes of Governing body, 2.xii.1998 – Item B16)
117. Monica FOOKS Memorial Lecture Fund
A fund called the Monica Fooks Memorial Lecture Fund has been established by Jean (1958-61) and Geoffrey Fooks in memory of their daughter, Monica Fooks, to be used at the discretion of Governing Body and in the first instance for the support of a lecture known as the Monica Fooks Memorial Lecture to be given from time to time on the subject of mood disorder or another similar topic and then for the general educational purposes of Somerville College.
(GB06 0102 A9 iii)
118. Daphne OSBORNE Fund
The Daphne Joan Osborne Fund, 2007, established by a bequest under the will of Professor Daphne Osborne to be used as the Principal and Fellows of Somerville College think fit for the benefit of Somerville College, being aware of her expressed wish that the monies should be applied in the furtherance and support of studies in the physical and/or biological sciences. If sufficient funds are available from the Residuary Estate they shall be applied by the college for the support of an Osborne Fellowship in the physical and/or biological sciences.
(GB01 0708 B12.1)
119. Carys BANNISTER Fund
Carys Bannister Fund 2012. Established by gift of Carys Bannister (1963). The income of the fund is to be used:
- i) To provide grants to female undergraduates undertaking the study of Medicine in the University of Oxford; or
 - ii) To provide grants to female graduates undertaking the study of Medicine, including research projects in a medical, surgical or medically related subject in the University of Oxford.
- Provided that the Governing Body have exercised their discretion to further restrict the recipients of a grant under i) or ii) above to students at Somerville College, such decision to be reviewed regularly.
(GB05 1213 B1.4)

120. ALCUIN Fund for History
The Alcuin Fund for History (2011), established by gift of Catherine Hughes (Principal, 1989-1996) to raise aspirations amongst students of History and its joint schools. The capital of the fund is invested and the income shall be used to make grants towards projects which contribute to the intellectual and personal development of undergraduates and graduates at the discretion of the fellows in History. Awards shall be reported to Education Committee.
(GB06 1314 B1.6)
121. RHABANUS MAURUS Fund for Modern Languages
The Rhabanus Maurus Fund for Modern Languages (2014), established by gift of Catherine Hughes (Principal, 1989-1996) to raise aspirations amongst students of Modern Languages and its joint schools. The capital of the fund is invested and the income shall be used to make grants towards projects which contribute to the intellectual and personal development of undergraduates and graduates at the discretion of the fellows in Modern Languages. Awards shall be reported to Education Committee
(GB05 1314 B1.6)
122. PATRICIA NORMAN Fund
The Patricia Norman Fund 2014 established by bequest of Patricia Norman. The capital to be invested as an endowment and the income thereby generated to be used as GB shall from time to time decide to support a Tutorial Fellowship in the Humanities
(GB05 1819 B2.1)
123. ANNE BRAZELL MEMORIAL SCHOLARSHIP FUND
Anne Brazell Memorial Scholarship Fund 2015 established by bequest of Elsie Brazell. The capital to be invested as an endowment and the income thereby generated to be used as GB shall from time to time decide to fund a scholarship for undergraduate or graduate student(s) in science.
(GB05 1819 B2.1)
124. ANNE BRAZELL MEMORIAL TEACHING FUND
Anne Brazell Memorial Teaching Fund 2015 established by bequest of Elsie Brazell. The capital to be invested as an endowment and the income thereby generated to be used as GB shall from time to time decide to fund a Tutorial Fellowship or teaching more generally. This fund to be incorporated within the Fellowship Endowment Fund 1952
(GB05 1819 B2.1)
125. MARY DE ZOUCHE FUND
Mary de Zouche Fund 2015 established by bequest of Mary de Zouche. The capital to be invested as an endowment and the income thereby generated to be used as GB shall from time to time decide to support a scholarship in Biology or Physiology, with a preference for a student from a developing country. (GB05 1819 B2.1)
126. KATE BARLOW (HAROLD GILES) FUND
Kate Barlow (Harold Giles) Fund 2015 established by bequest of Harold Giles. The capital to be invested as an endowment and the income thereby generated to be used as GB shall from time to time decide to support an undergraduate scholarship in English.
(GB05 1819 B2.1)

127. ANNA MORPURGO DAVIES CLASSICS Fund
Anna Morpurgo Davies Classics Fund 2015 established by bequest of Anna Morpurgo Davies. The capital to be invested as an endowment and the income thereby generated to be used as GB shall from time to time decide to support the teaching of Latin and/or Greek
(GB05 1819 B2.1)
128. CATHERINE HUGHES Fund
Catherine Hughes Fund 2017 established by a bequest of Catherine Hughes. The capital to be invested as an endowment and the income thereby generated to be used as GB shall from time to time decide for the following broad purposes;
(a) To fund initiatives to raise aspirations, and expand horizons primarily in the undergraduate community (but also the graduate community as appropriate) - with a focus on intellectual curiosity and social conscience.
(b) To support Tutorial Fellows, Stipendiary Lecturers and Stipendiary JRFs in their research, collaborations, invitations, conference organisation and public engagement and
(c) To enhance the academic standing of the College
(GB05 1718 B3.1)
129. THE RYNIKER-LLOYD SCHOLARSHIP Fund
The Ryniker-Lloyd Scholarship Fund 2018 established by bequest of Robert Lloyd. The capital to be invested as an endowment and the income thereby generated to be used as GB shall from time to time decide to fund post-graduate scientific research
(GB05 1819 B2.1)
130. GOPAL SUBRAMANIAM GRADUATE SCHOLARSHIP Fund
Gopal Subramaniam Graduate Scholarship 2019 established by a donation from Gopal Subramaniam. The capital to be invested as an endowment and the income thereby generated to be used as GB shall from time to time decide to support one postgraduate scholarship. The scholars in receipt of the scholarship should be ordinarily resident in India. The scholarship shall be known as the Gopal Subramaniam Scholarship.
(GB05 1920 B2.2)
131. THE SCOLLAN FUND
The Scollan Fund 2018 established by a series of gifts from Sue Scollan. The capital to be invested as an endowment and the income thereby generated to be used to support a Tutorial Fellowship in Chemistry to be called the Sue and Kevin Scollan Fellowship in Organic Chemistry. Any surplus funds not required for this purpose to be used to support additional teaching and research in Chemistry.
(GB05 1920 B2.2)
132. THE DR ELIZABETH GOULDING MEMORIAL FUND
The Dr Elizabeth Goulding Memorial Fund 2021 (The Goulding Bequest) This fund was set up following a generous donation from Dr Ailsa Goulding in memory of her sister, Elizabeth Goulding (1960). The funds are to be invested as an expendable endowment. The annual income from the capital investment is to be used to promote excellence in French Literature at Somerville College, Oxford. The most effective use of this income to achieve this purpose is to be at Somerville's Governing Body's discretion
(GB09 2021 B2.1)

APPENDIX IA

APPENDIX TO THE BY-LAWS

1. Alphabetical list of Funds without by-laws – origins and current practice.

(a) College Capital

Arose from the University's College Contribution scheme. The agreement required of the recipient College was that the capital must be kept to increase the endowment of the College. Income could be used for General Revenue - it has customarily been used to contribute towards tuition – for which it is needed.

Finance Committee Minute, 29.xi.78 – Item 1 (ii)

“The Trust Funds

The Treasurer explained that the Richards Report had recommended that capital given to the College under the College Contributions scheme should be distinguished from College funds and placed in a separate and clearly identifiable fund. This had now been done, hence the appearance of a new fund called College Capital. Income from the fund was transferred to the College revenue accounts in accordance with the original uses agreed by the Governing Body.”

(b) DEAKIN

Not under our control. Available to provide scholarships for ex-pupils of the private school system. Agreed with Trustees of Independent School Association.

(c) NANSON Fund, 1981, established by a legacy under the Will of Miss M.E. Nanson (1907-10); the College was the residual legatee. To be used at the discretion of the Governing Body, to support general revenue.

Governing Body Minute Stated Meeting 16.vi.82 – Item 10 (1)(c)(ii) “ ... to be established as a named Fund to be used in the same way as the General Endowment Fund” (see below). First in accounts in 1981. no By-Law. Used to support General Revenue in line with GB agreements (on the recommendation of Long Term Planning Committee) at the time.

2. Pseudo-Funds

(d) de VILLIERS

This was on “open bequest”. It appears that it may be possible for the capital and/or income to be used for the College's own purposes. It is therefore not held as a Trust Fund as such, though the capital is included in the Trust Fund pool and income arises from this investment.

Relevant Minute, GB 10.xi.93 –Item 22.

“Lady de Villiers' bequest should be used to create an open trust, monies from which might be distributed in accordance with the wishes of the Governing Body from time to time”.

Extract from Will:

“I give all the residue of my estate to my Executors for the payment of my debts...and subject thereto in trust for the Principal and Fellows of Somerville College in the University of Oxford absolutely.....”

(e) Income Reserve

Established of resolution of GB (date unknown). Agreed (no record found) that after 4% of total Trust Fund income has been paid to General Revenue, 5% of the net income be placed in the Income Reserve Account. The interest from this fund may contribute to general revenue, but does not always do so.

3. Reserves and Specials

(f) General Endowment Fund

See NANSON above – Held on special deposit and in investments. This Fund was set up in 1982 and unallocated donations in response to the Appeal which dates to this time were placed in it. Unallocated donations continue to be placed in this Fund. It has its own bank account and investments. The Treasurer's Office has a record of contributions to this fund. Although it is clear from the Minute referring to the NANSON Fund that GB agreed to open this separate Fund for the Appeal, there appears to be no record of the decision, unless it is in the Minutes of the Appeal Committee. At the time, these Minutes were not received by Governing body. The Fund contributes to College Revenue.

(Minutes of Governing Body, 24.iv.96 – Item 13 (i))

APPENDIX II

OTHER SPECIAL ACCOUNTS

RESEARCH RESERVE

There shall be a Research Reserve to which the Governing Body shall allocate (i) such sums as it shall determine annually to set aside for the purpose, out of the general revenues of the College; (ii) any other such sums contributed by the Governing Body or other donors for the same purpose. The primary object of the Fund is to give, where necessary, financial aid for research. No-one appointed by the Governing Body and engaged in teaching or research is regarded as ineligible.